

# **Napa County**

1195 THIRD STREET  
SUITE 310  
NAPA, CA 94559



## **Agenda**

**Wednesday, June 25, 2025**

**3:00 PM**

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

### **Housing Commission**

*Keri Akemi-Hernandez*

*Judith Myers*

*Jennifer Putnam*

*Manuel Rios*

*Michael Silacci*

*Arnulfo Solorio*

*Mike Swanton*

*Vacant*

*Vacant*

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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).

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- 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**
4. **SET MATTERS OR PUBLIC HEARING ITEMS**
5. **CONSENT ITEMS**
6. **MONTHLY REPORTS**

- A. Receive an update on the Farmworker Center Standards project. [25-1184](#)

**Attachments:** [Centers Standards Draft](#)

- B. Monthly Report from California Human Development Corporation (CHDC) [25-1185](#)

**Attachments:** [CHDC May 2025 Occupancy Report](#)  
[Occupancy Report Analysis](#)

- C. Monthly report on capital improvement projects (CIP), and appointment of two commissioners to a CIP ad hoc committee. [25-1187](#)

**Attachments:** [CIPs-Repairs-Equipment](#)

**7. ADMINISTRATIVE ITEMS**

- A. Presentation on BayREN's Bay Area Multifamily Building Enhancements (BAMBE) Program. For discussion only, no action required. [25-771](#)

**Attachments:** [BayREN Presentation](#)

- B. Presentation on enhancing the Calistoga Farmworker Center's Wi-Fi Network [25-1192](#)

**Attachments:** [Exhibit A](#)

- C. Recommend acceptance of the quarterly monitoring report to the Napa County Housing Authority for the quarter ended March 31, 2025. (Fiscal Impact: Increased Revenues, Mandatory) [25-1191](#)

**Attachments:** [NCHA Report for March 31, 2025](#)

- D. Discussion on what it would take to create shared housing solutions for male and female farmworkers at the county-owned farmworker centers. For discussion only, no action required. [25-1188](#)

- E. Appointment of two commissioners to serve on an ad hoc committee focused on strategic planning for securing additional Joe Serna, Jr. Farmworker Housing Grant funding. [25-1189](#)

**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 JUNE 20, 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  
Main: (707) 253-4580

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Housing Commission

**Agenda Date:** 6/25/2025

**File ID #:** 25-1184

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**TO:** Napa County Housing Commission  
**FROM:** Emma Moyer, Staff Services Manager  
**REPORT BY:** Alex Carrasco, Project Manager  
**SUBJECT:** Farmworker Center Standards Project

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### **RECOMMENDATION**

Receive an update on the Farmworker Center Standards project.

### **EXECUTIVE SUMMARY**

The Napa County Housing Authority has developed a set of “Farmworker Center Standards”. These standards are a set of policies establishing operational and service requirements for any and all Farmworker Centers in Napa County that receive operational or loan funding from the County. A previous draft of the standards was shared with Commissioners during the April Housing Commission meeting. Subsequently an ad hoc committee was established to review and provide additional feedback to staff. That feedback has been incorporated, the resulting draft has been reviewed by Ad Hoc committee members, and the final draft is now available for the Housing Commission review.

### **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**

The Napa County Housing Authority currently oversees three Farmworker Centers (“Centers”), each of which provide lodging for up to 60 lodgers nightly. The operation of the three Centers is managed under contract by a qualified community-based organization. Privately run farmworker housing sites also exist, as permitted, in the unincorporated County. Farmworker housing needs continue to be a high priority for Napa County, and additional/new publicly and privately operated farmworker centers remain a possibility.



The intent of the Farmworker Center Standards project is to establish a set of policies to which all farmworker centers receiving funding from Napa County must adhere. The policies will include ensuring safety and security of lodgers and staff, promoting the dignity and respect of lodgers and staff, establishing standards of operation for the buildings, and ensuring compliance with local, state and federal guidelines, rules and laws.

Napa County has adopted and maintains an “Emergency Shelter Standards” policy manual for all County-funded emergency shelters for individuals and families experiencing homelessness. The Farmworker Center Standards draft is complete, and available for review by the Housing Commission. At the April 2025 Housing Commission meeting and ad hoc committee was created to review and provide feedback on the draft Center Standards. Today’s meeting provides Commissioners with an update on the Ad Hoc committee review, and a final draft of the Farmworker Center Standards.

# **Napa County Farmworker Center Standards**

*Updated June 2025*

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## A. Guiding Principles

The Napa County Farmworker Center Standards are grounded in the following principles and values that promote the safety and dignity of all center lodgers and the staff operating the centers.

1. The health and safety of lodgers, volunteers and staff should be safeguarded within each center.
2. Lodgers' rights must be protected against all forms of discrimination.
3. The center will provide an atmosphere of dignity and respect for the Lodgers and provide services in a non-judgmental manner.
4. Center staff have access to confidential and sometimes protected personal information about lodgers. Protecting the privacy and confidentiality of lodgers and their personal information is of the utmost importance.
5. In order to provide effective center programs and services, Lodgers should be offered opportunities to be involved in service provision, program planning, development and evaluation, and policy development.
6. All Lodgers are entitled to just and standardized procedures for determining eligibility, admissions, sanctions and dismissals, and resolving grievances.
7. All Lodgers are entitled to enjoy the maximum amount of privacy within the constrictions of the center environment.
8. Centers are part of a larger network of affordable housing services and community-supporting agencies. Collaboration within this network is important to ensure effective and coordinated services.

These standards apply to all farmworker centers (centers) in Napa County receiving funding from the County in the form of loans, grants, annual contracts or fee-for-service reimbursement. These standards are subject to annual review and revision and center operators are encouraged to provide feedback on these standards and suggest future modifications.

## B. Center Operations

### 1. Admission

All centers shall have clearly written and consistently implemented referral standards, admission policies, and hours of operation for new lodger admission. Centers must accept new lodger admissions (when center is open and beds are available) Monday through Friday for at least a four-hour period daily. Where feasible, admissions should be accepted on weekends.<sup>1</sup> Centers must keep Napa County updated with occupancy numbers.

### 2. Lodger Eligibility and Documentation

A Lodger must be 18 years or older and a farm worker employed by a farming-based entity in Napa County for a minimum of 20 hours per week at the time of application, and within 30 days after signing this agreement must provide Operator with evidence of farm employment, which can be a pay stub or letter from Lodger's farm employer.

### 3. Denial of Admission

Denial of admission to the center can only be based on the following reasons and is at the discretion of the Operator:

- Individual does not meet the basic eligibility criteria for center admission (e.g. not a farmworker employed in Napa County).
- A restraining order that prohibits admission to the facility.
- Violent or threatening behavior.
- Conduct from prior stay at the center that puts the health and safety of staff or lodgers at risk (e.g. violence, weapons violations and egregious damage to property).
- A documented unpaid balance from a prior stay at the center, that the lodger is unwilling to pay.

If an individual is denied entrance based on a prior stay the client must be informed of the reason, conditions for lifting the restriction and right to appeal, including whom to contact regarding an appeal and information about the appeal process. Additional requirements for communication regarding grievance and appeals procedures at the point of discharge are included in standard B.5.

### 4. Intake

Upon admissions, lodgers must be provided with copies of the following:

- Lodger Rights
- Written program rules
- Visitation policy
- Storage policy, including storage after exit
- Medication storage policy
- Grievance Procedure

## 5. Discharge

### A. Reasons

Only the following reasons may be used as a basis for discharge from a center facility:

- Criminal activity, such as theft or destruction of property.
- Restraining order precludes continued residence.
- Possession or brandishing of a weapon.
- Lodger behavior that endangers health or safety of lodgers or staff.
- Repeated interference with the rights of other lodgers to peaceful enjoyment of the facility, including not abiding by program rules.
- Loss of employment status by a farming entity in Napa County.
- Presence of infectious disease that significantly increases the risk of harm to other lodgers. Note that lodgers with lice or scabies or exhibiting symptoms of TB should be allowed to stay in center and sent to a health care provider for treatment as soon as possible. Precautions should be taken to avoid spread as feasible. Noncompliance with treatment or containment measures that endangers other lodgers may be cause for discharge.
- Individual requires care and supervision to manage their activities of daily living (feeding, toileting, selecting proper attire, grooming, maintaining continence, putting on clothes, bathing, walking and transferring) without appropriate supports available on-site. Individuals discharged due to care and supervision needs cannot be discharged to the streets.

### B. Requirements

All centers must provide a written copy of the procedure for filing a grievance to the lodger when a lodger is involuntary discharged. If it is infeasible to provide the procedure at the time of discharge (e.g., the lodger is being removed by law enforcement) this requirement may be waived; however, if the lodger returns subsequently to the facility, the grievance procedure must be provided.

If a lodger may be denied future readmission as a result of the circumstances of discharge, the lodger must be informed of the reason, the conditions for lifting the restriction and right to appeal, including whom to contact regarding an appeal and information about the appeal process.

Unless the lodger poses an immediate threat to the health and safety of other lodgers and/or staff members, centers should avoid discharging lodgers at night.

Unless the lodger poses an immediate threat to the health and safety of other lodgers and/or staff members, involuntary discharges must be approved by a supervisor. During hours that there is no supervisor on site, there must be a supervisor available on call to approve discharge decisions. Approval may be given verbally but should be documented in case notes.



## C. Storage of Belongings after Departure

Centers are not required to store belongings after a lodger leaves. Lodgers no longer staying at the center must remove all their belongings at the time of departure. The presence of an abandoned, wrecked, dismantled or inoperative vehicle or parts thereof, may be considered abandoned and subject to removal per County code ([Chapter 8.20](#)).

## 6. Hours

All centers must post hours of operation in a visible location. If the facility is open 24/7, lodgers must be allowed access to their possessions and to the facility common space at all times. If access to sleeping areas is not available during the day, accommodations should be made to allow access for those working second and third shifts, those who are ill, etc.

Centers should remain open 24/7 unless prohibited by inadequate funding or space limitations. As feasible, centers not open 24/7 must make reasonable accommodations to normal hours for illness, weather, disabilities, persons working second and third shifts, and other reasonable requests.

### A. Sleeping Hours

All Centers must provide facilities available to lodgers for sleeping for a minimum of eight (8) hours.

### B. Curfew

If a center has a curfew policy, the policy must be clearly written and explained to lodgers at intake. The policy must be consistently enforced. Missing a curfew cannot be a reason for denial of entry or discharge unless the late arrival compromises the health or safety of other lodgers or staff or if the lodger's late arrival repeatedly interferes with the rights of other lodgers to peaceful enjoyment of the facility. Centers are not required to have curfew policies.

## 7. Lodger Rights & Responsibilities

Lodger rights must be provided in writing and posted in the facility. All program requirements must be consistent with these standards. Rights must include:

- Lodgers have the right to be treated with dignity and respect.
- Lodgers have the right to privacy within the constrictions of the center environment.
- Lodgers have the right to be treated with cultural sensitivity. Cultural sensitivity is defined as the awareness of understanding and respecting cultural differences and practices of individuals from diverse backgrounds.
- Services should be provided to lodgers only in the context of a professional relationship based on valid, informed consent.
- Lodgers should be clearly informed, in understandable language, about the purpose of the services being offered, including lodgers who are not literate and/or have limited-English proficiency.

- Lodgers have the right to confidentiality and information about when confidential information will be disclosed, to whom and for what purpose, as well as the right to deny disclosure, unless disclosure is required by law.
- Lodger responsibilities must be provided to each lodger in writing upon admission and posted in the facility in a visible location. This must include:
- A clear description of all center rules and potential consequences for violations of these rules.
- A “good neighbor” policy that outlines expected behavior to not interfere with the rights of other lodgers including the use of scented products when lodgers with chemical sensitivities are in residence.

## 8. Lodger Input

Centers shall provide lodgers with on-going opportunities to voice opinions, participate in program operation and programming, and make suggestions regarding programming and rules. This can be accomplished in a variety of ways including exit interviews, discharge surveys, one-on-one interviews, lodger surveys, lodger focus groups, inclusion of lodgers or farmworkers on the agency board of directors, having farmworkers, or former farmworkers, trained and hired as staff, and/or the creation of a lodgers’ advisory council.

## 9. Confidentiality

All centers must have confidentiality policies that make certain that files are kept in a secure or locked location and ensure that verbal communication of confidential information is done in such a way that avoids unintended disclosure.

## 10. Visitors

Centers must have and post a visitation policy. The visitation policy should also be provided in writing to each lodger upon entry into the center. Each center should determine the visitation policy for their site, including a policy for media.

## 11. Language Access

Center staff must ensure that lodgers have access to interpreter services and that written materials are available in both English and Spanish.

## 12. Handling Lodger Mail

If a center provides mail service, sent and received mail must be handled in strict accordance with all applicable Federal laws.

## 13. Lodger Emergency Information

Center staff must collect emergency contact information and information about health needs upon admission that may impact an emergency response. Such information should be kept in a place accessible to on-duty staff in the event of an emergency.

## 14. Universal Precautions

Center staff must comply with universal precautions, proper sharps disposal and have a written policy in place governing protocols related to universal precautions.

## 15. First Aid Supplies

Basic first aid supplies must be always available on-site and accessible to center staff.

## 16. Weapons

All centers must have a weapons prohibition policy. Weapons include but are not limited to firearms, pepper spray, mace, and knives. Centers should use discretion when determining which types of knives should be prohibited. Centers may, but are not required to, have a mechanism for checking weapons upon entry. If a weapon is confiscated, a safe storage area should be provided, and centers must have a safe storage policy.

## 17. Smoking

Per California law, Centers shall prohibit smoking indoors and reasonable efforts must be made to prevent smoke from entering buildings. No smoking should be allowed within 20 feet of center facilities unless this is infeasible due to layout of grounds. Centers are required to follow any local ordinances regarding smoking in public areas.

## 18. Accessibility

All centers must conform to all pertinent requirements of the Americans with Disabilities Act (ADA). See <https://www.ada.gov/pcatoolkit/chap7shelterchk.htm>.

Beds designated as accessible must comply with federal height and distance standards, as referenced in the ADA guidelines. Program documentation must be provided in forms accessible to hearing-impaired and sight-impaired individuals, upon request.

Centers that provide transportation for lodgers must also make provisions for lodgers who need vehicles that are wheelchair accessible.

## 19. Pets & Service Animals

Centers must have a policy regarding whether pets are allowed in the facility. Per ADA requirements, centers must make reasonable accommodation for service animals. Additional information regarding ADA requirements for service animals from the U.S. Department of Justice is included in [https://www.ada.gov/service\\_animals\\_2010.htm](https://www.ada.gov/service_animals_2010.htm).

## 20. Non-Discrimination/Reasonable Accommodation

All centers must have policies on non-discrimination and reasonable accommodation and make reasonable modifications in programs, activities and services when necessary to ensure equal access to individuals with disabilities, unless fundamental alteration in the nature of the program would result from the accommodation.

Programs will comply with the accessibility requirements of the Fair Housing Act (24 CFR part 100), Section 504 of the Rehabilitation Act of 1973 (24 CFR part 8), and Titles II and III of the Americans with Disabilities Act, as applicable (28 CFR parts 35 and 36). Programs shall comply with applicable civil rights laws, including the nondiscrimination and equal opportunity requirements in the Fair Housing Act, Title VI of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, and Title II of the Americans with Disabilities Act.

## 21. Grievance

All centers must have a written grievance and complaint protocol that is provided to each lodger upon intake and is publicly posted in a location visible to lodgers. The protocol must include:

- The opportunity for lodgers to present their case before a neutral decision-maker (a supervisor or manager who was not directly involved in the incident or situation of the grievance)
- Accommodation of third-party advocates in the grievance process. Reasonable efforts must be made to coordinate with a lodger's advocate to schedule the appeal.
- A requirement that lodgers be given a written response to their grievance within a reasonable time frame.
- A provision that when a lodger files a grievance related to his/her ability to stay in the center the action is suspended until the grievance process is completed unless allowing the lodger's continued residence poses a risk to the health and safety of other lodgers and/or staff.
- An appeals procedure that allows lodgers to appeal, at a minimum, decisions related to admissions denials for cause, terminations and disciplinary actions.
- Provisions for providing lodgers with information about any subsequent appeals process available through any funding agency.

## 22. Environmental Health Regulations

All centers must have an emergency response plan. This emergency response plan shall be submitted, reviewed and approved by Napa County staff. The approved emergency response plan shall be posted in a common area, easily identifiable by all lodgers.

All centers must have a valid permit to operate congregate farmworker housing per Environmental Health regulations, and ensure they are abiding by all regulations.

## 23. Drug & Alcohol Use/Possession

Centers must have a policy prohibiting the possession, use or distribution of illegal drugs on the premises. If illegal drugs are found, lodgers should be given the opportunity to dispose of the prohibited substance or leave the center for that night if they do not wish to dispose of the prohibited substance. A single violation of this policy cannot be a reason for discharge unless the violation compromises the health or safety of other lodgers or staff or repeatedly interferes with the rights of other lodgers to peaceful enjoyment of the facility. Repeated violations of use or distribution of illegal drugs may result in the discharge of a lodger.

Being under the influence on-site may not be the basis for discharge. Discharge must be based on specific behaviors that meet the standard for discharge as described in standard 5A, Discharge Reasons.

## 24. Reportable Infectious Disease

All centers must have policies for responding to infectious disease with staff trained in infectious disease response in place. See [Reportable Diseases](#) for a full listing of reportable diseases. These policies must include protocols for:

- Making referrals to health care providers when a lodger shows symptom of reportable diseases.
- Notifying lodgers when there is a possibility that they were exposed to a reportable disease that is spread through casual contact.
- Policies on lodger confidentiality related to reportable diseases.
- Protocols for responding to any identified communicable disease, including consultation with a medical professional when determining if a lodger is infected with a contagious communicable disease that might seriously endanger the health of other lodgers.
- Reporting to local public health department

An infectious disease that significantly increases the risk of harm to other lodgers may be a reason for denial or discharge. Noncompliance with treatment or containment measures that endangers other lodgers may be cause for discharge.

Centers must comply with California Code of Regulations, Title 8, Section 5199, regarding Aerosol Transmissible Diseases (ATD) control and worker and client safety expectations: <http://www.dir.ca.gov/title8/5199.HTML>.

## 25. Search of Lodgers Possessions

All centers must have a policy and procedure in place governing how and when searches of lodgers' private possessions may be conducted. Searches may only be conducted when there is "probable cause" to believe that the person has in his or her possession something which may jeopardize the safety of other lodgers or staff, including a weapon, or illegal material, including illegal drugs, or something which is interfering with the peaceful enjoyment of the facility of other lodgers such as food that is attracting vermin. If the person does not consent to the search, and "probable cause" exists to search, the person must be given the choice of being discharged or being searched.

# C. Staffing Requirements

## 1. Staff on Duty

Centers shall have adequate staffing levels to operate safely.

## 2. First Aid Capacity

There must be at least one staff person on duty at all times trained in emergency first aid and CPR. The Red Cross recommends one (1) CPR-trained staff person per every fifty (50) workers for low-risk sites and one (1) CPR-trained staff person for every twenty-five (25) workers for high-risk sites. The County will arrange for first aid and CPR training for center staff. This standard will not be in effect until such arrangements have been made.

## 3. Hiring

Centers must conduct criminal background checks on all staff members. Each operator shall have a policy regarding when criminal history would disqualify an applicant from hiring that considers the responsibilities of the position to be filled, the population to be served (e.g., will the position be interacting with minors), the nature, severity and recentness of the crime, and evidence of rehabilitation.

# D. Staff Training

## 1. Document Training

Center operators should maintain a log or other similar record of trainings each staff member has successfully completed. This may be maintained in the personnel file or through a separate tracking system.

## 2. Required Training

The following trainings must be provided to all staff within 30 days of hire and recertified as necessary.

- Confidentiality protocols
- Crisis prevention and/or verbal de-escalation
- Mandatory reporting requirements related to child if the center allows children in lodging
- Universal precautions/infectious disease prevention
- If meals are provided onsite, proper food handling and storage if required by law. State law requires all food handlers in the state of California have a California Food Handler Card. New hires have 30 days from the date of hire to obtain a card. Online training is available through ServSafe and other vendors.
- Anti-discrimination/reasonable accommodation training
- Center policies and procedures
- Emergency evacuation procedures and fire safety

### 3. Recommended Training

Napa County will explore offering the following trainings to all providers who are subject to these standards. These trainings are not required until further guidance has been issued by the County; however, they may be mandated at a future time.

- Ethics/boundaries
- First Aid and CPR (at least one trained staff on site as required in standard B3). First aid certification must be renewed as indicated by training provider.
- Mental health issues in the homeless population.
- Domestic violence recognition and referral
- Overdose detection and response
- Harm reduction approach to substance use disorders
- Diversity awareness/humility training/cultural competence

## E. Food Service

### 1. Sanitary Facilities

All Centers that either prepare and serve meals or provide areas for lodgers to prepare and consume their own meals must ensure that all areas used for food storage and preparation are sanitary. Kitchen and dining areas must be kept clean and comply with all relevant health codes.

### 2. Donated Food

Programs that serve food prepared off site by regular donors must provide donors with a handout that details the requirements for food preparation. All food donors must read and sign the handout to confirm knowledge of the standards and must provide current contact information.

### 3. Meal Schedule

If meals are served, a meal schedule must be posted.

### 4. Dietary Modifications

If meals are served or food is provided for lodgers to use to prepare their own meals, centers must make dietary modifications and/or provide appropriate food options based on lodgers' health, religious, and/or cultural practices.

As feasible, food provided should promote healthy eating.

### 5. Dining Facilities

Centers must provide adequate table and chairs if food is served.

## F. Physical Plant

### 1. Basic Building Standards and Fire Safety

All facilities must comply with all applicable building and fire codes. Evidence of compliance with those codes must be provided. The center building must be structurally sound to protect lodgers from the elements and not pose any threat to health and safety of the lodgers.

Facilities must have annual fire inspections conducted by the fire department and conduct regular fire drills.

Training must be provided to staff on fire safety.

### 2. Safety Standards

Centers must comply with state and local health, environmental and safety standards.

### 3. Toilets/Washbasins

Centers must provide sufficient toilets and wash basins with warm and cold running water. Per the Federal Code of Regulations, the lodger to toilet ratio must be 1 toilet/15 lodgers.

### 4. Showers

Centers must make a reasonable supply of showers available or provide referrals to community shower access. The lodger to shower ratio must be 1 shower/20 lodgers (excluding infants)

### 5. Hygiene Products

Centers must provide toilet tissue.

### 6. Beds/Linens

Centers must provide a bed and a, clean mattress.

### 7. Drinking Water

Centers must always provide access to drinking water.

### 8. Outlet Access

Centers must provide access to electrical outlets for charging cell phones and medical equipment.

### 9. Cleanliness

Bath/toilet areas, hallways, and other common use areas must be cleaned daily. Centers must have proper trash receptacles that are emptied regularly.

Both the interior and exterior of the facility must be free of debris, clutter, and unsanitary items and there must be no obvious safety risks.



## 10. Pest Control

Centers must ensure adequate provision of pest control services.

Centers must have a protocol in place for the prevention and control of bed bugs. (See <https://www.cdc.gov/parasites/bedbugs/> for best practices related to bed-bug prevention).

24-hour notice must be provided to lodgers of pest control activities unless the type and degree of infestation requires an immediate response (e.g., bed bugs).

## 11. Maintenance and Repair

Facilities must be maintained in good repair. The general appearance of the building must be well maintained. There must be a written housekeeping and maintenance plan.

Centers must post the process for reporting maintenance concerns, acknowledge issues reported within two days, and identify the timeframe for addressing the concern. Emergency maintenance items must be immediately addressed.

## 12. Phone Access

A telephone must be available to staff for emergencies. Emergency numbers should be posted by the telephone or otherwise made available to on duty staff.

Centers must take emergency phone messages and messages from service providers for lodgers in residence. If the center has periods where no staff are on duty, there must be a phone available to lodgers for emergencies with information posted nearby with emergency numbers.

## 13. Hazardous Materials

Centers must label all chemicals and cleaning supplies and keep all such materials out of reach of children. Any hazardous materials must be stored separate from food.

## 14. Entrances & Exits

Exits must be clearly marked and must be kept clear of blockage and tripping hazards.

All steps must have handrails as required by applicable codes. Steps must have treads or similar accommodation to prevent slipping.

Exit signage must be consistent with all applicable codes.

## 15. Agency Vehicle

If a center maintains a vehicle used for lodger transport, the vehicle must be properly maintained, licensed and insured. All drivers must be properly licensed.

Provisions must be made to provide equal access to transportation services to disabled lodgers.

## G. Support Services

### 1. Health Services Access

Center staff should encourage lodgers to obtain and maintain health insurance, obtain a primary care provider and access immunization service. This must include publicly posting or otherwise making available information on health-related services.

### 2. Service Linkage

Centers are strongly encouraged to provide or link participants to drug and alcohol services, mental health services, life skills services, employment services, money management/credit counseling, parenting support and other services as needed.

## H. Administration

### 1. Recordkeeping

Centers, at minimum shall maintain the following information:

- Lodger Name
- Date of entry
- Date of exit
- Reason for exit
- Payment tracking information

Lodger data shall be kept for two (2) years minimum. After which, it can be destroyed.

### 2. Fiscal System

The agency must have an accounting system that is maintained in accordance with Generally Accepted Accounting Principles (GAAP).

The center shall have internal fiscal control procedures that are reviewed and approved by its Board of Directors (as applicable) and Napa County staff.



# 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:** 6/25/2025

**File ID #:** 25-1185

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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 2024/2025

For the period of: 7/1/2024 through 6/30/2025

PLAN	TOTALS ALL SITES	JULY	AUG	SEPT	OCT	NOV	DEC	JAN	FEB	MAR	APRIL	MAY	JUNE	TOTAL
2024-25	Available Capacity - Nights	5,580	5,580	5,400	5,580	4,140	2,460	3,720	4,980	5,580	5,400	5,580	5,400	59,400
	Scheduled Capacity - Nights	5,580	5,580	5,400	5,580	4,140	2,460	3,720	4,980	5,580	5,400	5,580	5,400	59,400
	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	3,933	2,337	3,534	4,731	5,301	5,130	5,301	5,130	56,430
	YTD Projected Nights	5,301	10,602	15,732	21,033	24,966	27,303	30,837	35,568	40,869	45,999	51,300	56,430	51,300
	Monthly Actual Nights	5,504	5,327	5,141	4,938	2,936	1,735	2,769	3,679	4,559	5,167	5,539	-	47,294
	YTD Actual Nights	5,504	10,831	15,972	20,910	23,846	25,581	28,350	32,029	36,588	41,755	47,294	-	47,294
(1)	YTD Actual Occupancy %	99%	97%	96%	94%	91%	89%	87%	86%	85%	86%	88%	-	88%
(2)	YTD Projected - Occupancy %	95%	95%	95%	95%	95%	95%	95%	95%	95%	95%	95%	-	95%
(3)	YTD Occupancy % to Projected	104%	102%	102%	99%	96%	94%	92%	90%	90%	91%	92%	-	92%
(4)	Monthly Actual Occupancy %	99%	95%	95%	88%	71%	71%	74%	74%	82%	96%	99%	-	99%
(5)	Monthly Projected Occupancy %	95%	95%	95%	95%	95%	95%	95%	95%	95%	95%	95%	-	95%
(6)	Monthly Occupancy % to Projected	104%	100%	100%	93%	75%	74%	78%	78%	86%	101%	104%	-	104%
	Rent Earned	93,568.00	90,559.00	87,397.00	83,946.00	49,912.00	29,495.00	47,073.00	62,543.00	77,503.00	87,839.00	94,163.00	-	803,998.00
	Rent Collected	102,631.00	84,150.00	85,187.00	82,450.00	54,281.00	37,757.00	46,903.00	59,432.00	79,390.00	82,756.00	107,372.00	-	822,309.00
	Deposits	103,713.00	85,476.00	86,581.00	82,943.00	55,862.00	37,978.00	41,021.00	61,064.00	73,943.00	86,700.00	91,443.00	-	806,724.00
	Deposits in Transit	7,174.00	5,848.00	4,454.00	3,961.00	2,380.00	2,159.00	8,041.00	6,409.00	11,856.00	7,912.00	23,841.00	-	23,841.00
	YTD NCHA Approved Write Offs													
	Beginning Balance:	N/A	-	-	-	-	1,444.00	-	-	351.00	-	-	-	1,795.00
	YTD Deposits in Transit													
	Beginning Balance:	8,256.00	7,174.00	5,848.00	4,454.00	3,961.00	2,159.00	8,041.00	6,409.00	11,856.00	7,912.00	23,841.00	-	23,841.00
	YTD Accounts Receivable													
	Beginning Balance:	3,686.00	8,784.00	11,912.00	13,680.00	11,453.00	6,387.00	5,758.00	4,898.00	5,765.00	7,685.00	11,595.00	8,314.00	8,314.00
	YTD Prepaid Rents													
	Beginning Balance:	231.00	14,392.00	11,111.00	10,669.00	6,946.00	6,249.00	13,882.00	14,296.00	12,052.00	16,210.00	15,037.00	24,965.00	24,965.00
	Monthly Vacancy Loss - \$\$	-	1,020.00	1,649.00	7,667.00	18,258.00	10,234.00	13,005.00	18,003.00	14,008.00	1,598.00	-	-	-
	YTD Vacancy Loss - \$\$	-	1,020.00	2,669.00	10,336.00	28,594.00	38,828.00	51,833.00	69,836.00	83,844.00	85,442.00	85,442.00	-	85,442.00
	Monthly Vacancy Loss - Nights	-	60	97	451	1,074	602	765	1,059	824	94	-	-	-
	YTD Vacancy Loss - Nights	-	60	157	608	1,682	2,284	3,049	4,108	4,932	5,026	5,026	-	5,026
	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.

  
Gabriela Valencia (Jun 6, 2025 12:29 PDT)

Gabriela Valencia, Housing Program Director  
California Human Development Corporation

06/06/2025

Date



06/06/2025

Date

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

- (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 2024/2025

For the period of: 7/1/2024 through 6/30/2025

	CALISTOGA	JULY	AUG	SEPT	OCT	NOV	DEC	JAN	FEB	MAR	APRIL	MAY	JUNE	TOTAL
2024-25	Available Capacity - Nights	1,860	1,860	1,800	1,860	1,380	180	1,860	1,680	1,860	1,800	1,860	1,800	19,800
	Scheduled Capacity - Nights	1,860	1,860	1,800	1,860	1,380	180	1,860	1,680	1,860	1,800	1,860	1,800	19,800
	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	1,311	171	1,767	1,596	1,767	1,710	1,767	1,710	18,810
	YTD Projected Nights	1,767	3,534	5,244	7,011	8,322	8,493	10,260	11,856	13,623	15,333	17,100	18,810	17,100
	Monthly Actual Nights	1,842	1,824	1,742	1,667	824	127	1,522	1,603	1,849	1,797	1,859	-	16,656
	YTD Actual Nights	1,842	3,666	5,408	7,075	7,899	8,026	9,548	11,151	13,000	14,797	16,656	-	16,656
	YTD Actual Occupancy %	99%	99%	98%	96%	90%	90%	88%	89%	91%	92%	93%	-	93%
	YTD Projected - Occupancy %	95%	95%	95%	95%	95%	95%	95%	95%	95%	95%	95%	-	95%
	YTD Occupancy % to Projected	104%	104%	103%	101%	95%	95%	93%	94%	95%	97%	97%	-	97%
	Monthly Actual Occupancy %	99%	98%	97%	90%	60%	71%	82%	95%	99%	100%	100%	-	100%
	Monthly Projected Occupancy %	95%	95%	95%	95%	95%	95%	95%	95%	95%	95%	95%	-	95%
	Monthly Occupancy % to Projected	104%	103%	102%	94%	63%	74%	86%	100%	105%	105%	105%	-	105%
	Rent Earned	31,314.00	31,008.00	29,614.00	28,339.00	14,008.00	2,159.00	25,874.00	27,251.00	31,433.00	30,549.00	31,603.00	-	283,152.00
	Rent Collected	34,172.00	28,645.00	28,526.00	28,934.00	14,246.00	11,339.00	23,324.00	24,854.00	28,526.00	30,515.00	36,703.00	-	289,784.00
	Deposits	34,187.00	30,311.00	28,730.00	29,427.00	14,892.00	10,778.00	20,604.00	23,307.00	31,579.00	31,212.00	30,685.00	-	285,712.00
	Deposits in Transit	3,009.00	1,343.00	1,139.00	646.00	-	561.00	3,281.00	4,828.00	1,775.00	1,078.00	7,096.00	-	7,096.00
	YTD NCHA Approved Write Offs													
	Beginning Balance:	N/A	-	-	-	-	506.00	-	-	-	-	-	-	506.00
	YTD Deposits in Transit													
	Beginning Balance:	3,024.00	3,009.00	1,343.00	1,139.00	646.00	561.00	3,281.00	4,828.00	1,775.00	1,078.00	7,096.00	-	7,096.00
	YTD Accounts Receivable													
	Beginning Balance:	1,146.00	2,640.00	3,915.00	4,408.00	3,167.00	906.00	1,212.00	536.00	1,471.00	1,913.00	2,746.00	1,658.00	1,658.00
	YTD Prepaid Rents													
	Beginning Balance:	-	4,352.00	3,264.00	2,669.00	2,023.00	-	9,486.00	6,766.00	5,304.00	2,839.00	3,638.00	7,650.00	7,650.00
	Monthly Vacancy Loss - \$\$	-	-	-	1,700.00	8,279.00	748.00	4,165.00	-	-	-	-	-	-
	YTD Vacancy Loss - \$\$	-	-	-	1,700.00	9,979.00	10,727.00	14,892.00	14,892.00	14,892.00	14,892.00	14,892.00	-	14,892.00
	Monthly Vacancy Loss - Nights	-	-	-	100	487	44	245	-	-	-	-	-	-
	YTD Vacancy Loss - Nights	-	-	-	100	587	631	876	876	876	876	876	-	876
	Vacancy Loss based on Projected Occupancy													



CALIFORNIA HUMAN DEVELOPMENT CORPORATION  
NAPA COUNTY FARMWORKER HOUSING CENTERS  
OCCUPANCY REPORT  
FY 2024/2025

For the period of: 7/1/2024 through 6/30/2025

	MONDAVI	JULY	AUG	SEPT	OCT	NOV	DEC	JAN	FEB	MAR	APRIL	MAY	JUNE	TOTAL
2024-25	Available Capacity - Nights	1,860	1,860	1,800	1,860	960	600	1,860	1,680	1,860	1,800	1,860	1,800	19,800
	Scheduled Capacity - Nights	1,860	1,860	1,800	1,860	960	600	1,860	1,680	1,860	1,800	1,860	1,800	19,800
	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	912	570	1,767	1,596	1,767	1,710	1,767	1,710	18,810
	YTD Projected Nights	1,767	3,534	5,244	7,011	7,923	8,493	10,260	11,856	13,623	15,333	17,100	18,810	17,100
	Monthly Actual Nights	1,847	1,707	1,613	1,416	325	206	1,247	1,387	1,591	1,754	1,846		14,939
	YTD Actual Nights	1,847	3,554	5,167	6,583	6,908	7,114	8,361	9,748	11,339	13,093	14,939		14,939
	YTD Actual Occupancy %	99%	96%	94%	89%	83%	80%	77%	78%	79%	81%	83%		83%
	YTD Projected - Occupancy %	95%	95%	95%	95%	95%	95%	95%	95%	95%	95%	95%		95%
	YTD Occupancy % to Projected	105%	101%	99%	94%	87%	84%	81%	82%	83%	85%	87%		87%
	Monthly Actual Occupancy %	99%	92%	90%	76%	34%	34%	67%	83%	86%	97%	99%		99%
	Monthly Projected Occupancy %	95%	95%	95%	95%	95%	95%	95%	95%	95%	95%	95%		95%
	Monthly Occupancy % to Projected	105%	97%	94%	80%	36%	36%	71%	87%	90%	103%	104%		104%
	Rent Earned	31,399.00	29,019.00	27,421.00	24,072.00	5,525.00	3,502.00	21,199.00	23,579.00	27,047.00	29,818.00	31,382.00		253,963.00
	Rent Collected	32,130.00	29,325.00	25,448.00	22,746.00	6,630.00	7,650.00	23,579.00	19,975.00	31,195.00	27,081.00	35,870.00		261,630.00
	Deposits	35,906.00	26,690.00	27,693.00	22,491.00	7,276.00	6,052.00	20,417.00	24,208.00	25,959.00	27,404.00	30,702.00		254,798.00
	Deposits in Transit	-	2,635.00	391.00	646.00	-	1,598.00	4,760.00	527.00	5,763.00	5,440.00	10,608.00		10,608.00
	YTD NCHA Approved Write Offs													
	Beginning Balance:	N/A	-	-	-	-	196.00	-	-	-	-	-		196.00
	YTD Deposits in Transit													
	Beginning Balance:	3,776.00	-	2,635.00	391.00	646.00	-	1,598.00	4,760.00	527.00	5,763.00	5,440.00	10,608.00	10,608.00
	YTD Accounts Receivable													
	Beginning Balance:	1,784.00	4,300.00	4,572.00	5,388.00	4,538.00	2,974.00	2,957.00	3,529.00	3,410.00	4,073.00	5,807.00	4,022.00	4,022.00
	YTD Prepaid Rents													
	Beginning Balance:	78.00	3,325.00	3,903.00	2,747.00	571.00	112.00	4,243.00	7,391.00	3,668.00	8,479.00	7,476.00	10,179.00	10,179.00
	Monthly Vacancy Loss - \$\$	-	1,020.00	1,649.00	5,967.00	9,979.00	6,188.00	8,840.00	3,553.00	2,992.00	-	-		-
	YTD Vacancy Loss - \$\$	-	1,020.00	2,669.00	8,636.00	18,615.00	24,803.00	33,643.00	37,196.00	40,188.00	40,188.00	40,188.00		40,188.00
	Monthly Vacancy Loss - Nights	-	60	97	351	587	364	520	209	176	-	-		-
	YTD Vacancy Loss - Nights	-	60	157	508	1,095	1,459	1,979	2,188	2,364	2,364	2,364		2,364
	Vacancy Loss based on Projected Occupancy													

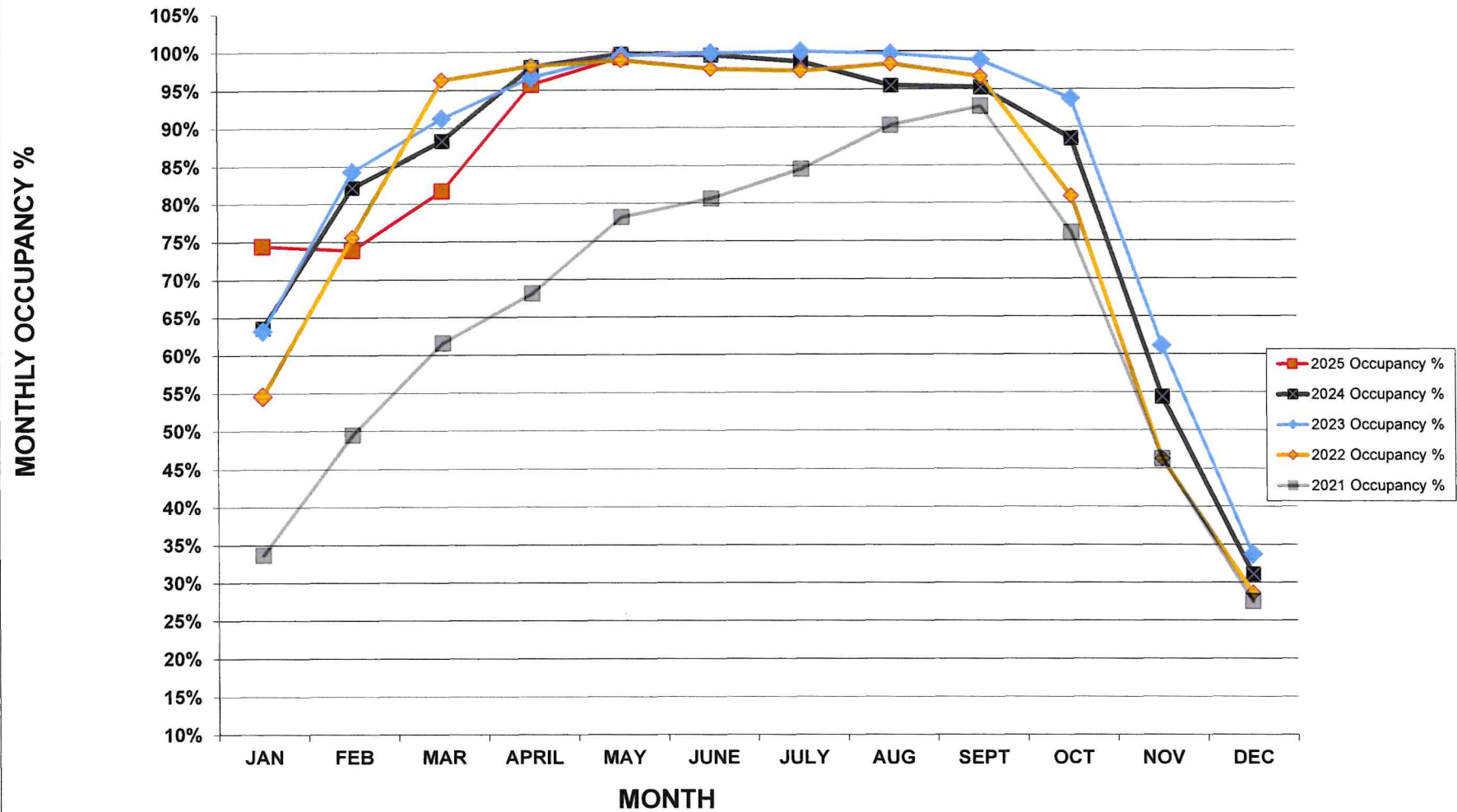
CALIFORNIA HUMAN DEVELOPMENT CORPORATION  
NAPA COUNTY FARMWORKER HOUSING CENTERS  
OCCUPANCY REPORT  
FY 2024/2025

For the period of: 7/1/2024 through 6/30/2025

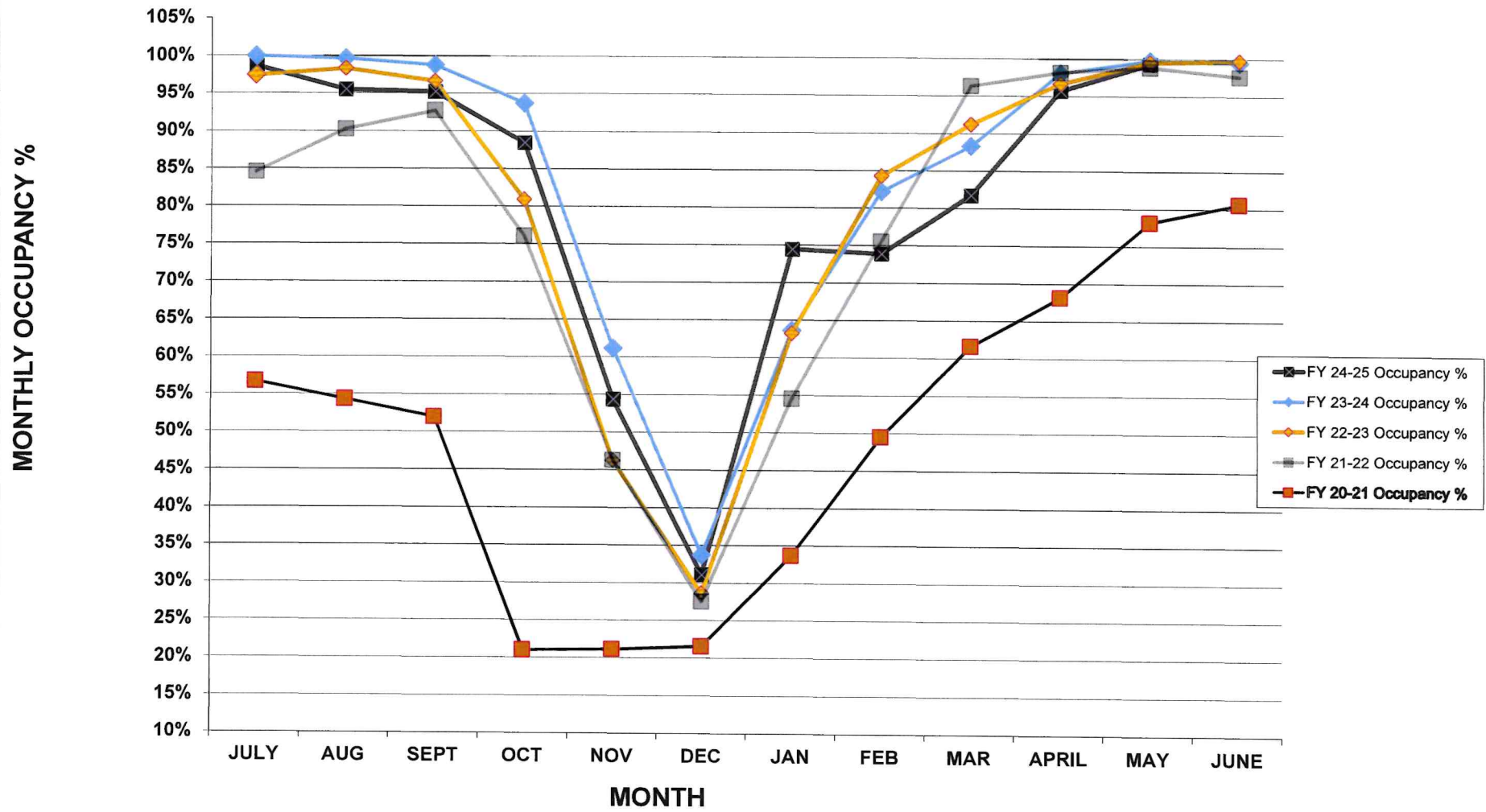
	RIVER RANCH	JULY	AUG	SEPT	OCT	NOV	DEC	JAN	FEB	MAR	APRIL	MAY	JUNE	TOTAL
2024-25	Available Capacity - Nights	1,860	1,860	1,800	1,860	1,800	1,680	-	1,620	1,860	1,800	1,860	1,800	19,800
	Scheduled Capacity - Nights	1,860	1,860	1,800	1,860	1,800	1,680	-	1,620	1,860	1,800	1,860	1,800	19,800
	Scheduled Occupancy %	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	1,596	-	1,539	1,767	1,710	1,767	1,710	18,810
	YTD Projected Nights	1,767	3,534	5,244	7,011	8,721	10,317	10,317	11,856	13,623	15,333	17,100	18,810	17,100
	Monthly Actual Nights	1,815	1,796	1,786	1,855	1,787	1,402	-	689	1,119	1,616	1,834	-	15,699
	YTD Actual Nights	1,815	3,611	5,397	7,252	9,039	10,441	10,441	11,130	12,249	13,865	15,699	-	15,699
	YTD Actual Occupancy %	98%	97%	98%	98%	98%	96%	96%	89%	85%	86%	87%	-	87%
	YTD Projected - Occupancy %	95%	95%	95%	95%	95%	95%	95%	95%	95%	95%	95%	-	95%
	YTD Occupancy % to Projected	103%	102%	103%	103%	104%	101%	101%	94%	90%	90%	92%	-	92%
	Monthly Actual Occupancy %	98%	97%	99%	100%	99%	83%	0%	43%	60%	90%	99%	-	99%
	Monthly Projected Occupancy %	95%	95%	95%	95%	95%	95%	95%	95%	95%	95%	95%	-	95%
	Monthly Occupancy % to Projected	103%	102%	104%	105%	105%	88%	100%	45%	63%	95%	104%	-	104%
	Rent Earned	30,855.00	30,532.00	30,362.00	31,535.00	30,379.00	23,834.00	-	11,713.00	19,023.00	27,472.00	31,178.00	-	266,883.00
	Rent Collected	36,329.00	26,180.00	31,212.00	30,770.00	33,405.00	18,768.00	-	14,603.00	19,669.00	25,160.00	34,799.00	-	270,895.00
	Deposits	33,620.00	28,475.00	30,158.00	31,025.00	33,694.00	21,148.00	-	13,549.00	16,405.00	28,084.00	30,056.00	-	266,214.00
	Deposits in Transit	4,165.00	1,870.00	2,924.00	2,669.00	2,380.00	-	-	1,054.00	4,318.00	1,394.00	6,137.00	-	6,137.00
	YTD NCHA Approved Write Offs													
	Beginning Balance:	N/A	-	-	-	-	742.00	-	-	351.00	-	-	-	1,093.00
	YTD Deposits in Transit													
	Beginning Balance:	1,456.00	4,165.00	1,870.00	2,924.00	2,669.00	2,380.00	-	-	1,054.00	4,318.00	1,394.00	6,137.00	6,137.00
	YTD Accounts Receivable													
	Beginning Balance:	756.00	1,844.00	3,425.00	3,884.00	3,748.00	2,507.00	1,589.00	833.00	884.00	1,699.00	3,042.00	2,634.00	2,634.00
	YTD Prepaid Rents													
	Beginning Balance:	153.00	6,715.00	3,944.00	5,253.00	4,352.00	6,137.00	153.00	139.00	3,080.00	4,892.00	3,923.00	7,136.00	7,136.00
	Monthly Vacancy Loss - \$\$	-	-	-	-	-	3,298.00	-	14,450.00	11,016.00	1,598.00	-	-	-
	YTD Vacancy Loss - \$\$	-	-	-	-	-	3,298.00	3,298.00	17,748.00	28,764.00	30,362.00	30,362.00	-	30,362.00
	Monthly Vacancy Loss - Nights	-	-	-	-	-	194	-	850	648	94	-	-	-
	YTD Vacancy Loss - Nights	-	-	-	-	-	194	194	1,044	1,692	1,786	1,786	-	1,786
	Vacancy Loss based on Projected Occupancy													



## NC FW HSNG CENTERS - OCCUPANCY ANALYSIS



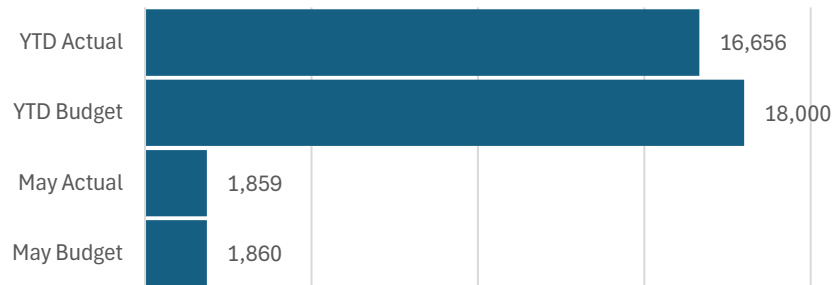
# NC FW HSNG CENTERS - OCCUPANCY FISCAL ANALYSIS



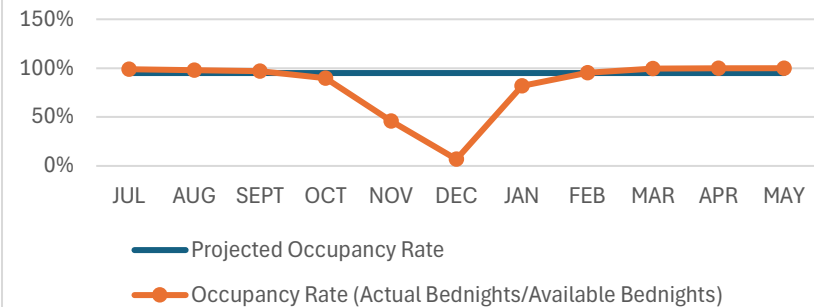
**CALISTOGA CENTER**  
FY 2024-2025

OCCUPANCY-to-BUDGET		MAY '25			FISCAL YEAR TO DATE		
		Budget	Actual	Difference	Budget	Actual	Difference
1	Available Capacity-Nights	1,860			18,000		
2	Actual Bednights	1,710	1,859	149	17,100	16,656	(444)
3	Occupancy Rate	95%	100%	5%	95%	93%	-2%
4	Rent Earned	\$ 30,039	\$ 31,603	\$ 1,564	\$ 290,700	\$ 283,152	(7,548)
5	Rent Collected	\$ 31,603	\$ 36,703	\$ 5,100	\$ 283,152	\$ 289,784	6,632
<b>Net Budget Impact</b>				<b>\$ 6,664</b>	<b>\$ (916)</b>		

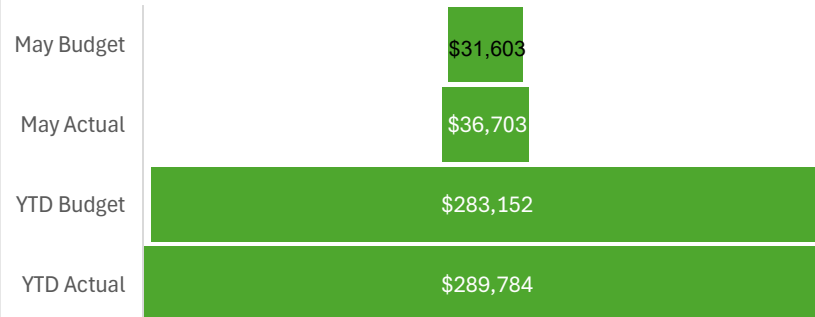
**Bednights**



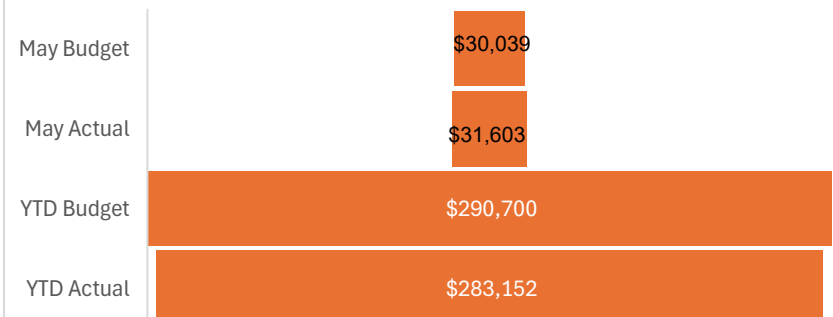
**Occupancy**



**Rent Collected**



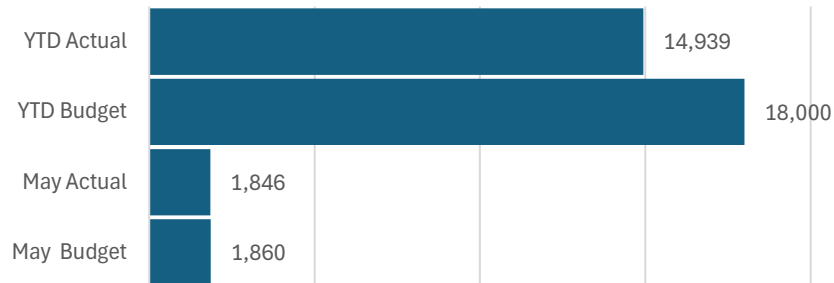
**Rent Earned**



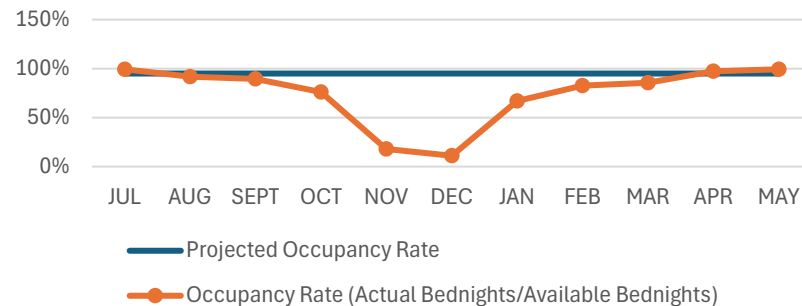
**MONDAVI CENTER**  
FY 2024-2025

OCCUPANCY-to-BUDGET		MAY '25			FISCAL YEAR TO DATE		
		Budget	Actual	Difference	Budget	Actual	Difference
1	Available Capacity-Nights	1,800			18,000		
2	Actual Bednights	1,710	1,846	136	17,100	14,939	(2,161)
3	Occupancy Rate	95%	99%	4%	95%	83%	-12%
4	Rent Earned	\$ 29,070	\$ 31,382	\$ 2,312	\$ 290,700	\$ 253,963	(36,737)
5	Rent Collected	\$ 31,382	\$ 35,870	\$ 4,488	\$ 253,963	\$ 261,630	7,667
<b>Net Budget Impact</b>				<b>\$ 6,800</b>	<b>\$ (29,070)</b>		

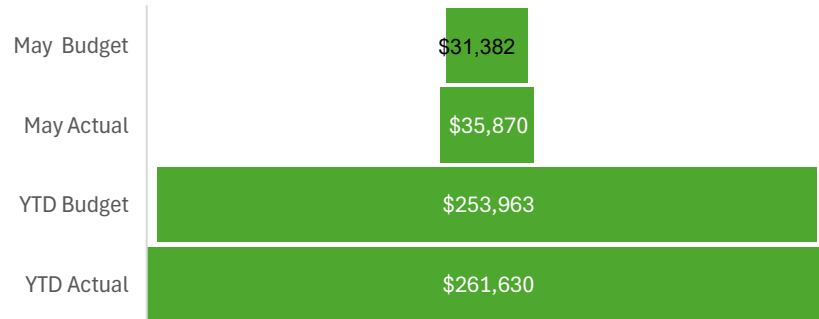
**Bednights**



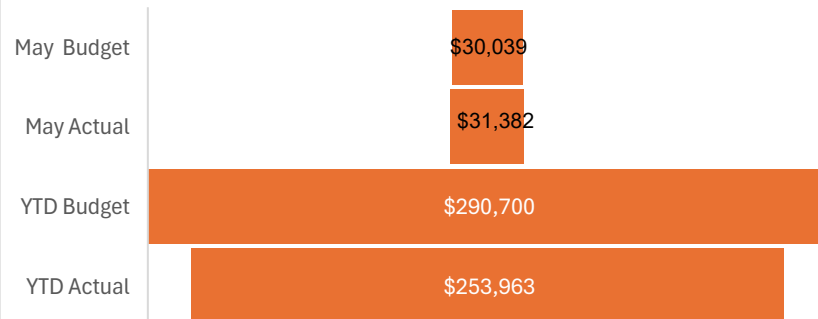
**Occupancy**



**Rent Collected**



**Rent Earned**

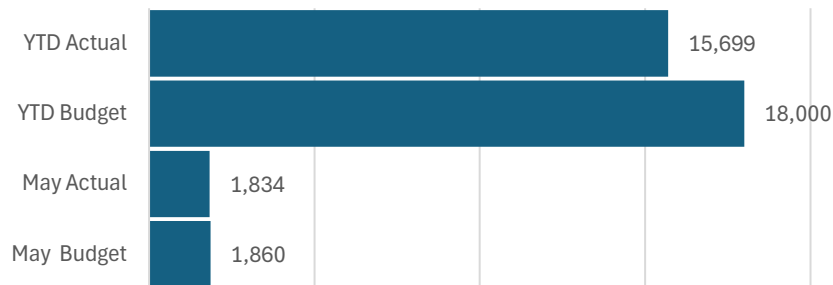


## RIVER RANCH CENTER

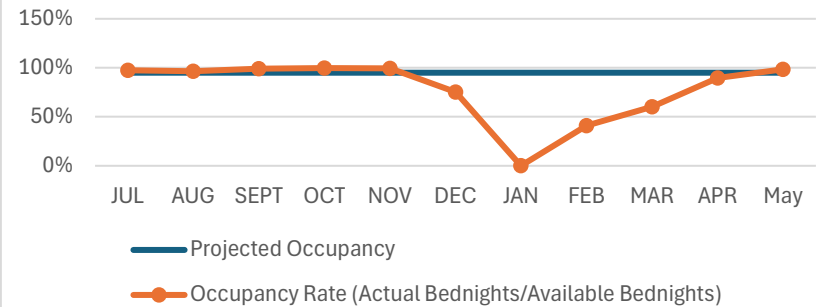
FY 2024-2025

OCCUPANCY-to-BUDGET		MAY '25			FISCAL YEAR TO DATE		
		Budget	Actual	Difference	Budget	Actual	Difference
1	Available Capacity-Nights	1,860			18,000		
2	Actual Bednights	1,710	1,834	124	17,100	15,699	(1,401)
3	Occupancy Rate	95%	90%	-5%	95%	87%	-8%
4	Rent Earned	\$ 30,039	\$ 31,178	\$ 1,139	\$ 306,000	\$ 266,883	(39,117)
5	Rent Collected	\$ 31,178	\$ 34,799	\$ 3,621	\$ 266,883	\$ 270,895	4,012
<b>Net Budget Impact</b>				<b>\$ 4,760</b>	<b>\$ (35,105)</b>		

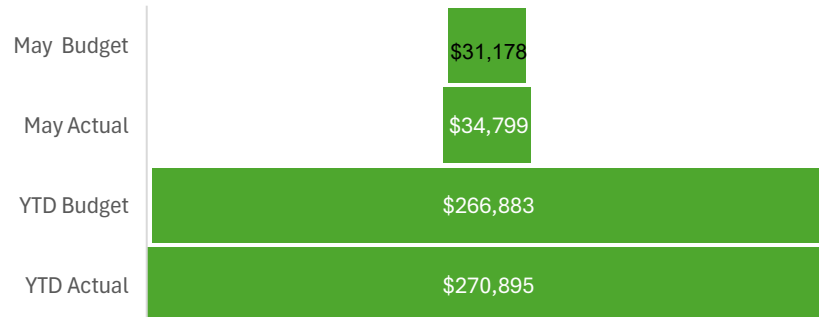
### Bednights



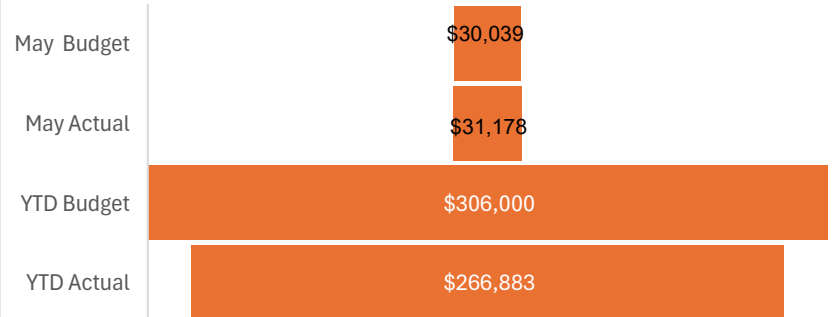
### Occupancy



### 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:** 6/25/2025

**File ID #:** 25-1187

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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 on capital improvement projects (CIPs), and appointment of two commissioners to a CIP ad hoc sub-committee

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### **RECOMMENDATION**

Monthly report on capital improvement projects (CIP), and appointment of two commissioners to a CIP ad hoc committee.

### **EXECUTIVE SUMMARY**

Each month, staff report on capital improvement projects for each of the three farmworker centers. Over the course of the prior three months, staff have also reported on critical repairs and essential equipment. During this time, the list of “High” priority items has increased substantially while funding resources remain limited. Staff request appointing two commissioners to an ad hoc committee focused on developing a tool to effectively score competing “High” priority projects and researching additional funding opportunities. The ad hoc committee will meet once a month with staff to propose recommendations to this commission.

### **PROCEDURAL REQUIREMENTS**

1. Staff Report.
2. Public Comment.
3. Motion, Second, Discussion, and Vote to appoint two commissioners to the ad hoc committee.

### **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, Maintenance Repairs, Equipment & Supplies

Date: May 2025

### Fiscal Year 24/25

Item	Priority	Description	Location	Budget	County Funds	CincoDeMayo Donation	Balance	Scope of Work	Bid Lead	Status
1	High	Walkway Repair Phase 1	River Ranch	76,000		76,000	-	PW	PW	Completed
2	High	Dorm HVAC Unit Replacement	Mondavi	27,900	-	27,900	-	DHCS	DHCS	Completed
3	High	Walk-in Condensing Unit	Mondavi	9,300	-	9,300	-	DHCS	DHCS	Completed
4	High	Fire Pump Repair	Mondavi	7,100	7,100	-	-	DHCS	DHCS	Completed
5	High	Kitch. Fire Suppr. Replacement	Calistoga	6,400	6,400	-	-	DHCS	DHCS	Completed
6	High	Cafeteria/Office Heat Repair	River Ranch	2,080	2,080	-	-	DHCS	DHCS	Completed
7	High	Water Treatment Upgrades	Calistoga	16,000	16,000	-	-	DHCS	DHCS	Completed
8	High	Staff unit Radiant Heat	River Ranch	3,400	-	3,400	-	DHCS	DHCS	Completed
9	High	Steam Table Replacement	Calistoga	7,000	-	7,000	-	DHCS	DHCS	Completed
Total				155,180	31,580	123,600	-			



# Capital Improvement Projects, Maintenance Repairs, Equipment & Supplies

Date: May 2025

## Fiscal Year 25/26 and Beyond

Item	Priority	Description	Location	Budget	County Funds	CincoDeMayo Donation	Balance	Scope of Work	Bid Lead	Status
1	High	Central Air Conditioning	River Ranch		-	-	-	PW	PW	Not Started
2	High	Radiant Heat Boiler	River Ranch	24,000				DHCS	DHCS	Not Started
3	High	Walk-in Condensing Unit	River Ranch	10,000	-	10,000	-	DHCS	DHCS	Not Started
4	High	Walk-in Condensing Unit	Calistoga	10,000	-		10,000	DHCS	DHCS	Not Started
5	High	Kitchen Floor Repair	Mondavi	4,000	4,000	-	-	CHDC	CHDC	Not Started
6	High	Water Treatment Generator	Calistoga	24,800	4,800	20,000		PW	TBD	In Progress
7	High	Water Treatment Generator	River Ranch	20,000	-	20,000		PW	TBD	Not Started
8	High	Water Treatment Generator	Mondavi	20,000	-	20,000	-	PW	TBD	Not Started
9	High	Kitchen Equipment	Calistoga	5,000	-		5,000	CHDC	CHDC	Estimates
10	High	Kitchen Equipment	River Ranch	5,000	-	-	5,000	CHDC	CHDC	Estimates
11	High	Kitchen Equipment	Mondavi	5,000	-	-	5,000	CHDC	CHDC	Estimates
12	High	HVAC Repairs	Mondavi	2,500		-	2,500	DHCS	DHCS	Estimates
13	High	HVAC Repairs	Calistoga	7,000		-	7,000	DHCS	DHCS	Estimates
14	High	Roof and Gutter Replacement	Calistoga		-	-	-	PW	PW	Not Started
15	High	Door Replacement	Calistoga	6,000	-	-	6,000	CHDC	CHDC	Estimates
16	High	Arborist-Tree Pruning/Trimming	Mondavi	2,000	-	-	2,000	CHDC	DHCS	Not Started
17	High	Arborist-Tree Pruning/Trimming	Calistoga	10,000	-	-	10,000	CHDC	DHCS	Not Started

## Fiscal Year 25/26 and Beyond

Item	Priority	Description	Location	Budget	County Funds	CincoDeMayo Donation	Balance	Scope of Work	Bid Lead	Status
18	High	Ice Machine	Calistoga	4,000	-	-	4,000	CHDC	CHDC	Estimates
19	High	Gutter Cleaning	Mondavi	-	-	-	-	CHDC	CHDC	Estimates
20	High	Gutter Cleaning	Calistoga	-	-	-	-	CHDC	CHDC	Estimates
21	High	Gazebo-Outdoor Cooking	River Ranch	4,000	-	-	4,000	CHDC	CHDC	Estimates
22	High	Gazebo-Outdoor Cooking	Mondavi	2,500	-	-	2,500	CHDC	CHDC	Estimates
23	High	Flooring - Dorms	Mondavi	10,000	-	-	10,000	CHDC	DHCS	Not Started
24	High	Mattresses	Calistoga	2,000	-	-	2,000	CHDC	CHDC	Estimates
25	High	Mattresses	River Ranch	2,000	-	-	2,000	CHDC	CHDC	Estimates
26	High	Mattresses	Mondavi	2,000	-	-	2,000	CHDC	CHDC	Estimates
27	High	Mattress Covers	Calistoga	1,800	-	-	1,800	CHDC	CHDC	Estimates
28	High	Mattress Covers	River Ranch	1,800	-	-	1,800	CHDC	CHDC	Estimates
29	High	Mattress Covers	Mondavi	1,800	-	-	1,800	CHDC	CHDC	Estimates
30	High	Parking Lot Lighting	River Ranch	-	-	-	-	DHCS	DHCS	Not Started
31	High	Parking Lot Lighting	Mondavi	-	-	-	-	DHCS	DHCS	Not Started
32	Med	Garden Equipment	Calistoga	2,000	-	-	2,000	CHDC	CHDC	Estimates
33	Med	Garden Equipment	River Ranch	2,000	-	-	2,000	CHDC	CHDC	Estimates
34	Med	Garden Equipment	Mondavi	2,000	-	-	2,000	CHDC	CHDC	Estimates
35	Med	Steam Table	River Ranch	7,000	-	-	7,000	CHDC	DHCS	Not Started

## Fiscal Year 25/26 and Beyond

Item	Priority	Description	Location	Budget	County Funds	CincoDeMayo Donation	Balance	Scope of Work	Bid Lead	Status
36	Med	Steam Table	Mondavi	7,000				CHDC	DHCS	Not Started
37	Med	Back Parking Lot Gravel/Paving	Mondavi	-	-	-	-	CHDC	CHDC	Estimates
38	Med	Repair and Paint Siding - Staff Housing	Calistoga					PW	DHCS	Not Started
39	Med	Walkway Repair Phase 2	River Ranch	-	-	-	-	PW	PW	Not Started
40	Low	Tool Shed	Calistoga	2,000	-	-	2,000	CHDC	CHDC	Estimates
41	Low	Furniture	Calistoga	-	-	-	-	CHDC	CHDC	Estimates
42	Low	Furniture	River Ranch	-	-	-	-	CHDC	CHDC	Estimates
43	Low	Furniture	Mondavi	-	-	-	-	CHDC	CHDC	Estimates
44	Low	Solar Panels	River Ranch	-	-	-	-	PW	PW	Not Started
45	Low	Solar Panels	Calistoga	-	-	-	-	PW	PW	Not Started
46	Low	Solar Panels	Mondavi		-	-	-	PW	PW	Not Started
47	Low	Staff Unit Outdoor Paint/Siding	Mondavi	-	-	-	-	CHDC	CHDC	Not Started
48	Low	Paint Dorm Exterior	Mondavi	-	-	-	-	CHDC	DHCS	Not Started



# 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:** 6/25/2025

**File ID #:** 25-771

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**TO:** Napa County Housing Commission  
**FROM:** Jennifer Palmer, Executive Director  
**REPORT BY:** Alex Carrasco, Project Manager  
**SUBJECT:** Presentation on BayREN's Bay Area Multifamily Building Enhancements (BAMBE) Program

---

### **RECOMMENDATION**

Presentation on BayREN's Bay Area Multifamily Building Enhancements (BAMBE) Program. For discussion only, no action required.

### **EXECUTIVE SUMMARY**

Today's presentation focuses on BayREN's Bay Area Multifamily Building Enhancements (BAMBE) Program. BAMBE offers rebates and no-cost technical assistance for improvements including replacing outdated equipment with more efficient technology, as well as reducing maintenance costs, energy, and waste water.

### **PROCEDURAL REQUIREMENTS:**

1. Staff Report
2. Public Comment
3. Discussion. No action needed.

### **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**

Led by the Association of Bay Area Governments (ABAG), BayREN is a regional collaborative composed of

nine Bay Area counties. BayREN is funded by utility ratepayer funds through the California Public Utilities Commission to provide outreach, training, technical assistance, funding, and resources that promote energy efficient buildings and reduce carbon emissions in single family and multifamily property owners, and small and medium sized businesses.

Planning, Building, & Environmental Services

# Introduction to the Bay Area Regional Energy Network

Residential Programs





# Napa County Sustainability



Ryan Melendez  
Planner II



William Doran  
Planner II



# The Bay Area Regional Energy Network (BayREN)

*BayREN is a highly effective and trusted group of local governments that deliver targeted, integrated, and regional-scale climate solutions focused on energy, water, and resilience.*





# 10 Years of BayREN Successes

Through 2024, BayREN has:

- Avoided 166 million tons of carbon emissions
- Paid \$88 million in incentives across programs
- Upgraded more than 76,000 housing units and businesses
- Hosted 13,500 attendees at over 600 technical trainings



# Program Offerings



## Residential

- Single Family - EASE Home
- Bay Area Multifamily Building Enhancements Program (BAMBE)
- Green Labeling



## Commercial

- BayREN Business
- BayREN Refrigerant Replacement Program (BRRR)



## Public Sector

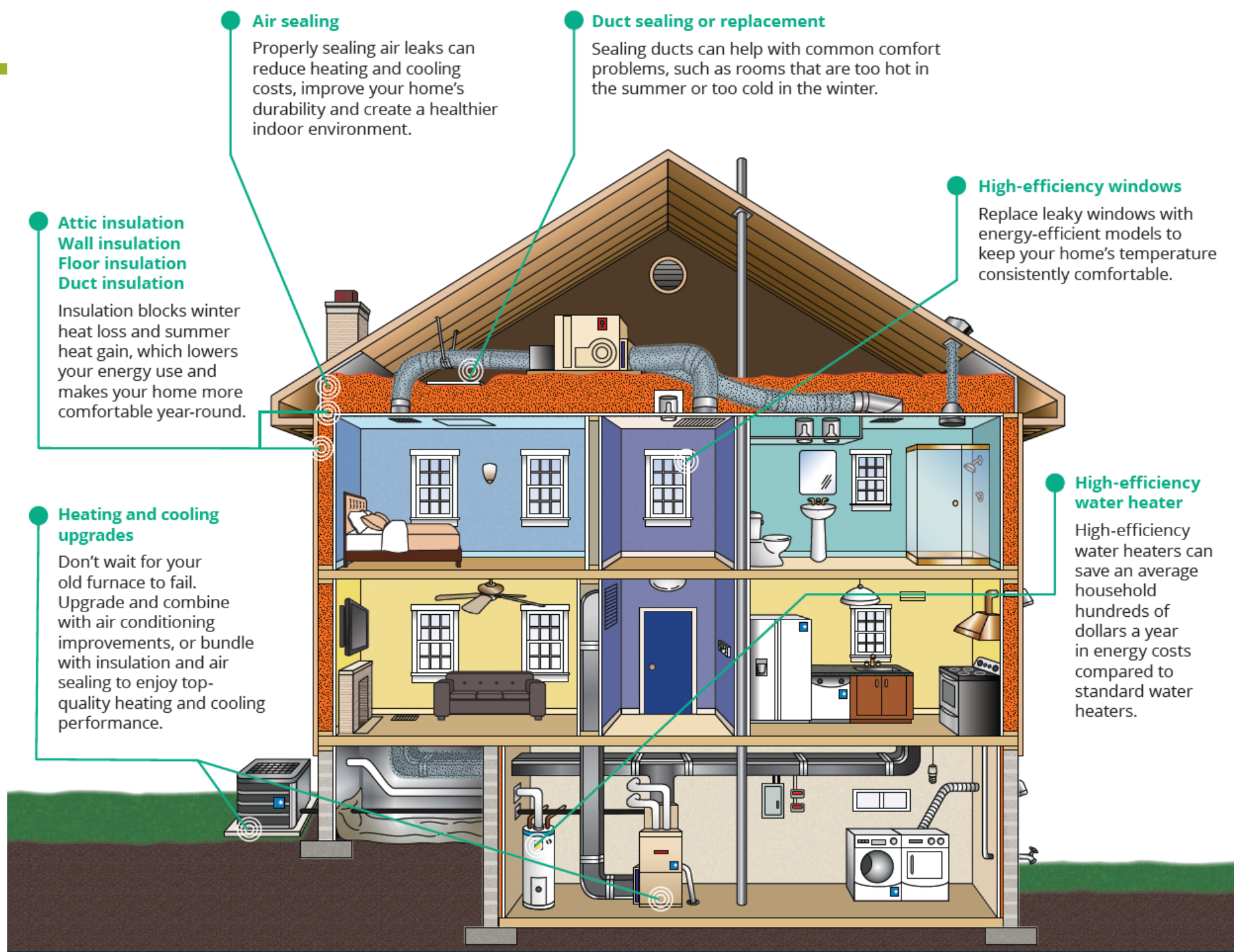
- Integrated Energy Services (IES)
- Targeted Decarbonization Services (TDS)



## Cross Cutting

- Codes & Standards
- Workforce Education and Training (Rising Sun)
- Water Upgrades Save





### Air sealing

Properly sealing air leaks can reduce heating and cooling costs, improve your home's durability and create a healthier indoor environment.

### Duct sealing or replacement

Sealing ducts can help with common comfort problems, such as rooms that are too hot in the summer or too cold in the winter.

### Attic insulation Wall insulation Floor insulation Duct insulation

Insulation blocks winter heat loss and summer heat gain, which lowers your energy use and makes your home more comfortable year-round.

### High-efficiency windows

Replace leaky windows with energy-efficient models to keep your home's temperature consistently comfortable.

### Heating and cooling upgrades

Don't wait for your old furnace to fail. Upgrade and combine with air conditioning improvements, or bundle with insulation and air sealing to enjoy top-quality heating and cooling performance.

### High-efficiency water heater

High-efficiency water heaters can save an average household hundreds of dollars a year in energy costs compared to standard water heaters.

# EASE Home (Single Family)

- *Efficient and Sustainable Energy Home Program*
- Designed to help income-eligible residents make bill-saving energy upgrades and improve home comfort and health. 1-4 unit households.
- Program focused on increasing home energy efficiency by providing upgrades such as insulation, duct sealing, and smart thermostats.





# EASE Home (Single Family)

- Income eligibility threshold is household income at or below 120% of Area Median Income (AMI)
  - For Napa County, this would be \$176,050 for a 4-person home
- Available at a minimal cost to homeowners/renters: a 20% co-pay, not to exceed \$1,000.
- By the end of 2025, we aim for **36 completed projects** in Napa County, among 560 across the Bay Area. (Launches here in October)





# Green Labeling

- Help increase consumer awareness of energy efficiency and green improvements, through two pathways:
  - Green Real Estate Trainings
  - Home Energy Score



# Green Real Estate Trainings

- Providing training to real estate professionals to better understand and market the benefits of energy efficient homes.
- Trainings include:
  - Green home tours
  - National Association of Realtors Green Designation
  - Accredited Green Appraiser Training
  - Induction cooking demonstrations



# Home Energy Score

- Incentive to participate in U.S. Department of Energy's Home Energy Score (HES) program.
- HES is an easy-to-understand metric to measure a home's efficiency. A quick, visual form of a home energy assessment.
- BayREN provides a \$250 rebate for residents to complete this assessment on their home.
  - Assessments generally cost \$200-250, so this rebate makes it effectively free.







# BAMBE (Multifamily)

- The *Bay Area Multifamily Building Enhancements* program helps owners of multifamily properties (5+ units) make energy-saving upgrades.
- Provides:
  - No-cost technical assistance
  - Rebates ranging from \$500 - \$5,000+ per unit
- To qualify, properties must install 2 or more upgrades which can be modeled to show a reduction in property-wide energy usage of 10% or more.





# BAMBE (Multifamily)

- Any measure that reduces energy consumption can be eligible. Such upgrades include new windows and insulation, as well as electrification measures like heat pumps.
- Incentive amounts start at \$500 and can increase to \$5,000 or more, based on project scope and building location.
- Rebates are further boosted for properties located in areas with high health, heat, or housing burdens.



# BAMBE in Napa County

Since program launch, we have completed 8 projects, upgrading 515 residential units.

- 8% of the ~6500 multifamily units in the County
- These received a total of ~\$420,000 in incentives, which covered 23% of total project costs
- Saved 132,589 kWh and 12,621 therms



# BAMBE in Napa County

As of today:

- 2 projects in active construction, covering 12 units (\$43,000 in rebates to be paid)
- 7 projects in technical assistance, covering 123 units





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# Thank you

William Doran

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Ryan Melendez

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# Napa County

## Board Agenda Letter

1195 THIRD STREET  
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Housing Commission

**Agenda Date:** 6/25/2025

**File ID #:** 25-1192

**TO:** Napa County Housing Commission  
**FROM:** Jennifer Palmer, Executive Director  
**REPORT BY:** Alex Carrasco, Project Manager  
**SUBJECT:** Calistoga Farmworker Center's Wi-Fi Network

### **RECOMMENDATION**

Presentation on enhancing the Calistoga Farmworker Center's Wi-Fi Network

### **EXECUTIVE SUMMARY**

The 2024 Napa County Farmworker Housing Needs & Impacts Assessment Report (FHNIA) demonstrated the digital divide between farmworkers with access to communication technology such as Wi-Fi and those who do not. Only 36% of all survey respondents indicated that they have access to Wi-Fi where they live. As a result, one of the key recommendations from FHNIA is to improve Wi-Fi access to improve the quality of life for farmworkers by providing access to online resources such as education, healthcare, and housing opportunities. The FHNIA recommendation led to a collaboration between Napa County Information Technology Services (ITS) and Napa County Housing Authority (Authority) staff to explore funding opportunities for system wide Wi-Fi connectivity at one of the county owned farmworker centers (centers).

ITS led efforts to obtain the required information (including three bids) for funding from the California Public Utilities Commission's (CPUC) Broadband Public Housing Account (BPHA) grant, which finances the infrastructure to connect publicly supported community housing to broadband. The deadline for the receipt of applications by the CPUC is June 30, 2025. If awarded, the Calistoga Farmworker Center's Wi-Fi Network would expand across all buildings to serve both lodgers (dorm units and cafeteria) and property management staff (office, staff units).

Although the CPUC funding offsets infrastructure, the network's maintenance expenses, and internet service fees are excluded from the grant. Current estimates show that CPUC would fund approximately \$29,000 in infrastructure, and at the same time increase the Authority's annual network operation and maintenance across the centers from \$7,572 to \$11,088 (Exhibit A attached). Today's presentation provides an update to the Commission with a focus on future impact to the Authority's operational budget.

### **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 September 2013, Governor Brown signed Assembly Bill (AB) 1299 which expanded the California Advanced Services Fund (CASF) and added a fourth account (Broadband Public Housing Account (BPHA)), to the CASF program dedicated to broadband access and adoption in publicly supported housing communities.

AB 1299 made not more than \$20 million available in grants and loans to a publicly supported community, to finance a project to connect a broadband network to that publicly supported community (infrastructure projects) and not more than \$5 million available in grants and loans to a publicly supported community to support programs designed to increase adoption rates for broadband services for residents in that publicly supported community (adoption projects).

In 2021, Governor Newsom signed SB 156 which revised the BPHA to expand eligibility to include publicly supported housing developments, and other housing developments or mobile-home parks with low-income residents, and to make funding available to low-income communities to finance projects to connect broadband networks that offer free broadband service that meets or exceeds state standards, if the low-income community does not have access to any broadband service provider that offers free broadband service that meets or exceeds state standards.

The county owned farmworker centers have historically had minimal or no Wi-Fi access for the lodgers due to lack of resources and funding. Currently, the Authority provides lodgers with Wi-Fi access, however, the connection is limited to the cafeteria and does not extend into the dorm rooms. Additionally, the connection is not equitable - less than a third of lodgers can access the connection at one time. California Human Development (CHD) manages the day to day operations at the centers and has a service agreement with a local internet provider. This internet service is only available to CHD staff.

## Calistoga FWC Wi-Fi Enhancement

Table A: Capital Costs **(covered by grant)**

	Amount
Equipment and Installation (Valley Internet)	29,113
Comcast one-time installation	99
<b>TOTAL COVERED BY GRANT</b>	<b>29,212</b>

Table B: Yearly Operating & Maintenance Costs **(not covered by grant)**

	Amount
Maintenance and Management (Valley Internet)	2,150
1 Gbps Internet Service (Comcast)	6,414
<b>YEARLY COSTS NOT COVERED BY GRANT</b>	<b>8,564</b>

Table C: Annual Operating & Maintenance Costs

	Current Costs	New Costs	Cost Saving	Total
Calistoga	2,524	8,564	(2,524)	6,040
River Ranch	2,524	-	-	2,524
Mondavi	2,524	-	-	2,524
<b>TOTAL</b>	<b>7,572</b>	<b>8,564</b>	<b>(2,524)</b>	<b>11,088</b>







# Napa County

## Board Agenda Letter

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

Housing Commission

**Agenda Date:** 6/25/2025

**File ID #:** 25-1191

**TO:** Napa County Housing Commission  
**FROM:** Tracy Schulze, Auditor-Controller  
**REPORT BY:** Susan MacDonald, Internal Audit  
**SUBJECT:** Internal Audit Quarterly Monitoring Report for Napa County Housing Authority for the Quarter Ended March 31, 2025

### **RECOMMENDATION**

Recommend acceptance of the quarterly monitoring report to the Napa County Housing Authority for the quarter ended March 31, 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. 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 from 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 March 31, 2025

Report Date: April 18, 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

April 18, 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 March 31, 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 March 31, 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, County 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, appearing to read "Christine Hernandez", with a large, stylized flourish extending from the end of the signature.

Christine Hernandez  
Deputy Auditor-Controller

# **Quarterly Monitoring Napa County Housing Authority For the Quarter Ended March 31, 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 March 31, 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 March 31, 2025.

**Procedures**

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

**1. Revenues**

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

**2. Accounts Receivable**

- a. Reported accounts receivable for lodgers, departed over/under 18 months
- b. Reported accounts receivable for current delinquent lodgers over/under \$510 (\$17 daily rate x 30 days)
- c. Reported recommended accounts receivable write-offs schedule by each center including lodger count (Exhibit A)

**3. Prepaids**

- a. Reported prepaids for lodgers, departed over/under 18 months
- b. Reported prepaids for lodgers with current prepaid balances
- c. Reported recommended prepaid write-offs schedule by each 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 receipts are in numerical sequence
- c. Verified physical rent receipt numbers are entered correctly on the Occupancy reports on sampled deposits
- d. Verified bank deposits are processed timely when revenue exceeds \$1,500
- e. Verified lodger rent agrees with number of bed days on receipt

**Quarterly Monitoring  
Napa County Housing Authority  
For the Quarter Ended March 31, 2025**

- 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)

**5. Donations**

- a. Verified reporting for all donations

**Observations**

**1. Prepaid Rents**

A review of the Rent Report for River Ranch identified four lodgers with prepaid rent balances whose departure dates occurred in 2023, exceeding the 18-month reporting threshold. These accounts were omitted from the rent reports for the first and second quarters of the current fiscal year, resulting in an under-reporting of Prepaid Rents for those periods. Internal Audit reviewed the rent reports for fiscal year 2023–24 and determined that these accounts were last included in the June 2024 report. Additionally, we confirmed that these accounts were not part of the prepaid rent write-offs approved by the Board in June 2024.

The Prepaid Rent Accounts for River Ranch recommended for write-offs in Exhibit B are:

	1st	Last	Prepaid
Lodger	Night of	Night of	Rent
#	Occupancy	Occupancy	(\$)
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

**2. Accounts Receivable**

A review of rent reports across all three Centers identified 21 lodgers who had departed with outstanding rents due totaling \$4,234. Of these, two accounts have exceeded the

**Quarterly Monitoring  
Napa County Housing Authority  
For the Quarter Ended March 31, 2025**

18-month threshold and are included in Exhibit A as candidates for potential write-off, pending the outcome of any further collection efforts. Approximately 86% of these departures occurred in 2024-2025.

<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
<b>Mondavi</b>			
<b>22-56</b>	<b>01/26/22</b>	<b>10/10/22</b>	<b>390 Exhibit A</b>
<b>22-111</b>	<b>09/04/22</b>	<b>10/05/22</b>	<b>480 Exhibit A</b>
24-33	12/24/23	10/26/24	136
24-35	12/24/23	02/29/24	464
24-46	12/29/23	10/25/24	119
24-55	01/06/24	01/22/24	160
24-67	01/17/24	03/02/24	80
24-80	02/23/24	09/06/24	408
24-81	02/23/24	09/06/24	408
24-92	04/03/24	11/07/24	17
24-106	08/02/24	08/13/24	68
24-116	10/02/24	11/08/24	17
27	01/04/25	03/24/25	170
57	01/29/25	02/01/25	68
<b>River Ranch</b>			
23-21	02/05/23	11/22/23	16
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
			<b>\$ 4,234</b>

# Quarterly Monitoring Napa County Housing Authority For the Quarter Ended March 31, 2025

## Conclusion and Recommendations

Departures with outstanding rents due pose an ongoing risk of revenue loss. The chart below provides a quarterly snapshot of total liabilities for fiscal year 2024–25. The reduction observed in Q3 reflects the write-off of \$1,472, as authorized by the Board in June 2024 and subsequently cleared from the rent reports in January 2025.

<b>Departures With Rent Due</b>	Quarter-Ended 9/30/2024	Quarter-Ended 12/31/2024	Quarter-Ended 3/31/2025
<b>Calistoga</b>	1,399	906	400
<b>Mondavi</b>	2,685	2,957	2,985
<b>River Ranch</b>	1,164	1,589	849
	<u>\$ 5,248</u>	<u>\$ 5,452</u>	<u>\$ 4,234</u>

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

During our year-end site visits to each farm center, Internal Audit reviewed a sample of lodger files to assess compliance with required documentation standards. We found that most files included minimal contact information beyond a phone number. We recommend that CHDC consider collecting additional contact details – such as an address, email address, or alternate phone number – at the time of move-in. This would better support efforts to return prepaid rents or follow up on unpaid balances after a lodger’s departure.

Internal Audit further recommends that CHDC develop written procedures for Center Managers outlining steps for rent collection prior to lodger departure, as well as follow-up actions when rents are not collected. Additionally, a status report on collection efforts should be included with each quarter-end rent report.

With the noted observations, our review concludes that, overall, CHDC was in compliance with the policies and procedures established by the Authority’s Board of Directors for the quarter ended March 31, 2025.

**Quarterly Monitoring  
Napa County Housing Authority  
For the Quarter Ended March 31, 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>	\$ 870
Lodgers, departed less than 18 months	3,364
Lodgers, current delinquent tenants with at least \$510 balance due	-
Lodgers, current tenants with less than \$510 balance due	3,451
<b>Total Accounts Receivable</b>	<u><u>\$ 7,685</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	0	\$ -
Mondavi	2	870
Calistoga	0	-
<b>Total Recommended A/R Write-offs</b>	<u><u>2</u></u>	<u><u>\$ 870</u></u>

**Napa County Housing Authority  
Quarterly Monitoring  
For the Quarter Ended March 31, 2025**

**Exhibit B**

**Prepaid Schedule**

<u>Category</u>	<u>Amounts</u>
Lodgers, departed for at least 18 months	
<b>Total Recommended Prepaid Write-Offs</b>	<b>\$ 330</b>
Lodgers, departed less than 18 months	257
Lodgers, current tenants with prepaid balances	15,623
<b>Total Prepaids</b>	<b><u>\$ 16,210</u></b>

**Recommended Prepaid Write-offs**

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

<u>Center</u>	<u>Lodger Count</u>	<u>Amounts</u>
River Ranch	5	\$ 330
Mondavi	0	-
Calistoga	0	-
<b>Total Recommended Prepaid Write-Offs</b>	<b><u>5</u></b>	<b><u>\$ 330</u></b>





# Napa County

## Board Agenda Letter

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

Housing Commission

**Agenda Date:** 6/25/2025

**File ID #:** 25-1188

**TO:** Napa County Housing Commission  
**FROM:** Jennifer Palmer, Executive Director  
**REPORT BY:** Alex Carrasco, Project Manager  
**SUBJECT:** Shared Housing Solutions at the Farmworker Centers

### **RECOMMENDATION**

Discussion on what it would take to create shared housing solutions for male and female farmworkers at the county-owned farmworker centers. For discussion only, no action required.

### **EXECUTIVE SUMMARY**

The common perception that the farmworker workforce in Napa County is composed primarily of single, unaccompanied males was not observed in the findings of the 2024 Napa County Farmworker Housing Needs & Impacts Assessment (Assessment). In fact, the Assessment revealed that three-quarters of farmworkers are parents and 20% of the workforce is female. Today's discussion focuses on what it would take to create shared housing for male and female farmworkers at the county-owned farmworker centers while exploring safety and security, privacy and comfort, cultural and social norms, legal and policy considerations, and facility design.

### **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  
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NAPA, CA 94559  
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Housing Commission

**Agenda Date:** 6/25/2025

**File ID #:** 25-1189

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**TO:** Napa County Housing Commission  
**FROM:** Jennifer Palmer, Executive Director  
**REPORT BY:** Alex Carrasco, Project Manager  
**SUBJECT:** Appointing Commissioners to Serna Grant Ad Hoc Committee

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### **RECOMMENDATION**

Appointment of two commissioners to serve on an ad hoc committee focused on strategic planning for securing additional Joe Serna, Jr. Farmworker Housing Grant funding.

### **EXECUTIVE SUMMARY**

In 2019, the Napa County Housing Authority was awarded Joe Serna, Jr Farmworker Housing Grant funding (Serna Grant) funding 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 will continue to serve the needs of migrant farm workers in Napa County for twenty-five years from the first year of disbursement (2020). Now in year six of ten, the opportunity to plan for securing additional Serna Grant funding is prudent. Staff request appointing two commissioners to serve on an ad hoc committee focused on strategic planning for Serna Grant funding. The role shall involve a series of meetings with staff over the course of the next six to eight months to work with Housing & Community Services staff as well as staff from the CEO office to develop a plan for successful application to the State for renewed funding. Work will include understanding the larger economic context of the need and ask within the full scope of Countywide needs and asks at the State level, establishing a set of priority actions, engaging with local stakeholders, and regular reporting on progress to the Housing Commission.

### **PROCEDURAL REQUIREMENTS**

1. Staff Report
2. Public Comment
3. Motion, Second, Discussion and Vote to appoint two commissioners to the ad hoc committee.

**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.