

Napa County

1195 THIRD STREET
SUITE 310
NAPA, CA 94559



Agenda

Wednesday, March 25, 2026

3:00 PM

**Board of Supervisors Chambers
1195 Third St, Third Floor
Napa, CA 94559**

Housing Commission

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

GENERAL INFORMATION

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

How to Watch or Listen to the Napa County Housing Commission Meetings

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

1. Attend in-person at the Board of Supervisors Chambers, 1195 Third Street, Napa, Suite 305; or
2. Watch on Zoom via www.zoom.us/join (Meeting ID: 836 7194 5915 or listen on Zoom by calling 1-669-900-6833 (Meeting ID: 836 7194 5915).

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

- A. Join meeting via Zoom: www.zoom.us/join. Meeting ID 836 7194 5915 , or listen on Zoom by calling 1-669-900-6833. Meeting ID 836 7194 5915 . AND use the raise hand feature; or
- B. Email your comment to ncha@countyofnapa.org. Your comment will be shared with the members of the Housing Commission.

1. CALL TO ORDER; ROLL CALL

2. PUBLIC COMMENT

3. APPROVAL OF MINUTES

- A. Approval of minutes for the meeting of January 22, 2026. [26-355](#)

Attachments: [Minutes](#)

4. SET MATTERS OR PUBLIC HEARING ITEMS

5. CONSENT ITEMS

- A. Adoption of the Housing Commission meeting schedule for calendar year 2026. [26-425](#)

Attachments: [2026 Meeting Calendar](#)

6. MONTHLY REPORTS

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- A. Monthly report on the renewal process for the Joe Serna, Jr. Farmworker Housing Grant Program (Serna Grant). No action needed. [26-356](#)
- B. Update on meal service coordination between California Human Development Corporation (CHDC) and Abode Services. No action needed. [26-357](#)
- C. Monthly Report from California Human Development Corporation (CHDC). [26-358](#)
Attachments: [Occupancy Report YTD](#)
[FEB 2026 Occupancy](#)
[FY25 v FY 26 Occupancy](#)
- D. Monthly report on capital improvement projects (CIP). For discussion only, no action needed. [26-359](#)
Attachments: [CIP List](#)
- 7. ADMINISTRATIVE ITEMS**
- A. Presentation by California Human Development Corporation on a proposed contract budget to provide onsite property management services for fiscal year 2026-2027 at the county-owned farmworker centers, and recommendation from the Housing Commission to the Napa County Housing Authority to approve CHDC’s contract budget for new agreement. [26-234](#)
Attachments: [CHDC FY27 Proposed Budget](#)
- B. Submit the proposed Napa County Housing Authority Farmworker Centers operating budget for fiscal year 2026-2027 to County Service Area No.4 consultant for an Engineer’s Report. [26-235](#)
Attachments: [Proposed FY 27 Farmworker Centers Budget](#)
- C. Update on the work done by the Female Farmworker Subcommittee. [26-430](#)
- D. Recommend acceptance of the quarterly monitoring report to the Napa County Housing Authority (Authority) for the quarter ended December 31, 2025. (Fiscal Impact: None, Discretionary) [26-865](#)
Attachments: [NCHA Report 12.31.25](#)
- 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 MARCH 20, 2026 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.napacounty.gov
Main: (707) 253-4580

Housing Commission

Agenda Date: 3/25/2026

File ID #: 26-355

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

RECOMMENDATION

Approval of minutes for the meeting of January 22, 2026.

BACKGROUND

Executive Director of Housing Authority requests approval of minutes for the meeting of January 22, 2026.

ENVIRONMENTAL IMPACT

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

**MINUTES OF THE
NAPA COUNTY HOUSING COMMISSION**

January 22, 2026

Draft Summary of the Proceedings

1. Call to Order/Roll Call

Present: Commissioners Jennifer Putnam, Manuel Rios, Michael Silacci, and Mike Swanton

Absent: Commissioners Judy Myers and Arnulfo Solorio

Meeting was called to order by: Chair Silacci

2. Public Comment

None.

3. Approval of Minutes

October 22, 2025, and December 04, 2025

Motion Text: Approval of Minutes

Voting Yes: Commissioners Putnam, Rios, Silacci, and Swanton

Abstain: None

Result: Passed

4. Set Matters or Public Hearing Items

None.

5. Consent

A. Donation report for quarter ending December 31, 2025.

Motion Text: Recommend the Housing Authority to accept the report at their next meeting.

Voting Yes: Commissioners Putnam, Rios, Silacci, and Swanton

Abstain: None

Result: Passed

6. Monthly Reports

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

Report by Santino Garcia, CHDC Chief Operations Officer. Occupancy – Calistoga 60, Mondavi 43, River Ranch currently closed. No public comment. Discussion held.

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

Presentation by Alex Carrasco, Project Manager. No public comment. Discussion held.

7. Administrative Items

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

Presentation by Jennifer Palmer, Executive Director. Initiating efforts to renew grant funding for two reasons: (a) it takes time to successfully advocate and (b) there is a need for funding as gap between operations and revenue sources continues to grow. No public comment. Discussion held.

B. Update on meal service coordination between California Human Development Corporation (CHDC) and Abode Services. No action needed.

Presentation by Emma Moyer, Housing Programs Manager. No public comment. Discussion held.

C. Update on grant funding for the Calistoga Farmworker Center Wi-Fi Network.

Presentation by Alex Carrasco, Project Manager. California Public Utilities Commission (CPUC) has awarded the county a grant in the amount of \$28,977 to fund infrastructure for Wi-Fi network at the Calistoga Farmworker Center. No public comment. Discussion held.

D. Election of Chair and Vice-Chair for calendar year 2026.

Presentation by Alex Carrasco, Project Manager. No public comment. Discussion held.

Motion Text: Appoint Commissioner Silacci as Chair, and Commissioner Myers as Vice-Chair.

Voting Yes: Commissioners Putnam, Rios, Silacci, and Swanton

Abstain: None

Result: Passed

E. Discussion on commission membership with possible recommendation to Board of Supervisors to amend Napa County Code section 2.102.020 and amend the Napa County Bylaws to incorporate and appoint one additional member of the public who is either a resident of Napa County or someone employed in Napa County, and interested in and/or experienced in affordable housing or farmworker housing.

Presentation by Alex Carrasco, Project Manager. No public comment. Discussion held.

Motion Text: Recommend Board of Supervisors to amend Napa County Code section 2.102.020 and amend the Napa County Bylaws to incorporate and appoint one additional member of the public who is either a resident of Napa County or someone employed in Napa County, and interested in and/or experienced in affordable housing or farmworker housing

Voting Yes: Commissioners Putnam, Rios, Silacci, and Swanton

Abstain: None

Result: Passed

8. Executive Director Report

Report by Jennifer Palmer, Executive Director. Housing Commission budget subcommittee has begun its series of meetings. No public comment. Discussion held.

9. Commissioner Comments and Direction to Staff

None.

10. Future Agenda Items

None.

11. Adjourn

Meeting adjourned to the next regular meeting on February 25, 2026, at 3:00 pm.

Michael Silacci, Chair

ATTEST: _____
Jennifer Palmer, Secretary of the Commission



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Housing Commission

Agenda Date: 3/25/2026

File ID #: 26-425

TO: Napa County Housing Commission
FROM: Jennifer Palmer, Executive Director
REPORT BY: Alex Carrasco, Project Manager
SUBJECT: Adoption of the Housing Commission meeting schedule for calendar year 2026

RECOMMENDATION

Adoption of the Housing Commission meeting schedule for calendar year 2026.

BACKGROUND

Today's action will adopt meeting schedule for calendar year 2026. Meetings are held in the Board Chambers of the Napa County Administration building. The Commission Bylaws require at least one regular meeting each month. Regular meetings occur on the fourth Wednesday of each month; however, November and December meetings have been held on the second or third week of the month due to holidays.

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.

2026 Housing Commission

Meeting Calendar

January						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

February						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28

March						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

April						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

May						
S	M	T	W	T	F	S
				1	2	
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

June						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

July						
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			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

August						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

September						
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20	21	22	23	24	25	26
27	28	29	30			

October						
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				1	2	3
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11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

November						
S	M	T	W	T	F	S
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8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

December						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		



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Housing Commission

Agenda Date: 3/25/2026

File ID #: 26-356

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

RECOMMENDATION

Monthly report on the renewal process for the Joe Serna, Jr. Farmworker Housing Grant Program (Serna Grant). No action needed.

BACKGROUND

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. The program is administered by the Housing and Community Development, a department of the state of California.

In 2019, the Napa County Housing Authority (Authority) was awarded Serna Grant funding in the amount of \$250,000 annually for a term not to extend beyond ten (10) years. Eligible uses of the funding are limited to maintenance and operations of the three-county owned farmworker centers. In exchange, the Authority agreed to continue to serve the needs of migrant farm workers in Napa County for twenty-five years from the first year of disbursement (2020).

Staff are engaged in a concerted effort to extend the existing agreement for an additional ten years, and increase the annual contribution to \$500,000, with a related annual escalator. The purpose of today's report is to provide the commission with an update on such efforts. No action needed.

PROCEDURAL REQUIREMENTS

1. Staff Report
2. Public Comment
3. Discussion

ENVIRONMENTAL IMPACT

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



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Housing Commission

Agenda Date: 3/25/2026

File ID #: 26-357

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

RECOMMENDATION

Update on meal service coordination between California Human Development Corporation (CHDC) and Abode Services. No action needed.

BACKGROUND

The South Napa Shelter serves up to 102 clients on an overnight basis and approximately 20-30 Day Center guests per day. The County contracts with Abode Services for day-to-day operations of the shelter and until June 30, 2025 were also contracted with the Salvation Army for provision of meals. For Fiscal Year 2026, the Salvation Army proposed a price per meal increase of 50% (\$12/meal) that was unsustainable. The Department of Housing & Community Services has been coordinating with California Human Development Corporation (CHDC), who is contracted to for day-to-day operations of the three County-owned Farmworker Centers (Centers), to prepare meals at each of the Centers for the South Napa Shelter.

This opportunity would involve minor investments for infrastructure upgrades, such as adding a fire suppression connection to the kitchen hoods at each of the Centers, and equipment including roasting pans and pots, while also decrease the per meal rate. The planning to increase food capacity began in December 2025, and should be complete by before end of this fiscal year. Upon completion of the infrastructure upgrade, CHDC will begin providing meals to the South Napa Shelter. Today's discussion provides an update on the proposed meal service coordination with Abode Services, and infrastructure upgrades at the Centers. No action needed.

PROCEDURAL REQUIREMENTS

1. Staff Report

2. Public Comment

3. Discussion

ENVIRONMENTAL IMPACT

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



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Housing Commission

Agenda Date: 3/25/2026

File ID #: 26-358

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

RECOMMENDATION

Monthly Report from California Human Development Corporation (CHDC).

BACKGROUND

The purpose of this report is for the CHDC Housing Director to provide an overview of property management activities for the reporting period including general operations, maintenance, lodger matters, marketing efforts, and review of accounts receivable balances at each center. The report is intended as informational to support discussion, planning, and recommendations from the commission to property management. Included in this report is CHDC's monthly occupancy report, which highlights occupancy trends, projected occupancy vs. actual occupancy, and rent revenue.

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 (Centers) provide day to day services including enrolling applicants (lodgers) into or out of the housing program, collecting rent, maintenance, cleaning, and cooking three meals a day, six days a week. Local zoning ordinance (18.104.010) requires the Centers be occupied for no more than three hundred thirty days in a calendar year and by no more than sixty farmworkers at any one time.

CHDC's contractual obligation includes an operational schedule that allows for a total of 59,160 bed nights across the Centers or "Scheduled Capacity - Nights" (page 3 of attached report). The Centers are required (by State) to meet an occupancy rate of 95%, which equates to 56,202 bed nights or "Monthly Projected Nights" (page 3 of attached report).

Fiscal Year 2025-2026 Operating Schedule:

- A. River Ranch Center - Open 07/01/2025; Close 12/27/2025; Reopen 02/02/2026; Total bed nights 19,740
- B. Calistoga Center - Open 07/01/2025; Close 11/22/2025; Reopen 12/28/2025; Total bed nights 19,740
- C. Mondavi Center - Open 07/01/2025; Close 11/15/2025; Reopen 12/22/2025; Total bed nights 19,680

Despite historically high occupancy rates in the month of January, February was underwhelming. All three Centers were below the 95% occupancy rate requirement. In fact, February’s combined occupancy rate is the lowest since 2021.

A. River Ranch Center

1,620 Scheduled Nights; 1,539 Projected Nights; 694 Actual Nights; 43% Occupancy Rate

B. Calistoga Center

1,680 Scheduled Nights; 1,539 Projected Nights; 1,499 Actual Nights; 89% Occupancy Rate

C. Mondavi Center

1,680 Scheduled Nights; 1,539 Projected Nights; 1,167 Actual Nights; 69% Occupancy Rate

D. All Centers

4,980 Scheduled Nights; 4,731 Projected Nights; 3,360 Actual Nights; 67% Occupancy rate

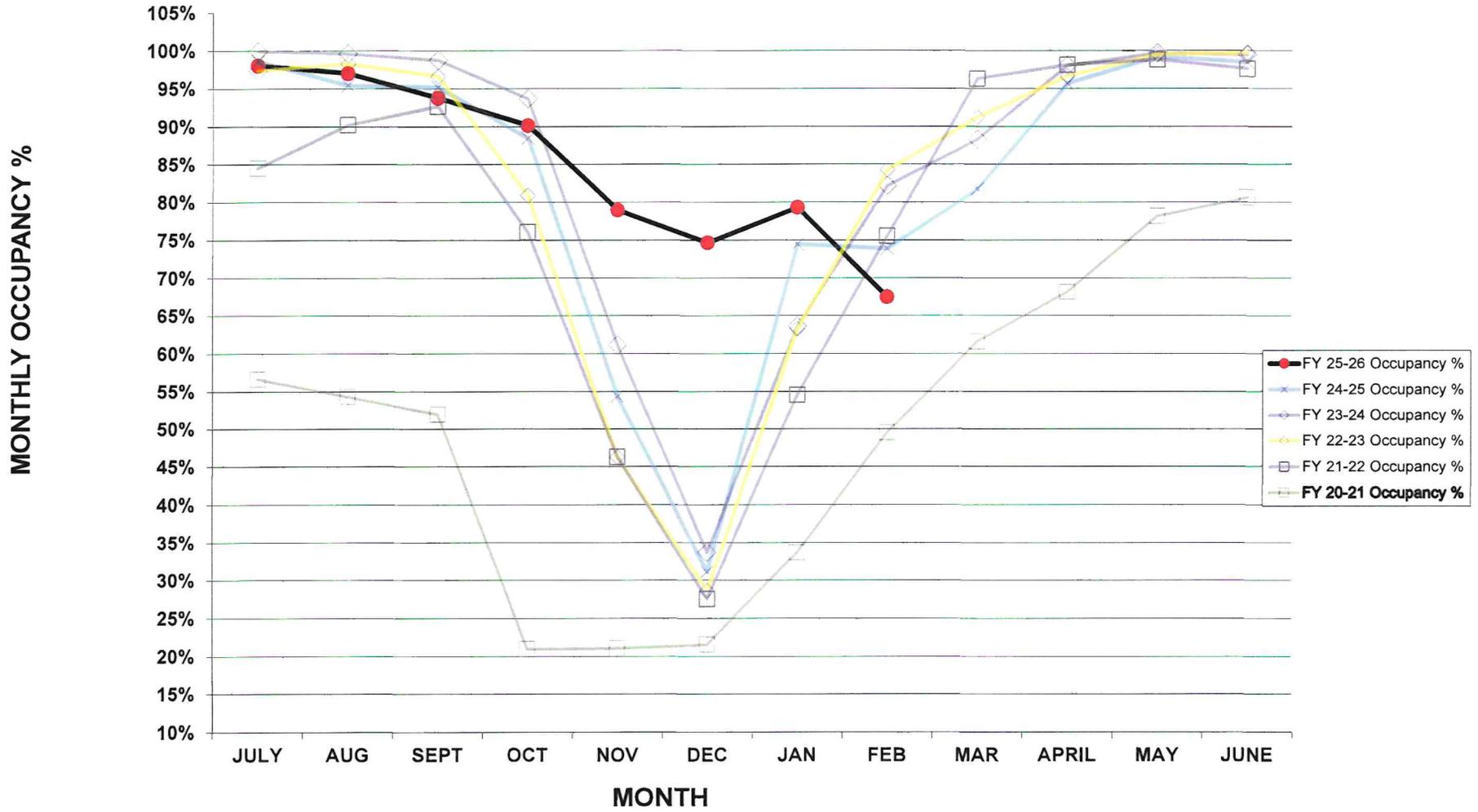
PROCEDURAL REQUIREMENTS

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

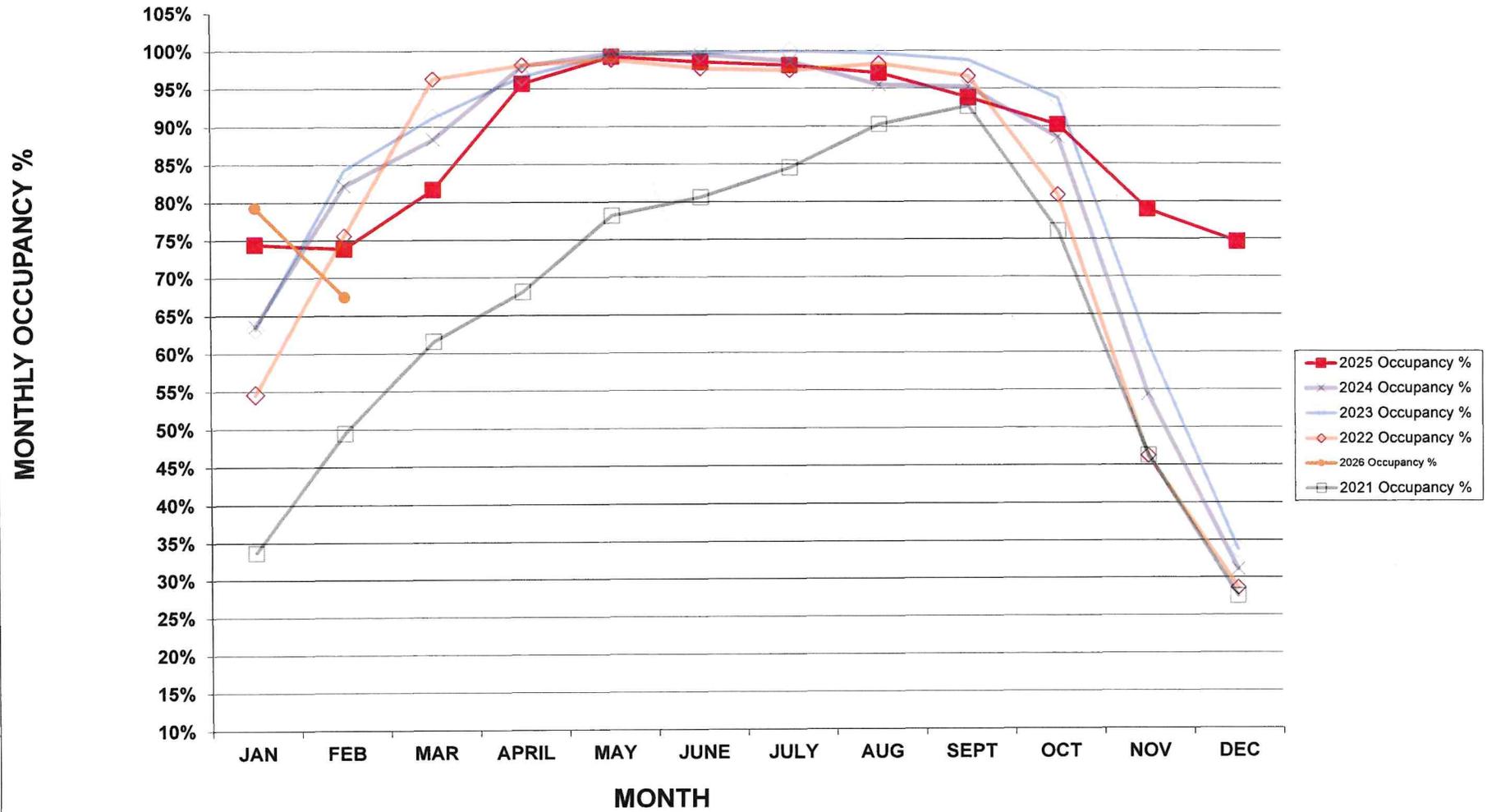
ENVIRONMENTAL IMPACT

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.

NC FW HSNNG CENTERS - OCCUPANCY FISCAL ANALYSIS



NC FW HSNB CENTERS - OCCUPANCY ANALYSIS



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

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

PLAN	TOTALS	ALL SITES	JULY	AUG	SEPT	OCT	NOV	DEC	JAN	FEB	MAR	APRIL	MAY	JUNE	TOTAL
2025-26	Available Capacity - Nights		5,580	5,580	5,400	5,580	3,900	2,460	3,720	4,980	5,580	5,400	5,580	5,400	59,160.00
	Scheduled Capacity - Nights		5,580	5,580	5,400	5,580	3,900	2,460	3,720	4,980	5,580	5,400	5,580	5,400	59,160.00
	Scheduled Occupancy %		95%	95%	95%	95%	95%	95%	95%	95%	95%	95%	95%	95%	95%
	Monthly Projected Nights		5,301	5,301	5,130	5,301	3,705	2,337	3,534	4,731	5,301	5,130	5,301	5,130	56,202.00
	YTD Projected Nights		5,301	10,602	15,732	21,033	24,738	27,075	30,609	35,340	40,641	45,771	51,072	56,202	56,202.00
	Monthly Actual Nights		5,473	5,416	5,065	5,032	3,080	1,836	2,950	3,360	-	-	-	-	32,212.00
	YTD Actual Nights		5,473	10,889	15,954	20,986	24,066	25,902	28,852	32,212	-	-	-	-	32,212.00
(1)	YTD Actual Occupancy %		98%	98%	96%	95%	92%	91%	90%	87%	75%	67%	60%	54%	87%
(2)	YTD Projected - Occupancy %		95%	95%	95%	95%	95%	95%	95%	95%	95%	95%	95%	95%	95%
(3)	YTD Occupancy % to Projected		103%	103%	101%	100%	97%	96%	94%	91%	79%	70%	63%	57%	91%
(4)	Monthly Actual Occupancy %		98%	97%	94%	90%	79%	75%	79%	67%	0%	0%	0%	0%	87%
(5)	Monthly Projected Occupancy %		95%	95%	95%	95%	95%	95%	95%	95%	95%	95%	95%	95%	95%
(6)	Monthly Occupancy % to Projected		103%	102%	99%	95%	83%	79%	83%	71%	0%	0%	0%	0%	91%
	Rent Earned		98,514.00	97,488.00	91,170.00	90,576.00	55,440.00	33,048.00	53,100.00	60,480.00	-	-	-	-	579,816.00
	Rent Collected		106,434.00	94,094.00	92,444.00	90,900.00	55,080.00	40,712.00	42,138.00	66,546.00	-	-	-	-	588,348.00
	Deposits		100,278.00	85,066.00	97,628.00	95,022.00	57,402.00	43,196.00	35,154.00	61,038.00	-	-	-	-	574,784.00
	Deposits in Transit		6,146.00	15,174.00	9,990.00	5,868.00	3,546.00	1,062.00	8,046.00	13,554.00	-	-	-	-	13,554.00
	YTD NCHA Approved Write Offs														
	Beginning Balance:	N/A	-	540.00	540.00	540.00	540.00	540.00	540.00	540.00	-	-	-	-	540.00
	YTD Deposits in Transit														
	Beginning Balance:	(10.00)	6,146.00	15,174.00	9,990.00	5,868.00	3,546.00	1,062.00	8,046.00	13,554.00	-	-	-	-	13,554.00
	YTD Accounts Receivable														
	Beginning Balance:	3,945.00	7,638.00	9,675.00	10,128.00	9,624.00	3,467.00	4,947.00	12,903.00	13,785.00	-	-	-	-	13,785.00
	YTD Prepaid Rents														
	Beginning Balance:	672.00	12,285.00	11,468.00	13,195.00	13,015.00	6,498.00	15,642.00	12,636.00	19,584.00	-	-	-	-	19,584.00
	Monthly Vacancy Loss - \$\$		-	432.00	1,638.00	6,102.00	12,744.00	9,018.00	10,512.00	24,678.00	-	-	-	-	65,124.00
	YTD Vacancy Loss - \$\$		-	432.00	2,070.00	8,172.00	20,916.00	29,934.00	40,446.00	65,124.00	-	-	-	-	65,124.00
	Monthly Vacancy Loss - Nights		-	24	91	339	708	501	584	1,371	-	-	-	-	3,618.00
	YTD Vacancy Loss - Nights		-	24	115	454	1,162	1,663	2,247	3,618	-	-	-	-	3,618.00
	Vacancy Loss based on Projected Occupancy by Site														

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

Daniel Walker

03/12/26

Supervisor: CFO, and/or Housing Director
California Human Development Corporation

Date

Michael S Whitt

03/12/2026

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

Date

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

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

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

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

	CALISTOGA	JULY	AUG	SEPT	OCT	NOV	DEC	JAN	FEB	MAR	APRIL	MAY	JUNE	TOTAL
2025-26	Available Capacity - Nights	1,860	1,860	1,800	1,860	1,260	240	1,860	1,680	1,860	1,800	1,860	1,800	19,740.00
	Scheduled Capacity - Nights	1,860	1,860	1,800	1,860	1,260	240	1,860	1,680	1,860	1,800	1,860	1,800	19,740.00
	Scheduled Occupancy %	95%	95%	95%	95%	95%	95%	95%	95%	95%	95%	95%	95%	95%
	Monthly Projected Nights	1,767	1,767	1,710	1,767	1,197	228	1,767	1,596	1,767	1,710	1,767	1,710	18,753.00
	YTD Projected Nights	1,767	3,534	5,244	7,011	8,208	8,436	10,203	11,799	13,566	15,276	17,043	18,753	18,753.00
	Monthly Actual Nights	1,810	1,843	1,736	1,766	849	201	1,758	1,499	-	-	-	-	11,462.00
	YTD Actual Nights	1,810	3,653	5,389	7,155	8,004	8,205	9,963	11,462					11,462.00
	YTD Actual Occupancy %	97%	98%	98%	97%	93%	92%	93%	92%					92%
	YTD Projected - Occupancy %	95%	95%	95%	95%	95%	95%	95%	95%					95%
	YTD Occupancy % to Projected	102%	103%	103%	102%	98%	97%	98%	97%					97%
	Monthly Actual Occupancy %	97%	99%	96%	95%	67%	84%	95%	89%					92%
	Monthly Projected Occupancy %	95%	95%	95%	95%	95%	95%	95%	95%					95%
	Monthly Occupancy % to Projected	102%	104%	102%	100%	71%	88%	99%	94%					97%
	Rent Eamed	32,580.00	33,174.00	31,248.00	31,788.00	15,282.00	3,618.00	31,644.00	26,982.00					206,316.00
	Rent Collected	33,894.00	30,906.00	30,816.00	31,590.00	16,866.00	10,652.00	24,066.00	28,728.00					207,518.00
	Deposits	31,446.00	29,628.00	33,876.00	28,458.00	20,664.00	10,580.00	20,916.00	24,462.00					200,030.00
	Deposits in Transit	2,438.00	\$3,716.00	\$656.00	\$3,788.00	(10.00)	62.00	3,212.00	7,478.00					7,478.00
	YTD NCHA Approved Write Offs													
	Beginning Balance:	N/A	-	-	-	-	-	-	-	-	-	-	-	-
	YTD Deposits in Transit													
	Beginning Balance:	(10.00)	2,438.00	3,716.00	656.00	3,788.00	(10.00)	62.00	3,212.00	7,478.00				7,478.00
	YTD Accounts Receivable													
	Beginning Balance:	400.00	2,938.00	3,478.00	4,108.00	4,216.00	400.00	1,880.00	8,396.00	8,504.00				8,504.00
	YTD Prepaid Rents													
	Beginning Balance:	68.00	3,920.00	2,192.00	2,390.00	2,300.00	68.00	8,582.00	7,520.00	9,374.00				9,374.00
	Monthly Vacancy Loss - \$\$	-	-	-	18.00	6,264.00	486.00	162.00	1,746.00					8,676.00
	YTD Vacancy Loss - \$\$	-	-	-	18.00	6,282.00	6,768.00	6,930.00	8,676.00					8,676.00
	Monthly Vacancy Loss - Nights	-	-	-	1	348	27	9	97					482.00
	YTD Vacancy Loss - Nights	-	-	-	1	349	376	385	482					482.00
	Vacancy Loss based on Projected Occupancy													

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

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

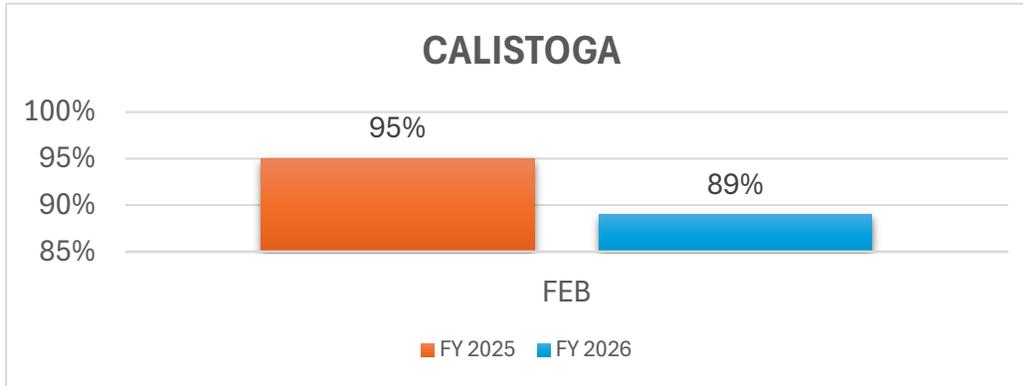
MONDAVI	JULY	AUG	SEPT	OCT	NOV	DEC	JAN	FEB	MAR	APRIL	MAY	JUNE	TOTAL
2025-26 Available Capacity - Nights	1,860	1,860	1,800	1,860	840	600	1,860	1,680	1,860	1,800	1,860	1,800	19,680.00
Scheduled Capacity - Nights	1,860	1,860	1,800	1,860	840	600	1,860	1,680	1,860	1,800	1,860	1,800	19,680.00
Scheduled Occupancy %	95%	95%	95%	95%	95%	95%	95%	95%	95%	95%	95%	95%	95%
Monthly Projected Nights	1,767	1,767	1,710	1,767	798	570	1,767	1,596	1,767	1,710	1,767	1,710	18,696.00
YTD Projected Nights	1,767	3,534	5,244	7,011	7,809	8,379	10,146	11,742	13,509	15,219	16,986	18,696	18,696.00
Monthly Actual Nights	1,846	1,830	1,646	1,429	438	231	1,192	1,167	-	-	-	-	9,779.00
YTD Actual Nights	1,846	3,676	5,322	6,751	7,189	7,420	8,612	9,779					9,779.00
YTD Actual Occupancy %	99%	99%	96%	91%	87%	84%	81%	79%					79%
YTD Projected - Occupancy %	95%	95%	95%	95%	95%	95%	95%	95%					95%
YTD Occupancy % to Projected	104%	104%	101%	96%	92%	89%	85%	83%					83%
Monthly Actual Occupancy %	99%	98%	91%	77%	52%	39%	64%	69%					79%
Monthly Projected Occupancy %	95%	95%	95%	95%	95%	95%	95%	95%					95%
Monthly Occupancy % to Projected	104%	104%	96%	81%	55%	41%	67%	73%					83%
Rent Earned	33,228.00	32,940.00	29,628.00	25,722.00	7,884.00	4,158.00	21,456.00	21,006.00					176,022.00
Rent Collected	34,722.00	33,138.00	30,218.00	23,148.00	8,478.00	10,350.00	18,072.00	22,482.00					180,608.00
Deposits	33,894.00	27,422.00	32,198.00	27,720.00	8,478.00	9,342.00	14,238.00	21,420.00					174,712.00
Deposits in Transit	828.00	6,544.00	4,564.00	(8.00)	(8.00)	1,000.00	4,834.00	5,896.00					5,896.00
YTD NCHA Approved Write Offs													
Beginning Balance:	N/A	-	870.00	870.00	870.00	870.00	870.00	870.00	870.00				870.00
YTD Deposits in Transit													
Beginning Balance:	-	828.00	6,544.00	4,564.00	(8.00)	(8.00)	1,000.00	4,834.00	5,896.00				5,896.00
YTD Accounts Receivable													
Beginning Balance:	2,186.00	2,819.00	4,360.00	4,309.00	3,697.00	1,248.00	1,608.00	3,048.00	3,390.00				3,390.00
YTD Prepaid Rents													
Beginning Balance:	98.00	2,225.00	4,834.00	5,373.00	2,187.00	332.00	6,884.00	4,940.00	6,758.00				6,758.00
Monthly Vacancy Loss - \$\$	-	-	1,152.00	6,084.00	6,480.00	6,102.00	10,350.00	7,722.00					37,890.00
YTD Vacancy Loss - \$\$	-	-	1,152.00	7,236.00	13,716.00	19,818.00	30,168.00	37,890.00					37,890.00
Monthly Vacancy Loss - Nights	-	-	64	338	360	339	575	429					2,105.00
YTD Vacancy Loss - Nights	-	-	64	402	762	1,101	1,676	2,105					2,105.00
Vacancy Loss based on Projected Occupancy													

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

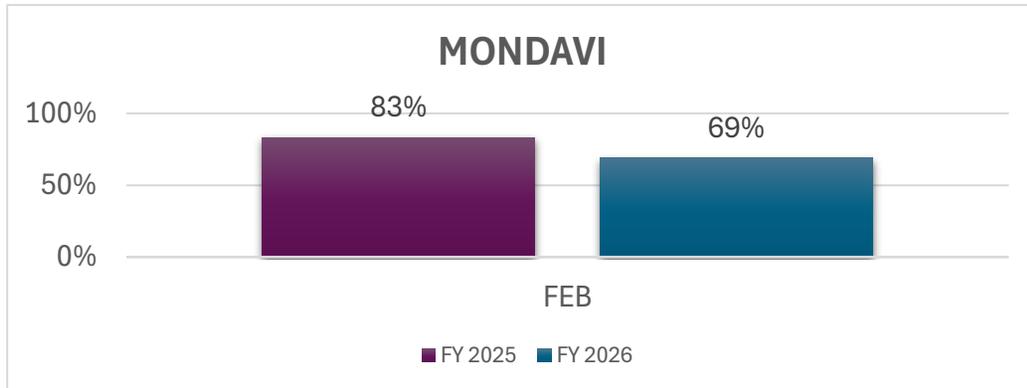
For the period of: 7/1/2025 through 6/30/2026

RIVER RANCH		JULY	AUG	SEPT	OCT	NOV	DEC	JAN	FEB	MAR	APRIL	MAY	JUNE	TOTAL
2025-26	Available Capacity - Nights	1,860	1,860	1,800	1,860	1,800	1,620	-	1,620	1,860	1,800	1,860	1,800	19,740.00
	Scheduled Capacity - Nights	1,860	1,860	1,800	1,860	1,800	1,620	-	1,620	1,860	1,800	1,860	1,800	19,740.00
	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	1,539	-	1,539	1,767	1,710	1,767	1,710	18,753.00
	YTD Projected Nights	1,767	3,534	5,244	7,011	8,721	10,260	10,260	11,799	13,566	15,276	17,043	18,753	18,753.00
	Monthly Actual Nights	1,817	1,743	1,683	1,837	1,793	1,404	-	694	-	-	-	-	10,971.00
	YTD Actual Nights	1,817	3,560	5,243	7,080	8,873	10,277	10,277	10,971					10,971.00
	YTD Actual Occupancy %	98%	96%	95%	96%	97%	95%	95%	88%					88%
	YTD Projected - Occupancy %	95%	95%	95%	95%	95%	95%	95%	95%					95%
	YTD Occupancy % to Projected	103%	101%	100%	101%	102%	100%	100%	93%					93%
	Monthly Actual Occupancy %	98%	94%	94%	99%	100%	87%	0%	43%					88%
	Monthly Projected Occupancy %	95%	95%	95%	95%	95%	95%	95%	95%					95%
	Monthly Occupancy % to Projected	103%	99%	98%	104%	105%	91%	0%	45%					93%
	Rent Earned	32,706.00	31,374.00	30,294.00	33,066.00	32,274.00	25,272.00	-	12,492.00					197,478.00
	Rent Collected	37,818.00	30,050.00	31,410.00	36,162.00	29,736.00	19,710.00	-	15,336.00					200,222.00
	Deposits	34,938.00	28,016.00	31,554.00	38,844.00	28,260.00	23,274.00	-	15,156.00					200,042.00
	Deposits in Transit	2,880.00	4,914.00	4,770.00	2,088.00	3,564.00	-	-	180.00					180.00
	YTD NCHA Approved Write Offs													
	Beginning Balance:	N/A	-	(330.00)	(330.00)	(330.00)	(330.00)	(330.00)	(330.00)	(330.00)				(330.00)
	YTD Deposits in Transit													
	Beginning Balance:	-	2,880.00	4,914.00	4,770.00	2,088.00	3,564.00	-	-	180.00				180.00
	YTD Accounts Receivable													
	Beginning Balance:	1,359.00	1,881.00	1,837.00	1,711.00	1,711.00	1,819.00	1,459.00	1,459.00	1,891.00				1,891.00
	YTD Prepaid Rents													
	Beginning Balance:	506.00	6,140.00	4,442.00	5,432.00	8,528.00	6,098.00	176.00	176.00	3,452.00				3,452.00
	Monthly Vacancy Loss - \$\$	-	432.00	486.00	-	-	2,430.00	-	15,210.00					18,558.00
	YTD Vacancy Loss - \$\$	-	432.00	918.00	918.00	918.00	3,348.00	3,348.00	18,558.00					18,558.00
	Monthly Vacancy Loss - Nights	-	24	27	-	-	135	-	845					1,031.00
	YTD Vacancy Loss - Nights	-	24	51	51	51	186	186	1,031					1,031.00
	Vacancy Loss based on Projected Occupancy													

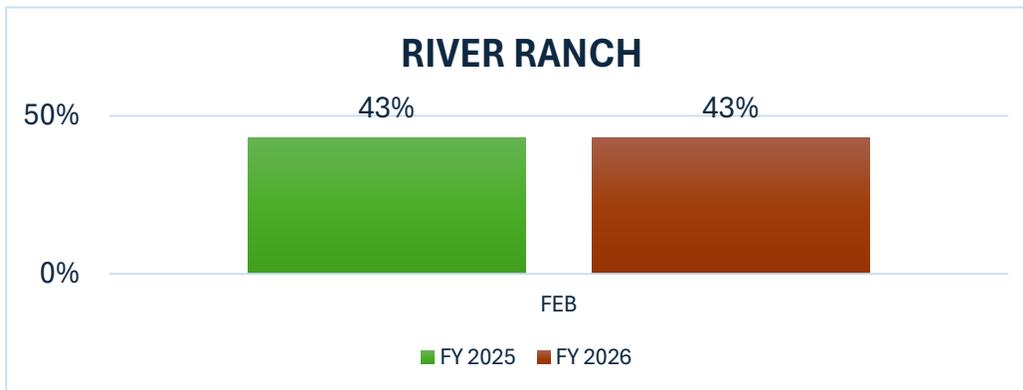
CHDC February Occupancy Rates



Calistoga Lodger Rent Revenue	
Budget	\$338,580
YTD Actual	\$207,518
% of Budget	61%

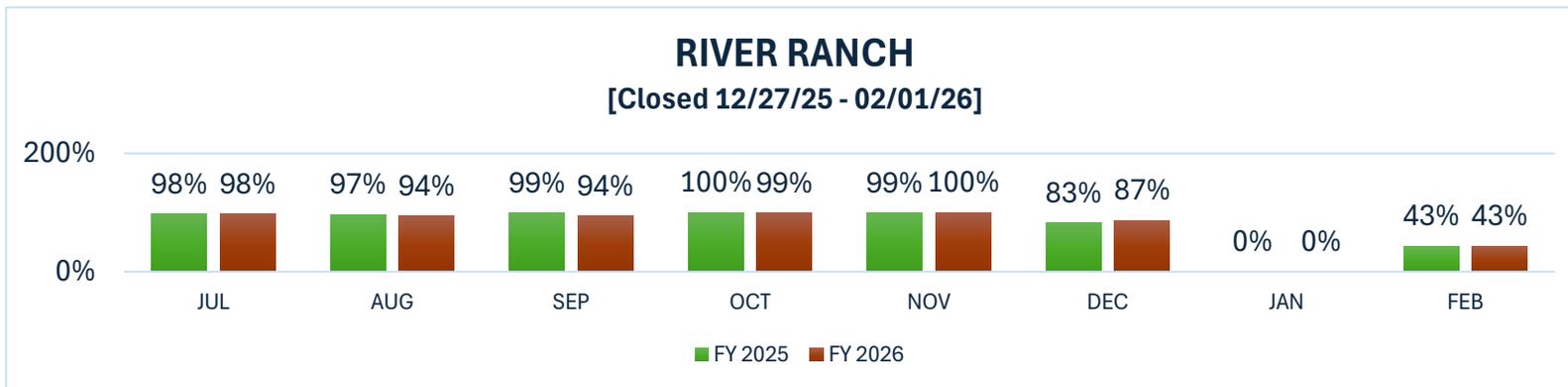
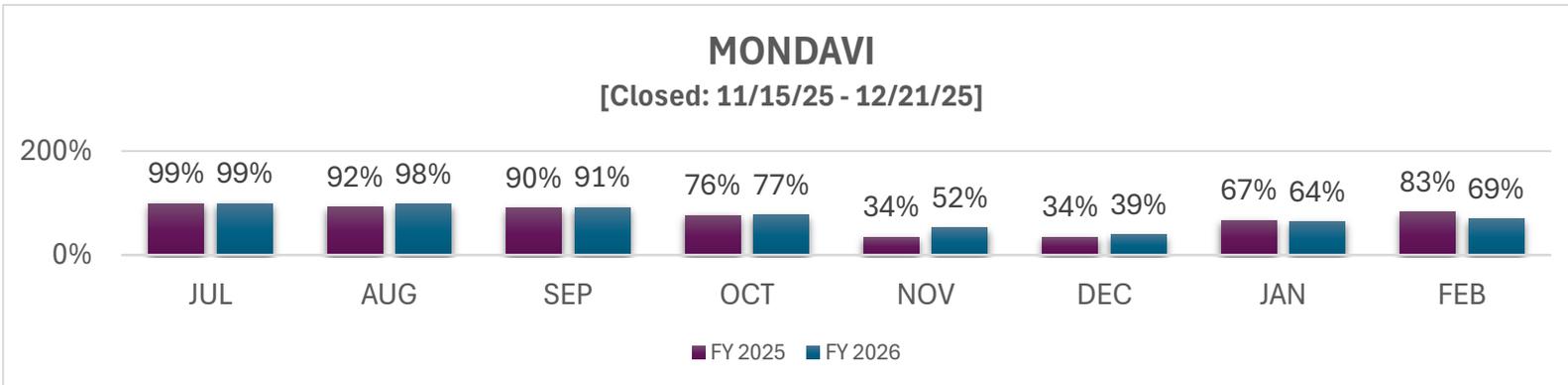
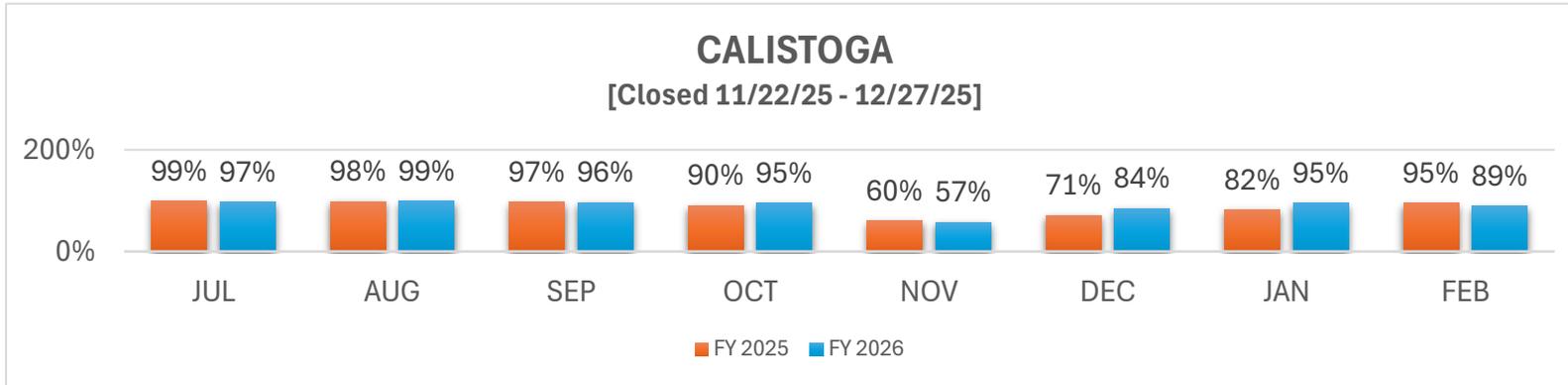


Mondavi Lodger Rent Revenue	
Budget	\$338,580
YTD Actual	\$180,608
% of Budget	53%



River Ranch Lodger Rent Revenue	
Budget	\$338,580
YTD Actual	\$200,222
% of Budget	59%

CHDC Occupancy Rates FY 25 vs FY 26





Napa County

Board Agenda Letter

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

Housing Commission

Agenda Date: 3/25/2026

File ID #: 26-359

TO: Napa County Housing Commission
FROM: Jennifer Palmer, Executive Director
REPORT BY: Alex Carrasco, Project Manager
SUBJECT: Monthly report on capital improvement projects (CIPs)

RECOMMENDATION

Monthly report on capital improvement projects (CIP). For discussion only, no action needed.

BACKGROUND

The Napa County Housing Authority (Authority) owns and oversees three farmworker housing centers (Centers) located in Calistoga (Calistoga Center), St. Helena (River Ranch Center), and Napa (Mondavi Center). Each Center offers dorm style housing to sixty (60) farmworkers, or 180 total, who support Napa County's world renowned agriculture industry. To maintain daily functionality as well as long term sustainability, Authority staff regularly consult with property management, preventative maintenance contractors, and the Public Works Department to plan for capital improvement projects, facility repairs, and equipment needs. The coordinated planning and communication help ensure that all parties involved deliver high quality services for all residents, meet safety and compliance requirements, invest in infrastructure, and boost occupancy rates to deliver strong financial performance. Between fiscal year 2024 to present, the Authority, with support of local and state donations, has invested approximately \$360,000 to repair or replace critical needs including heating, ventilation, and air conditioning, kitchen equipment, fire suppression, water treatment, and walkways.

The purpose of this monthly report is to provide a high level overview of current and anticipated capital improvement projects, facility repairs, and equipment needs identified by preventative maintenance contractors, property management, and/or staff. The enclosed list was sorted by health and safety impact needs and projects are ranked "High", "Medium", and "Low" priority. Funding sources are noted (where applicable) for each project. Information presented is preliminary and subject to change as projects are further evaluated, scoped, and estimates are refined. This report is intended for discussion purposes only, no action needed at this time.

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.

Capital Improvement Projects, Capital Asset Replacements

Date: March 2026

Projects - High Priority						
Description	Priority	Center	Estimate	Committed Funding	Balance	Funding Source
Central Air Conditioning Installation	High Priority	RR	\$300,000	\$0.00	TBD	TBD
Roof and Gutter Replacement	High Priority	CAL	\$75,000	\$75,000	\$0.00	Donation
Walk-in Refrigerator Condensing Unit Replacement	High Priority	RR	\$20,000	\$20,000	\$0	Donation
Walk-in Refrigerator Condensing Unit Replacement	High Priority	CAL	\$20,000	\$20,000	\$0	Donation
Replace Fire Alarms	High Priority	RR	\$17,728	\$0	\$17,728	TBD
Door Replacement	High Priority	CAL	\$13,000	\$13,000	\$0	Donation
Replace Fire Alarms	High Priority	MON	\$8,912	\$0	\$8,912	TBD



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: 3/25/2026

File ID #: 26-234

TO: Napa County Housing Commission
FROM: Jennifer Palmer, Executive Director
REPORT BY: Alex Carrasco, Project Manager
SUBJECT: Presentation by California Human Development Corporation on a Proposed Contract Budget to Provide Onsite Property Management Services for Fiscal Year 2026-2027

RECOMMENDATION

Presentation by California Human Development Corporation on a proposed contract budget to provide onsite property management services for fiscal year 2026-2027 at the county-owned farmworker centers, and recommendation from the Housing Commission to the Napa County Housing Authority to approve CHDC's contract budget for new agreement.

BACKGROUND

California Human Development Corporation (CHDC) is a 501(c)(3) organization that specializes in working with farmworkers. CHDC is the current onsite property management contractor for the Calistoga, River Ranch, and Mondavi Farmworker Centers, which offer dorm-style housing to 60 farmworkers. CHDC staffs each Center with four full time staff including a site manager, cook, custodian, and an administrative/fiscal assistant. Additional part-time staff include a housing director whose role involves staff supervision, and a maintenance manager who performs routine and preventative maintenance at the Centers. The site manager lives on the property to oversee general operations 24/7, and ensure all residents have access to safe, clean, affordable housing. The current Agreement (No. 260018B) between the Napa County Housing Authority and CHDC expires on June 30, 2026.

The Housing Commission established an ad hoc Budget Subcommittee late last year with the purpose of finalizing an operational budget for the Centers. The process involved meetings between Budget Subcommittee and CHDC to negotiate a contract budget for Fiscal Year 2026-2027. The Budget Subcommittee has reviewed CHDC's proposed budget (version 3) in the amount of \$1,210,913, which includes an increase from prior Fiscal Year of 5.1%, reflecting increases in salaries, fringe benefits, and maintenance supplies. CHDC will operate to provide 18,810 bed nights for each of the Centers and continue marketing to achieve 95% occupancy year

round.

Today's requested action is a recommendation from the Housing Commission to the Napa County Housing Authority to approve CHDC's proposed contract budget for a new agreement.

PROCEDURAL REQUIREMENTS

1. Presentation by CHDC
2. Public Comment
3. Motion, second, discussion and vote

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.

**CALIFORNIA HUMAN DEVELOPMENT CORPORATION
NAPA COUNTY FARMWORKER HOUSING CENTERS
BUDGET - COMPARISON**

DESCRIPTION	FY 2026 - 2027	FY 2025 - 2026 Current Year	Change	% of Change
REVENUE				
Resident Rental Revenue	\$ 1,072,170.00	\$ 1,015,740.00	\$ 56,430.00	6%
Food Service Revenue Offset	\$ -		\$ -	0%
Staff Rental Revenue	37,800.00	35,280.00	2,520.00	
TOTAL REVENUE	\$ 1,109,970.00	\$ 1,051,020.00	\$ 58,950.00	6%
EXPENSES				
SALARIES & WAGES				
Housing Division Director	\$ 32,742.00	\$ 19,410.00	\$ 13,332.00	69%
Staff Accountant - Direct	\$ 12,606.00		\$ 12,606.00	100%
Administrative Assistant	55,518.00	51,868.00	3,650.00	7%
Maintenance Manager	24,798.00	30,893.00	(6,095.00)	-20%
Mondavi On-Site Manager	75,676.00	70,699.00	4,977.00	7%
On Site Managers Calistoga/River Ranch	151,352.00	141,398.00	9,954.00	7%
Cook	173,313.00	158,930.00	14,383.00	9%
Custodian	164,073.00	150,360.00	13,713.00	9%
TOTAL SALARIES & WAGES	\$ 690,078.00	\$ 623,558.00	\$ 66,520.00	11%
FRINGE BENEFITS & EMPLOYER PR TAXES	\$ 258,775.00	\$ 264,272.00	\$ (5,497.00)	-2%
TOTAL PERSONNEL EXPENSE	\$ 948,853.00	\$ 887,830.00	\$ 61,023.00	7%
OPERATING EXPENSE				
Communication	\$ 5,568.00	\$ 5,616.00	\$ (48.00)	-1%
Contract Services - Equipment	3,103.00	6,504.00	(3,401.00)	-52%
Contract Services - Maintenance	20,487.00	22,350.00	(1,863.00)	-8%
Information Technology	20,615.00	27,701.00	(7,086.00)	-26%
Insurance	8,530.00	11,114.00	(2,584.00)	-23%
Other Expenses - See Detail	13,953.00	14,345.00	(392.00)	-3%
Food Services	-	-	-	0%
Supplies - Maintenance	20,000.00	15,001.00	4,999.00	33%
Supplies - Office	2,000.00	2,000.00	-	0%
Training & Certification	627.00	600.00	27.00	4%
Travel	9,232.00	9,180.00	52.00	1%
TOTAL OPERATING EXPENSE	\$ 104,115.00	\$ 114,411.00	\$ (10,296.00)	-9%
TOTAL DIRECT EXPENSES	\$ 1,052,968.00	\$ 1,002,241.00	\$ 50,727.00	5%
TOTAL INDIRECT EXPENSE	\$ 157,945.00	\$ 150,336.00	\$ 7,609.00	5%
TOTAL	\$ 1,210,913.00	\$ 1,152,577.00	\$ 58,336.00	5.1%

**CALIFORNIA HUMAN DEVELOPMENT CORPORATION
NAPA COUNTY FARMWORKER HOUSING CENTERS
BUDGET - SITE DETAIL**

DESCRIPTION	Calistoga Budget	Mondavi Budget	River Ranch Budget	FY 2026 - 2027 Budget
REVENUE				
Resident Rental Revenue	\$ 357,390.00	\$ 357,390.00	\$ 357,390.00	\$ 1,072,170.00
Food Service Revenue Offset	\$ -	\$ -	\$ -	\$ -
Staff Rental Revenue	10,800.00	10,800.00	16,200.00	37,800.00
TOTAL REVENUE	\$ 368,190.00	\$ 368,190.00	\$ 373,590.00	\$ 1,109,970.00
EXPENSES				
SALARIES & WAGES				
Housing Division Director	10,914.00	10,914.00	10,914.00	32,742.00
Staff Accountant - Direct	4,202.00	4,202.00	4,202.00	12,606.00
Administrative Assistant	18,504.00	18,504.00	18,510.00	55,518.00
Maintenance Manager	8,266.00	8,266.00	8,266.00	24,798.00
Regional On-Site Manager	75,676.00	-	-	75,676.00
On-Site Manager	-	75,676.00	\$75,676	151,352.00
Cook	58,050.00	56,888.00	58,375.00	173,313.00
Custodian	55,074.00	55,635.00	53,364.00	164,073.00
TOTAL SALARIES & WAGES	\$ 230,686.00	\$ 230,085.00	\$ 229,307.00	\$ 690,078.00
FRINGE BENEFITS & EMPLOYER PR TAXES	\$ 92,832.00	\$ 77,532.00	\$ 88,411.00	\$ 258,775.00
TOTAL PERSONNEL EXPENSE	\$ 323,518.00	\$ 307,617.00	\$ 317,718.00	\$ 948,853.00
OPERATING EXPENSE				
Communication	\$ 1,856.00	\$ 1,856.00	\$ 1,856.00	\$ 5,568.00
Contract Services - Equipment	1,034.00	1,034.00	1,035.00	3,103.00
Contract Services - Maintenance	6,712.52	6,820.16	6,954.32	20,487.00
Information Technology	5,980.00	7,316.00	7,319.00	20,615.00
Insurance	2,843.00	2,843.00	2,844.00	8,530.00
Other Expenses - See Detail	4,646.00	4,647.00	4,660.00	13,953.00
Food Services	-	-	-	-
Supplies - Janitorial	-	-	-	-
Supplies - Kitchen	-	-	-	-
Supplies - Maintenance	6,666.00	6,666.00	6,668.00	20,000.00
Supplies - Office	667.00	667.00	666.00	2,000.00
Training & Certification	175.00	276.00	176.00	627.00
Travel	3,548.00	2,899.00	2,785.00	9,232.00
TOTAL OPERATING EXPENSE	\$ 34,127.52	\$ 35,024.16	\$ 34,963.32	\$ 104,115.00
TOTAL DIRECT EXPENSES	\$ 357,645.52	\$ 342,641.16	\$ 352,681.32	\$ 1,052,968.00
TOTAL INDIRECT EXPENSE	\$ 53,647.00	\$ 51,396.00	\$ 52,902.00	\$ 157,945.00
TOTAL	\$ 411,292.52	\$ 394,037.16	\$ 405,583.32	\$ 1,210,913.00

CALIFORNIA HUMAN DEVELOPMENT CORPORATION
 NAPA COUNTY FARMWORKER HOUSING CENTERS
 Schedule A
 Revenue

REVENUE

\$1,109,970

<u>Revenue</u>						<u>\$ 1,109,970.00</u>
Revenue includes operational revenue as described in the budget narrative.						
Resident Rental Revenue						
Site	Description	Resident Rent per Bed Night	Estimated Bed Nights		Total Revenue	1,072,170.00
Calistoga		19.00	18,810.00	33.33%	357,390.00	
Mondavi		19.00	18,810.00	33.33%	357,390.00	
River Ranch		19.00	18,810.00	33.34%	357,390.00	
	0.15					
			Total Bed Nights:	56,430.00	100.00%	
Food Service - Revenue Offset	0.00					-
Calistoga				33.33%		-
Mondavi				33.33%		-
River Ranch				33.34%		-
				100.00%		
Staff Rental Revenue						
Site	Description	# of units	Estimated # of months	Monthly Rent	Total Revenue	37,800.00
Calistoga	Revenue determined by number	1.00	12.00	450.00	5,400.00	
Calistoga	of utilized rental units multiplied	1.00	12.00	450.00	5,400.00	
Mondavi	by \$450 per month.	1.00	12.00	450.00	5,400.00	
Mondavi		1.00	12.00	450.00	5,400.00	
River Ranch		1.00	12.00	450.00	5,400.00	
River Ranch		1.00	12.00	450.00	5,400.00	
River Ranch		1.00	12.00	450.00	5,400.00	
		0	0	0		

CALIFORNIA HUMAN DEVELOPMENT CORPORATION
 NAPA COUNTY FARMWORKER HOUSING CENTERS
 Schedule B
 Salaries Wages

Salaries & Wages		Wage Increase (not including Cooks/Custodians)		Wage Increase Cooks/Custodians												TOTAL - NCHA
		5%		6%												\$
POSITION	NAME	Operational Schedule	Dates of Employment	Grade - Wage Range	Current Hourly Pay	Revised Hourly Pay	Bi-Weekly Salary	Bi-Weekly Pay Periods	Days	Hours per Day	Total Scheduled Hours	Annual Wages - Salary	Program Allocation			
Housing Division Director			07/01/26 - 06/30/27	N/A	\$49.97	\$52.47	\$4,197.48	26.00				\$109,135	30%	\$32,742		
Staff Accountant - Direct			07/01/26 - 06/30/27	N/A	\$38.48	\$40.40	\$3,232.32	26.00				\$84,041	15%	\$12,606		
Administrative Assistant			07/01/26 - 06/30/27	N/A	\$25.42	\$26.69	\$1,708.22	26.00				\$55,517	100%	\$55,518		
Regional Maintenance Manager			07/01/26 - 06/30/27	N/A	\$37.85	\$39.74	\$3,179.40	26.00				\$62,664	30%	\$24,798		
On-Site Manager (Calistoga)		Center operations, start up & close down	07/01/26 - 06/30/27	N/A	\$34.65	\$36.38	\$2,910.60	20.00				\$58,212				
		Non-Working Holiday Pay										\$0				
		Vacation					\$2,910.60	6.00				\$17,464				
		Sunday										\$0				
Subtotal:		285 days						26.00	pay periods			\$75,676	100%	\$75,676		
On-Site Manager (Mondavi)		Center operations, start up & close down	07/01/26 - 06/30/27	N/A	\$34.65	\$36.38	\$2,910.60	20.00				\$58,212				
		Non-Working Holiday Pay										\$0				
		Vacation					\$2,910.60	6.00				\$17,464				
		Sunday										\$0				
Subtotal:		281 days						26.00	pay periods			\$75,676	100%	\$75,676		
On-Site Manager (River Ranch)		Center operations, start up & close down	07/01/26 - 06/30/27	N/A	\$34.65	\$36.38	\$2,910.60	20.00				\$58,212				
		Non-Working Holiday Pay										\$0				
		Vacation					\$2,910.60	6.00				\$17,464				
		Sunday										\$0				
Subtotal:		284 days						26.00	pay periods			\$75,676	100%	\$75,676		
Cook (Calistoga)		Center operations, start up & close down	07/01/26 - 11/26/26 -- 1/1/27 - 06/30/27	N/A	\$19.95	\$21.15			226.00	8.00	1,808.00	\$38,239				
		Center operations-overtime				\$31.73			48.00	8.00	384.00	\$12,184				
		Center operations-holiday pay				\$42.30			10.00	8.00	80.00	\$3,384				
		Non-Working Holiday Pay				\$21.15			3.00	8.00	24.00	\$598				
		Vacation Pay				\$21.15			22.00	8.00	176.61	\$3,735				
Subtotal:		287 days							309.00	days	2,472.61	\$58,050	100%	\$58,050		
Cook (Mondavi)		Center operations, start up & close down	07/01/26 - 11/21/26 -- 12/27/26 - 06/30/27	N/A	\$19.96	\$21.16			227.00	8.00	1,816.00	\$38,427				
		Center operations-overtime				\$31.74			47.00	8.00	376.00	\$11,934				
		Center operations-holiday pay				\$42.32			9.00	8.00	72.00	\$3,047				
		Non-Working Holiday Pay				\$21.16			4.00	8.00	32.00	\$677				
		Vacation Pay				\$21.16			17.00	8.00	132.46	\$2,893				
Subtotal:		287 days							304.00	days	2,428.46	\$56,888	100%	\$56,888		
Cook (River Ranch)		Center operations, start up & close down	07/01/26 - 12/28/26 -- 2/2/27 - 06/30/27	N/A	\$19.95	\$21.15			226.00	8.00	1,808.00	\$38,239				
		Center operations-overtime				\$31.73			48.00	8.00	384.00	\$12,184				
		Center operations-holiday pay				\$42.30			12.00	8.00	96.00	\$4,081				
		Non-Working Holiday Pay				\$21.15			1.00	8.00	8.00	\$199				
		Vacation Pay				\$21.15			22.00	8.00	176.00	\$3,722				

CALIFORNIA HUMAN DEVELOPMENT CORPORATION
 NAPA COUNTY FARMWORKER HOUSING CENTERS
 Schedule B
 Salaries Wages

Salaries & Wages		Wage Increase (not including Cooks/Custodians) 5%		Wage Increase Cooks/Custodians 6%		0.05 0.06										TOTAL - NCHA
POSITION	NAME	Operational Schedule	Dates of Employment	Grade - Wage Range	Current Hourly Pay	Revised Hourly Pay	Bi-Weekly Salary	Bi-Weekly Pay Periods	Days	Hours per Day	Total Scheduled Hours	Annual Wages - Salary	Program Allocation	\$		
Subtotal:		287	days						309.00	days	2,472.00	\$58,375	100%	\$58,375		
Custodian (Calistoga)	Center operations, start up & close down	231	days	07/01/26 - 11/26/26 -- 1/11/27 06/30/27	N/A	\$18.93	\$20.07		231.00	8.00	1,848.00	\$37,080				
	Center operations-overtime	48	days			18.93	\$30.11		48.00	8.00	384.00	\$11,562				
	Center operations-holiday pay	10	days				\$40.14		10.00	8.00	80.00	\$3,211				
	Non-Working Holiday Pay	3	days				\$20.07		3.00	8.00	24.00	\$482				
	Vacation Pay						\$20.07		17.00	8.00	136.00	\$2,730				
Subtotal:		292	days						309.00	days	2,472.00	\$55,074	100%	\$55,074		
Custodian (Mondavi)	Center operations, start up & close down	230	days	07/01/26 - 11/21/26 -- 12/27/26 - 06/30/27	N/A	\$18.93	\$20.07		230.00	8.00	1,840.00	\$36,920				
	Center operations-overtime	47	days				\$30.11		47.00	8.00	376.00	\$11,321				
	Center operations-holiday pay	11	days				\$40.14		11.00	8.00	88.00	\$3,532				
	Non-Working Holiday Pay	2	days				\$20.07		2.00	8.00	16.00	\$321				
	Vacation Pay						\$20.07		22.00	8.00	176.00	\$3,532				
Subtotal:		290	days						312.00	days	2,496.00	\$55,635	100%	\$55,635		
Custodian (River Ranch)	Center operations, start up & close down	230	days	07/01/26 - 12/28/26 -- 2/2/27 06/30/27	N/A	\$18.29	\$19.39		230.00	8.00	1,840.00	\$35,678				
	Center operations-overtime	48	days				\$29.09		48.00	8.00	384.00	\$11,171				
	Center operations-holiday pay	12	days				\$38.78		12.00	8.00	96.00	\$3,723				
	Non-Working Holiday Pay	1	days				\$19.39		1.00	8.00	8.00	\$155				
	Vacation Pay						\$19.39		17.00	8.00	136.00	\$2,637				
Subtotal:		291	days						308.00	days	2,464.00	\$53,364	100%	\$53,364		
												\$895,772	\$690,078			
												\$1,380,157				

WORKERS COMP	6010	
GROUP INSURANCE	6020	
403b Employer	6040	
UI	6110	
FICA	6120	
FICA MED	6130	

35,585
164,181
3,658
2,558
42,789
10,004

TOTAL FRINGE BENEFITS

\$ 517,545

\$ 258,775

TOTAL WAGES & FRINGE BENEFITS:

\$1,413,317

\$ 948,853

CALIFORNIA HUMAN DEVELOPMENT CORPORATION
 NAPA COUNTY FARMWORKER HOUSING CENTERS
 Schedule C
 Fringe Benefits - Workers Comp Insurance

Workers Comp Insurance		Worker's Comp Wages	Worker's Comp Code	Current Base Rate	Projected Rate with Exp Mod	Projected Rate with Risk Adjstmnt	Estimated Annual Workers Comp	Estimated Annual Workers Comp	NCHA - TOTALS
POSITION	Total Scheduled Hours			Projected Experience Mod Rate:	1.53	Risk Adjustment Rate:	-29.00%	\$	
Housing Division Director	Annual Wages	109,135.48							
	Cell Phone	-							
	Medical Cafeteria Contributions	-							
Subtotal:	Net Workers Comp Wages	\$ 109,135.48	8740	2.0600%	3.1518%	2.2378%	\$2,442.00	\$2,442.00	
Staff Accountant - Direct	Annual Wages	\$84,041							
	Cell Phone	-							
	Medical Cafeteria Contributions	-							
Subtotal:	Net Workers Comp Wages	\$84,041	8810	0.4300%	0.6579%	0.4671%	\$393.00	\$393.00	
Administrative Assistant	15%	55,517.28							
	Cell Phone	-							
	Medical Cafeteria Contributions	-							
Subtotal:	Net Workers Comp Wages	\$ 55,517.28	8810	0.4300%	0.6579%	0.4671%	\$259.00	\$259.00	
Regional Maintenance Manager	Annual Wages	82,664.40							
	Cell Phone	-							
	Medical Cafeteria Contributions	-							
Subtotal:	Net Workers Comp Wages	\$ 82,664.40	9007	6.7400%	10.3122%	7.3217%	\$6,052.00	\$6,052.00	
On-Site Manager	Annual Wages	75,676.00							
	Cell Phone	-							
	Medical Cafeteria Contributions	-							
	Annual Value of Apartment Rental	-							
Subtotal:	Net Workers Comp Wages	\$ 75,676.00	9011	6.9900%	10.6947%	7.5932%	\$5,746.00	\$5,746.00	
On-Site Manager	Annual Wages	75,676.00							
	Cell Phone	-							
	Medical Cafeteria Contributions	-							
	Annual Value of Apartment Rental	-							
Subtotal:	Net Workers Comp Wages	\$ 75,676.00	9011	6.9900%	10.6947%	7.5932%	\$5,746.00	\$5,746.00	
On-Site Manager	Annual Wages	75,676.00							
	Cell Phone	-							
	Medical Cafeteria Contributions	-							
	Annual Value of Apartment Rental	-							
Subtotal:	0	\$ 75,676.00	9011	6.9900%	10.6947%	7.5932%	\$5,746.00	\$5,746.00	

CALIFORNIA HUMAN DEVELOPMENT CORPORATION
 NAPA COUNTY FARMWORKER HOUSING CENTERS
 Schedule C
 Fringe Benefits - Workers Comp Insurance

Workers Comp Insurance		Worker's Comp Wages	Worker's Comp Code	Current Base Rate	Projected Rate with Exp Mod	Projected Rate with Risk Adjstmnt	Estimated Annual Workers Comp	Estimated Annual Workers Comp	NCHA - TOTALS
POSITION	Total Scheduled Hours			Projected Experience Mod Rate:	1.53	Risk Adjustment Rate:	-29.00%	\$	
Cook		Workers Comp Wages							
		Cell Phone							
		Medical Cafeteria Contributions							
		Annual Value of Apartment Rental							
Subtotal:		Net Workers Comp Wages							
Cook		Workers Comp Wages	9083	4.5400%	6.9462%	4.9318%	\$2,663.00	\$2,663.00	\$2,663
		Cell Phone							
		Medical Cafeteria Contributions							
		Annual Value of Apartment Rental							
Subtotal:		Net Workers Comp Wages							
Cook		Workers Comp Wages	9083	4.5400%	6.9462%	4.9318%	\$2,609.00	\$2,609.00	\$2,609
		Cell Phone							
		Medical Cafeteria Contributions							
		Annual Value of Apartment Rental							
Subtotal:		Net Workers Comp Wages							
Custodian		Workers Comp Wages	9083	4.5400%	6.9462%	4.9318%	\$2,679.00	\$2,679.00	\$2,679
		Cell Phone							
		Medical Cafeteria Contributions							
		Annual Value of Apartment Rental							
Subtotal:		Net Workers Comp Wages							
Custodian		Workers Comp Wages	9083	4.5400%	6.9462%	4.9318%	\$2,526.00	\$2,526.00	\$2,526
		Cell Phone							
		Medical Cafeteria Contributions							
		Annual Value of Apartment Rental							
Subtotal:		Net Workers Comp Wages							
Custodian		Workers Comp Wages	9083	4.5400%	6.9462%	4.9318%	\$2,558.00	\$2,558.00	\$2,558
		Cell Phone							
		Medical Cafeteria Contributions							
		Annual Value of Apartment Rental							
Subtotal:		Net Workers Comp Wages							
Custodian		Workers Comp Wages	9083	4.5400%	6.9462%	4.9318%	\$2,448.00	\$2,448.00	\$2,448
		Cell Phone							
		Medical Cafeteria Contributions							
		Annual Value of Apartment Rental							
Subtotal:		Net Workers Comp Wages							
		\$ 872,315						\$41,867	\$35,585

CALIFORNIA HUMAN DEVELOPMENT CORPORATION
 NAPA COUNTY FARMWORKER HOUSING CENTERS
 Schedule C
 Fringe Benefits - Group Insurance

Group Insurance	Estimated Kaiser HMO - Employer Costs	Estimated Kaiser HMO - Employee Co-Pay	Estimated Kaiser HRA - Employer Costs	Estimated Kaiser HRA - Employee Co-Pay	Estimated WHA - Employer Costs	Estimated Vision - Employer Costs	Estimated Vision - Employee Co-Pay	Estimated Dental - Employer Costs	Estimated Dental - Employee Co-Pay	Estimated Medical - Other Employer Costs	Estimated CHD Self Funded Medical Insurance	Subtotal Estimated Medical Costs	Estimated Employer Annual Increase	Estimated Employee Annual Increase	ESTIMATED ANNUAL EMPLOYER GROUP INSURANCE	NCHA - TOTALS
Housing Division Director	-	-	-	-	-	87	-	-	-	-	-	87	-	-	87	\$27
Staff Accountant - Direct	-	-	-	-	8,802	87	-	-	-	-	-	9,015	-	-	9,015	\$1,353
Administrative Assistant	12,746	-	-	-	-	87	-	-	-	-	-	13,278	-	-	13,278	13,280
Regional Maintenance Manager	12,746	-	-	-	-	128	-	-	-	-	-	13,638	-	-	13,638	\$4,092
On-Site Manager	-	-	-	-	22,006	187	-	-	-	-	-	-	-	-	-	-
On-Site Manager	12,746	-	-	-	-	87	-	-	-	-	-	23,289	-	-	23,289	\$23,289
On-Site Manager	22,305	15%	-	-	-	126	-	-	-	-	-	13,278	-	-	13,278	\$13,278
												23,155	-	-	23,155	\$23,155
Cook	-	-	-	-	22,006	187	-	-	-	-	-	-	-	-	-	-
Cook	12,746	-	-	-	-	126	-	-	-	-	-	22,471	-	-	22,471	\$22,471
Cook	12,746	-	-	-	-	187	-	-	-	-	-	13,317	-	-	13,317	\$13,317
												14,029	-	-	14,029	\$14,029
Custodian	-	-	-	-	8,802	87	-	-	-	-	-	-	-	-	-	-
Custodian	12,746	-	-	-	-	87	-	-	-	-	-	9,334	-	-	9,334	\$9,334
Custodian	12,746	-	-	-	-	87	-	-	-	-	-	13,278	-	-	13,278	\$13,278
												13,278	-	-	13,278	\$13,278
\$111,527	\$0	\$0	\$0	\$0	\$61,616	\$1,550	\$0	\$6,754	\$0	\$0	\$0	\$181,447	\$0	\$0	\$181,447	\$164,181

Total Employer: \$181,447

FYE 6-30-2026 Actual Employer Costs:

Housing Division Director	Gabby	-	-	-	-	82	-	-	-	-	-	82	-	-	82	82
Staff Accountant - Direct	Mike	-	-	-	7,654	82	-	118	-	-	-	7,854	-	-	7,854	7,854
Administrative Assistant	Taryn	11,083	-	-	-	82	-	416	-	-	-	11,581	-	-	11,581	11,581
Regional Maintenance Manager	Jose	11,083	-	-	-	120	-	714	-	-	-	11,917	-	-	11,917	11,917
	0	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
On-Site Manager	Erwin	-	-	-	19,136	174	-	1,025	-	-	-	20,335	-	-	20,335	20,335
On-Site Manager	Maria C	11,083	-	-	-	82	-	416	-	-	-	11,581	-	-	11,581	11,581
On-Site Manager	Jose SC	19,395	-	-	-	118	-	677	-	-	-	20,190	-	-	20,190	20,190
		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Cook	August	-	-	-	19,136	174	-	260	-	-	-	19,570	-	-	19,570	19,570
Cook	Estwar	11,083	-	-	-	118	-	416	-	-	-	11,617	-	-	11,617	11,617
Cook	Hugo	11,083	-	-	-	174	-	1,025	-	-	-	12,282	-	-	12,282	12,282
		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Custodian	Leticia	-	-	-	7,654	82	-	416	-	-	-	8,152	-	-	8,152	8,152
Custodian	Sierra	11,083	-	-	-	82	-	416	-	-	-	11,581	-	-	11,581	11,581
Custodian	Maria	11,083	-	-	-	82	-	416	-	-	-	11,581	-	-	11,581	11,581
		96,978	-	-	-	53,580	1,450	-	6,313	-	-	158,321	-	-	158,321	158,321
		111,524	-	-	-	61,617	1,552	-	6,755	-	-	-	-	-	-	181,448
		\$3	\$0	\$0	\$0	(\$1)	(\$2)	\$0	(\$1)	\$0	\$0					\$23,126

CALIFORNIA HUMAN DEVELOPMENT CORPORATION
 NAPA COUNTY FARMWORKER HOUSING CENTERS
 Schedule C
 Fringe Benefits - 403(b) Retirement Plan

403(b) Plan		DOH	As of 12-31-2026	Employee 403b % or \$	Employee Annual 403(b) Contribution 3%	Factor	Employer Match	Anniversary Contribution	Total Employer 403(b) Contribution	NCHA - TOTALS
POSITION	NAME				3.00%					\$
Housing Division Director	Valencia, Gabriela	5/23/2005	21 years	3%	\$3,274.06	25.00%	\$818.52	\$300.00	\$1,118.52	\$336
Staff Accountant - Direct	Whitt, Mike	1/22/2024	2 years	3%	\$2,521.24	7.00%	\$176.49	\$0.00	\$176.49	\$27
Administrative Assistant	Skott, Taryn	9/15/2025	1 year	3%	\$1,665.52	5.00%	\$83.28		\$83.28	\$84
Regional Maintenance Manager	Lopez, Jose	3/7/2011	15 years	3%	\$2,479.93	20.00%	\$495.99	\$250.00	\$745.99	\$225
On-Site Manager	Montoya, Erwin	6/1/2023	3 years	3%	\$2,270.28	7.00%	\$158.92		\$158.92	\$159
On-Site Manager	Cervantes, Maria	9/1/2024	2 year	3%	\$2,270.28	7.00%	\$158.92		\$158.92	\$159
On-Site Manager	Servin Cervantes, Jose	15%	6 years	\$2,600	\$2,600.00	15.00%	\$390.00	\$150.00	\$540.00	\$540
Cook	Lopez, Agustin	12/31/2015	11 years	3%	\$1,741.50	20.00%	\$348.30	\$200.00	\$548.30	\$548
Cook	Cervantes Rubio, Estwar	8/1/2023	3 years	3%	\$1,706.64	7.00%	\$119.46		\$119.46	\$119
Cook	Munoz, Hugo	2/14/2011	15 years	3%	\$1,751.25	20.00%	\$350.25	\$250.00	\$600.25	\$600
Custodian	Munoz, Leticia	2/14/2022	4 years	3%	\$1,652.22	10.00%	\$165.22		\$165.22	\$165
Custodian	Sierra, Martin	2/6/2009	17 years	3%	\$1,669.05	20.00%	\$333.81	\$250.00	\$583.81	\$584
Custodian	Leon, Maria	6/21/2023	3 years	3%	\$1,600.92	7.00%	\$112.06		\$112.06	\$112
					\$27,203			\$1,400	\$5,111	\$3,658

\$3,658

Rounding \$0

05-09	150	
09.1 - 14	200	
14.1 - 19	250	
19.1 - 24	300	
	max	
less than 2	5%	\$1,000
2 less than 4	7%	\$1,500
4 less than 6	10%	\$2,000
6 less than 8	15%	\$3,000
8 less than 20	20%	\$4,000
20 less than 29	25%	\$5,000
29 less than 39	30%	\$6,000
39 plus	35%	\$7,000

0 0 0

CALIFORNIA HUMAN DEVELOPMENT CORPORATION
 NAPA COUNTY FARMWORKER HOUSING CENTERS
 Schedule D
 Operating Expense

OPERATING EXPENSES

\$104,115

<u>Communication</u>							<u>\$5,568</u>
Communication expense includes services for cell phones and office internet at all sites							
Cell Phones - Oversight:							
Site	Staff Person	Site Allocation	Estimated Cost per Month	# of Months	Total Cell Phones		
Calistoga	0.15	100%	45.00	12	540		
Mondavi	On-Site Manager	100%	45.00	12	540		
River Ranch	On-Site Manager	100%	45.00	12	540		
Calistoga	Cook	100%	45.00	12	540		
Mondavi	Cook	100%	45.00	12	540		
River Ranch	Cook	100%	45.00	12	540		
Calistoga	Assist Cook/Janitor	100%	45.00	12	540		
Mondavi	Assist Cook/Janitor	100%	45.00	12	540		
River Ranch	Assist Cook/Janitor	100%	45.00	12	540		
	Regional Maintenance Manager @ 30%		14.00		-		
Calistoga		33.33%	4.67	12	56		
Mondavi		33.33%	4.67	12	56		
River Ranch		33.34%	4.67	12	56		
	Admin Assistant/Fiscal Analyst		45.00				
Calistoga		33.33%	15.00	12	180		
Mondavi		33.33%	15.00	12	180		
River Ranch		33.34%	15.00	12	180		
(No charge Director or Staff Accountant)							

<u>Contract Services - Equipment - Oversight:</u>					<u>\$3,103</u>
Contract services includes expense for copier/scanner located at the River Ranch site and lease expense for equipment for internet connectivity					
Estimated contract services expense is determined by the cost of the current equipment lease agreement between CHD and Caltronics by number copier/printers by site					
Site	Site Allocation	Estimated Cost per Month	# of Months	Total Contract Services	
(\$99,300 /32) One Copier/Printer					
Calistoga	33.33%	86.19	12	1,034	
Mondavi	33.33%	86.19	12	1,034	
River Ranch	33.34%	86.21	12	1,035	
Estimated contract services expense is determined by lease held with Cisco Meraki systems for equipment for internet connectivity					
Site	Site Allocation	Estimated Cost per Month	# of Months	Total Contract Services	
(\$42,000) No Cost Allocation FYE 6-30-2027					
Calistoga	33.33%	-	12	-	
Mondavi	33.33%	-	12	-	
River Ranch	33.34%	-	12	-	

<u>Contract Services - Maintenance</u>					<u>\$20,487</u>
Maintenance - Contract Services includes expense for contracting for repair and/or service for kitchen, landscape, office, and fire system equipment and overall system maintenance and repair of HVAC, plumbing, electrical, and septic systems					
Site	Description	Estimated Cost per Month	# of Months	Total Maintenance - Equipment	
Food Service:					
Calistoga	Annual maintenance inspection & service of kitchen equipment (refrigerations, freezers, stoves/ovens, dishwashers, steam tables & ice machines	500.00	1	500	
Mondavi		500.00	1	500	
River Ranch		500.00	1	500	
Calistoga	Annual maintenance of oven hood system	1,200.00	1	1,200	
Mondavi		1,200.00	1	1,200	
River Ranch		1,200.00	1	1,200	

CALIFORNIA HUMAN DEVELOPMENT CORPORATION
 NAPA COUNTY FARMWORKER HOUSING CENTERS
 Schedule D
 Operating Expense

<u>Maintenance:</u>				
	Work to be completed includes tasks not to be completed by Regional Maintenance Manager, such as structural repairs, electrical or plumbing repairs; and maintenance & repair of landscaping equipment;			
Calistoga		-	12	-
Mondavi		-	12	-
River Ranch		-	12	-
Calistoga	Additional Trash Services at Site close down.	-	1	-
Mondavi		-	1	-
River Ranch		-	1	-
Calistoga	Repair & maintenance of water systems	-	3	-
Mondavi		-	3	-
River Ranch		-	3	-
Calistoga	Pest Control	417.74	12	5,013
Mondavi		426.68	12	5,120
River Ranch		437.86	12	5,254

<u>Information Technology - Oversight</u>					<u>\$20,615</u>
Information technology (IT) includes expenses related to software licensing, web hosting, network management services, which are required for CHD to operate within today's technological environment					
Software Licensing:					\$5,898
Site	Description	Estimated Annual Cost	Site Allocation	Total Cost	
Calistoga	Microsoft Office 365 (\$12,489/127*10)	983.00			
Mondavi			33.33%	328	
River Ranch			33.34%	328	
Calistoga	Microsoft Azure (\$46,524/127*10)	3,663.00			
Mondavi			33.33%	1,221	
River Ranch			33.34%	1,222	
Calistoga	Adobe Acrobat Pro (\$1,774/127*10)	140.00			
Mondavi			33.33%	47	
River Ranch			33.34%	47	
Calistoga	Accufund (\$11,453 * 9.68% FTE)	1,109.00			
Mondavi			33.33%	369	
River Ranch			33.34%	370	
<u>Web Hosting:</u>					<u>\$0</u>
Site	Description	Estimated Annual Cost	Site Allocation	Total Cost	
Calistoga	WP Engine (\$1,150) No Cost Allocation FY 26/27	-			
Mondavi			33.33%	-	
River Ranch			33.34%	-	

CALIFORNIA HUMAN DEVELOPMENT CORPORATION
 NAPA COUNTY FARMWORKER HOUSING CENTERS
 Schedule D
 Operating Expense

Network Management Services:		Estimated			\$12,047
Site	Description	Annual Cost	Site Allocation	Total Cost	
	Medicus IT Monitoring Managed Services (\$153,000\127*10)	12,047.00			
Calistoga			33.33%	4,015	
Mondavi	Services coupled with a Network Operations		33.33%	4,015	
River Ranch	Center to monitor CHD's network infrastructures, systems, user devices proactively, resolve issues and perform work		33.34%	4,017	
					\$0

Other IT Expenses		Estimated			\$2,670
Site	Description	Annual Cost	Site Allocation	Total Cost	
	Valley Internet (108*12*2*1.03)	2,670.00			
Calistoga	Internet service -75 Mbps down / 15 Mbps up (\$108			-	
Mondavi	per mo.* 1.03 for Mondavi/River Ranch)		50.00%	1,335	
River Ranch			50.00%	1,335	

Insurance - Oversight: (\$108,329\127*10)					\$8,530
Insurance expense includes general liability, excess liability, commercial crime, errors & omission, fiduciary, and self funded retention account insurance					
Site		Estimated Annual Cost	Site Allocation	Total Insurance	
Calistoga		8,530.00	33.33%	2,843	
Mondavi		8,530.00	33.33%	2,843	
River Ranch		8,530.00	33.34%	2,844	

Other Expenses - Detailed					\$13,953
Other Expenses Detailed below include such expenses as TV Service community rooms, Utilities-Waste Removal, Postage for sites, Audit Fees, Payroll fees, and Marketing, all not included in Indirect Expenses.					
Budgeted Other Expenses is determined by utilization of historical cost data. Napa allocation of Audit Fees is based upon best estimate by CFO. Audit Fees are not included in Indirect Costs.					
Site	Description	Site Allocation	Estimated Cost per Month	# of Months	Total Miscellaneous
TV Service - Community Room - Oversight					
Calistoga		100%	85.00	12	1,020
Mondavi		100%	85.00	12	1,020
River Ranch		100%	85.00	12	1,020
Utilities - Waste Removal - Maintenance:					
Calistoga		100%	150.00	3	450
Mondavi		100%	150.00	3	450
River Ranch		100%	150.00	3	450
Postage - Oversight:					
Calistoga		33.33%	10.00		
Mondavi		33.33%	3.00	12	36
River Ranch		33.34%	3.00	12	36
			4.00	12	48
Audit Fees - Oversight:(\$42,525 *5%)					
Calistoga		33.33%	2,126.00		
Mondavi		33.33%	709.00	1	709
River Ranch		33.34%	709.00	1	709
			708.00	1	708
Payroll fees - (\$29,167\127*10)					
Calistoga		33.33%	191.38		
Mondavi		33.33%	63.79	12	765
River Ranch		33.34%	63.79	12	766
			63.81	12	766
Marketing					
Calistoga		100%	1,666.00	1	1,666
Mondavi		100%	1,666.00	1	1,666
River Ranch		100%	1,668.00	1	1,668

Food Services		\$0
CHD is not performing Food Services		

CALIFORNIA HUMAN DEVELOPMENT CORPORATION
 NAPA COUNTY FARMWORKER HOUSING CENTERS
 Schedule D
 Operating Expense

Site	100.00%	\$0.00
Calistoga	33.33%	\$0
Mondavi	33.33%	\$0
River Ranch	33.33%	\$0

<u>Supplies - Maintenance - Direct</u>				\$20,000
Includes all materials necessary for the Maintenance Manager to perform routine site maintenance and repairs, such as minor electrical, plumbing and facility maintenance and repairs				
Site	Description	Site Allocation	Estimated Annual Cost	Total Supplies - Maintenance
	Landscaping/Plumbing/Electrical/Hardware/HVAC		20,000.00	
Calistoga		33.33%		6,666
Mondavi		33.33%		6,666
River Ranch		33.34%		6,668
	Weed eater string, gas & oil for mower & weedeater; sprinkler heads, drip line, drippers, weed fabric fertilizer, insecticide, PVC piping P-traps, wax rings, toilet seat covers, toilet handles, flappers & closet flanges GFI, electrical plate covers, brakers, switch plate covers, lighting switches, smoke detectors (battery operated), 9 volt, 12 volt & AA batteries, CO2 detectors, extension cords Wood screws, wood nails, sheet rock screws, WD-40, super glue, masking tape, electrical tape, duct tape, paint, caulking, sheetrock HVAC Filters			

<u>Supplies at Napa sites - Office - Direct</u>				\$2,000
Includes office supplies necessary to maintain normal office functions & marketing supplies, such as paper, file folders, writing utensils, business cards, badges & t-shirts.				
Site	Description	Estimated Annual Cost	Site Allocation	Total Cost
		2,000.00		
Calistoga			33.33%	667
Mondavi			33.33%	667
River Ranch			33.34%	666

<u>Training & Certification</u>				\$627
Estimated training & certification expense includes registration costs for food handler certification for all sites Estimated training & certification registration expense food handlers is based on historical cost date for such training.				
Site	Description	Unit Price	# of staff	Total Cost
Mondavi	Manager Training - River Ranch	100.00	1	100.00
Calistoga	Food handler certification	100.00	0	-
Mondavi	Food handler certification	100.00	0	-
River Ranch	Food handler certification	100.00	0	-
Site	Description	Estimated Annual Cost	Site Allocation	Total Cost
Calistoga	Knowledge City (Annual \$6,688/127*10= \$527.)	\$527	33.33%	175
Mondavi			33.33%	176
River Ranch	Application that provides a learning library for staff to increase the development of skills, productivity, engagement and safety. The CHD training platform utilized to provide state and federal mandated training including sexual harassment and workplace harassment prevention training.		33.34%	176

CALIFORNIA HUMAN DEVELOPMENT CORPORATION
 NAPA COUNTY FARMWORKER HOUSING CENTERS
 Schedule D
 Operating Expense

Travel						\$9,232
Includes local travel for on-site managers, maintenance manager and administrative assistance/fiscal analyst to complete normal operations, such as food and supply purchasing, weekly staff meetings attendance, performing regular site maintenance, completing deposits, and conference travel						
Site	Description	Site Allocation	# of miles	Mileage Rate	Total Travel	
Calistoga	On-Site Manager: 45 round trips, 42 miles, Calistoga - Napa		1,890.00	0.7250	1,370	
	46 round trip River, 16 miles, Ranch - Calistoga		736.00	0.7250	534	
Mondavi	On-Site Manager: 45 round trips, 15 miles, Mondavi - Napa		675.00	0.7250	489	
	48 round trips, 22 miles, Mondavi - River Ranch		1,056.00	0.7250	766	
	On-Site Manager: 45 round trips, 35 miles, River Ranch - Napa		1,575.00	0.7250	1,142	
River Ranch	On-Site Manager: 45 round trips, 35 miles, River Ranch - Napa		1,575.00	0.7250	1,142	
All Sites	Regional Maintenance Manager @ 30% 40 round trips, 38 miles, Calistoga - River Ranch - Mondavi		1,520.00	0.7250		\$1,102
Calistoga		33.33%			367	
Mondavi		33.33%			367	
River Ranch		33.34%			367	
All Sites	Housing Division Director @ 30%		4,650.00	0.7250		\$3,371
	50 round trips, 93 miles, Yuba City - Calistoga					
Calistoga		33%			1,124	
Mondavi		33%			1,124	
River Ranch		33%			1,123	
All Sites	Admin Assistant/Fiscal Analyst 135 round trips, 4.7 miles, River Ranch - Wells Fargo, St. Helena		635.00	0.7250		\$460
Calistoga		33%			153	
Mondavi		33%			153	
River Ranch		33%			153	

CALIFORNIA HUMAN DEVELOPMENT CORPORATION
 NAPA COUNTY FARMWORKER HOUSING CENTERS
 Schedule E
 Indirect Expense

INDIRECT EXPENSE

\$157,945

Indirect				\$157,945
<p>Indirect costs, as defined by the US Office of Management and Budget, Labor, are those that have been incurred by CHD for common or joint objectives and cannot be readily identified with a particular final cost objective. CHD utilizes a De Minimis Indirect Cost Rate of 15% times applicable Total Direct Costs. This rate is applied to all CHD's program's direct costs consistently to collect for CHD indirect costs.</p> <p style="text-align: center;">0.15</p>				
Site	Direct Expenses	Indirect Rate	Total Indirect Expense	
Calistoga	357,645.52	15.000%	53,647	
Mondavi	342,641.16	15.000%	51,396	
River Ranch	352,681.32	15.000%	52,902	

CHD Full Time Equivalents

EE Category	Count	%	FTE
Regular Full-Time	94	100%	94
Regular Part-Time	1	50%	0.5
Temporary Full-Time	1	100%	1
Temporary Part-Time	3	50%	1.5
WEX Part-Time	28	50%	14
CHD Totals	127		111

Napa Category	Count	%	FTE
Housing Division Director	1	30%	0.3
Staff Accountant - Direct	1	15%	0.15
Administrative Assistant	1	100%	1
Regional Maintenance Manager	1	30%	0.3
On-Site Manager	1	100%	1
On-Site Manager	1	100%	1
On-Site Manager	1	100%	1
Cook	1	100%	1
Cook	1	100%	1
Cook	1	100%	1
Custodian	1	100%	1
Custodian	1	100%	1
Custodian	1	100%	1
Napa Totals	13		10.75

% Napa FTE to Total CHD FTE 9.68%

Exhibit 1:

Napa County Housing

Napa Budget – Close down schedule: FYE 6-30-2027:

Mondavi – Close Sunday 11-22-2026 through Saturday December 26, 2026. Reopens Sunday December 27, 2026.

Calistoga – Close Friday 11-27-2026 through Thursday December 31, 2026. Reopens Friday January 1, 2027.

River Ranch – Close Tuesday 12-29-2026 through Monday February 1, 2027. Reopens Tuesday February 2, 2027.



Napa County

Board Agenda Letter

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

Housing Commission

Agenda Date: 3/25/2026

File ID #: 26-235

TO: Napa County Housing Commission
FROM: Jennifer Palmer, Executive Director
REPORT BY: Alex Carrasco, Project Manager
SUBJECT: Fiscal Year 2026-2027 Operating Budget for CSA No.4 Engineer's Report

RECOMMENDATION

Submit the proposed Napa County Housing Authority Farmworker Centers operating budget for fiscal year 2026-2027 to County Service Area No.4 consultant for an Engineer's Report.

BACKGROUND

In 2002, the Napa County Board of Supervisors established County Service Area No.4 (CSA No.4), a special district that funds the operation, maintenance, and development of public farmworker housing through an annual assessment of land containing at least one acre of planted vineyards. CSA No.4 currently acts as a funding mechanism to support the Napa County Housing Authority (NCHA) in operating the Calistoga, River Ranch, and Mondavi Farmworker Centers (Centers), which operate 330 days per calendar year and have a combined capacity of up to 180 daily lodgers. The Centers serve an essential role in housing a labor force that is at the core of the gross agricultural production in the Napa Valley.

The assessment is not conditional. Qualifying property owners cast their vote to reauthorize the assessment for a five-year period. The assessment was reauthorized in 2007, 2012, 2017, and most recently in 2022, valid through fiscal year 2026-2027. The per acre assessment was historically capped at \$10.00 until 2017 when the State Legislature approved an amendment in Government Code Section 25210.74 to increase the maximum assessment from \$10.00 to \$15.00 per planted vineyard acre. If needed, the assessment can increase by \$1.00 annually until the maximum assessment equals \$15.00. In addition, as the assessment increases by \$1.00 the tenant rental rate increases by \$1.00. For fiscal year 2025-2026, the assessment is \$14.00 and the tenant rate is \$18.00.

Procedurally, the Housing Commission establishes an ad-hoc Budget Subcommittee and appoints one or two commissioners to work alongside county staff to finalize an operating budget for the Centers. For fiscal year

2026-2027, the subcommittee proposes the attached operating budget. Revenue estimates total \$1.4 million including tenant and staff rents, state funding, laundry revenue, donations, and interest. The estimated expenses total \$2.0 million, and include services such as onsite property management, meal and household expenses, utilities, and maintenance. The gap between revenue and expenses is offset by CSA No.4 funding.

The proposed operating budget is presented to a consultant (engineer), who then prepares a report (Engineer's Report) for CSA No.4. The Engineer's Report identifies each parcel of property subject to the assessment and the amount of the assessment pertaining to each parcel. Based upon the filed Engineer's Report, the Board of Supervisors holds a public hearing and determines the actual assessments for each parcel. The levied assessments are submitted to the County Assessor's Office and are included on the property tax bills for the affected parcels, and the County updates its database of existing planted vineyard acreage within CSA No.4.

Staff recommend submitting the proposed operating budget for fiscal year 2026-2027 to the CSA No.4 consultant for an Engineer's Report.

PROCEDURAL REQUIREMENTS

1. Staff Report
2. Public comment
3. Motion, second, discussion and vote

ENVIRONMENTAL IMPACT

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

Exhibit B: Estimate of Cost

The following table shows the budget for Fiscal Year 2026/2027

ESTIMATED REVENUE	FY 26/27 OPERATIONS
Rent - Tenants	\$1,072,170
Rent - Staff	\$37,800
State Revenue	\$250,000
Laundry Revenues	\$25,000
Interest	\$40,000
Donations/Misc	\$25,904
Total Estimated Revenues	\$1,450,874
APPROPRIATIONS	
Professional Services	\$1,214,606
<u>Services & Supplies</u>	
Client Meals	\$250,000
Interpreting Services	\$1,200
Janitorial Supplies	\$35,429
Maintenance - Buildings/Equipment	\$54,555
Household Expense/Office Supplies	\$29,128
Utilities - Electric	\$84,144
Utilities - Fire Suppression Systems	\$29,366
Utilities - Gas	\$8,308
Utilities - Propane	\$18,053
Utilities - Sewer	\$53,509
Utilities - Communications	\$10,083
Utilities - Waste Disposal	\$58,628
Utilities - Water Treatment	\$125,475
Subtotal Service & Supplies	\$757,878
Total Services & Supplies	\$1,972,484
Operating Transfer Out, General Admin	\$21,000
Reserve Fund	\$45,000
CSA4 Administration Costs	\$5,800
Total Appropriations	\$2,044,284
CSA 4 Amount to Assessment	\$593,410



Napa County

Board Agenda Letter

1195 THIRD STREET
SUITE 310
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www.napacounty.gov
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Housing Commission

Agenda Date: 3/25/2026

File ID #: 26-430

TO: Napa County Housing Commission
FROM: Jennifer Palmer, Executive Director
REPORT BY: Emma Moyer, Staff Services Manager
SUBJECT: Update from the Female Farmworker Housing Subcommittee

RECOMMENDATION

Update on the work done by the Female Farmworker Subcommittee.

BACKGROUND

The Napa County Housing Authority (Authority) oversees three farmworker centers (Centers) that have historically provided room and board for male farmworkers. However, data from the 2024 Farmworker Housing Needs & Impacts Assessment, demonstrated that female farmworkers make up approximately 20 percent of the labor force. In late 2025, the Housing Commission established a subcommittee consisting of commissioners (Putnam, Myers, and Silacci) and Authority staff to explore options to house the growing female farmworker labor force at the Centers.

Each Center consists of three buildings, including (a) dormitory wings (either ground level or two story), (b) a multipurpose room with commercial kitchen and a common recreational area, and (c) two or three staff apartments. The Centers are subject to Ordinance 18.104.305, which requires the Centers to be occupied for no more than three hundred thirty (330) days in a calendar year, and may be occupied by no more than sixty (60) farmworkers at any one time. Currently the Centers only provide lodging for male farmworkers.

The purpose of today's report is an update from Commissioner Putnam, chair of the subcommittee, on the work being done by the committee to integrate women into the Centers. This work includes conducting a site visit by the Subcommittee members to better understand the site(s) layout; researching best practices from other agricultural region housing programs; and evaluate the needs of female farmworkers through surveys and interviews.

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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Housing Commission

Agenda Date: 3/25/2026

File ID #: 26-865

TO: Napa County Housing Commission
FROM: Tracy Schulze, Auditor-Controller
REPORT BY: Christine Hernandez, Deputy Auditor-Controller
SUBJECT: Internal Audit Quarterly Monitoring Report for Napa County Housing Authority for the Quarter Ended December 31, 2025

RECOMMENDATION

Recommend acceptance of the quarterly monitoring report to the Napa County Housing Authority (Authority) for the quarter ended December 31, 2025. (Fiscal Impact: None, Discretionary)

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 \$18 per day through June 30, 2026. The Contractor is required to maintain lodger files, which contain a rental agreement, lodger photo ID, and verification of employment in agriculture. The Centers' Managers can maintain petty cash funds not to exceed \$250. The Centers' Managers are responsible for making timely deposits for any cash collected the lodgers. The Fiscal Analyst maintains occupancy reports and rent reports. The Contractor is also responsible for the upkeep and maintenance of the facilities.

The Authority has engaged Napa County Auditor-Controller's Office to perform quarterly monitoring over CHDC's compliance with the Authority's policies and procedures during fiscal year 2025-2026.

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.



A Tradition of Stewardship
A Commitment to Service

**Napa County Housing Authority
Quarterly Monitoring
Internal Controls Review**

For the period of October 1, 2025 to
December 31, 2025

Tracy A. Schulze
Auditor-Controller
Internal Audit Section
January 26, 2026

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Internal Audit Team

Christine Hernandez - Deputy Auditor-Controller
 Nicholas Kittredge - Grant Compliance & Internal Audit
 Omar Lopez - Internal Audit



A Tradition of Stewardship
A Commitment to Service

Auditor-Controller
1195 Third Street · Room B10
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Main: (707) 253-4551
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www.countyofnapa.org

Tracy A. Schulze
Auditor-Controller

January 26, 2026

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 (Authority) for the quarter ended December 31, 2025.

Our review was conducted in accordance 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 all engagements be performed with independence, objectivity, proficiency, and due professional care.

Based on our review, we conclude that 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 December 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, the Napa County Board of Supervisors, Chief Executive Officer, and CHDC management.

I'd like to thank CHDC, the Authority's staff, and the Internal Audit team for their professionalism, collaboration, and expertise throughout this engagement.

Sincerely,

Christine Hernandez
Deputy Auditor-Controller

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

Background and Authority

The Napa County Housing Authority (Authority) is a public housing authority established pursuant to California Health and Safety Code Section 34200 et seq. The Authority owns and oversees three farmworker housing centers (Centers) located in Napa County:

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

The Authority's mission is to provide safe, affordable housing for farmworkers, particularly those in the migrant and seasonal workforce who support Napa County's agricultural industry.

Reconstituted in late 2015, the Napa County Housing Commission (NCHC) serves as an advisory body to both the Authority and the Napa County Board of Supervisors. Its responsibilities were expanded beyond oversight of the three Centers to include review of projects requesting County Affordable Housing Fund support.

The Authority contracts with the California Human Development Corporation (CHDC), a nonprofit organization, to manage the day-to-day operations of the Centers. CHDC assigns on-site staff, including Center Managers and a Fiscal Analyst, who are responsible for:

- Collecting lodger fees in accordance with the rates and policies approved by the Authority's Board of Directors (currently \$18 per day);
- Maintaining complete lodger files, including a signed rental agreement, photo identification, and verification of agricultural employment;
- Managing petty cash funds not exceeding \$250 and ensuring all cash receipts are promptly deposited;
- Preparing occupancy and rent reports; and
- Overseeing facility maintenance and repairs.

To promote accountability and compliance, the Napa County Auditor-Controller's Office conducts quarterly monitoring reviews of CHDC's adherence to the Authority's policies and procedures during fiscal year 2025-26.

Objective and Scope

The primary objective of this engagement was to evaluate the CHDC's compliance with the policies and procedures established by the Napa County Housing Authority's Board of Directors.

The scope of the review encompassed an examination of CHDC's operational and financial records, as well as relevant Authority oversight documentation, for the quarter ended December

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31, 2025. The review focused on determining whether CHDC's management of the three farmworker housing centers was conducted in accordance with applicable Authority policies, contractual requirements, and internal control standards.

Procedures

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

1. Revenues

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

2. Accounts Receivable

- a. Reported accounts receivable for lodgers who had departed the farmworker center with rents due
- b. Reported accounts receivable for current lodgers with a rents due balance of \$540 (\$18 daily rate x 30 days) or more
- c. Reported recommended accounts receivable write-offs schedule by each center including lodger count (**Exhibit A**)

3. Prepaids

- a. Reported prepaid rents for lodgers who had departed the farmworker centers
- b. Reported prepaids for current lodgers with prepaid balances
- c. Reported recommended prepaid write-offs schedule by 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 collection receipts are in numerical sequence
- c. Verified physical rent receipt numbers on sampled deposits are entered correctly on the Occupancy reports
- d. Verified bank deposits are processed timely when revenue exceeds \$3,200
- e. Verified lodger rent agrees with number of room nights on receipt
- f. Verified receipts are accurate (i.e., signature, method of payment, lodger number or voided properly)
- g. Verified lodger rent was not paid in arrears (i.e., rents paid for prior periods of occupancy over two weeks)

5. Donations

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

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Observations

Collections & Deposits

Internal audit selects and reviews a sample of deposits and rent receipts completed for each Center each quarter to confirm compliance with established requirements. Internal audit typically reviews no less than 20% of all transactions to ensure meaningful coverage and to identify opportunities for improvement. When discrepancies or incomplete documentation are identified, additional samples are selected to verify adherence to the criteria outlined in Section 4. Collections and Deposits.

For quarter ended December 31, 2025, Internal Audit reviewed 42% of deposits for Calistoga, 30% for River Ranch, and 36% for Mondavi. During testing, a small number of items were noted where supporting documentation or clarity could be improved to demonstrate compliance with the policy. These instances are summarized below for follow-up and clarification.

Calistoga

- **Receipt No. 168263**, dated December 28, 2025, incorrectly reflects a cash receipt issued to Lodger No. 52. Based on the Calistoga Rent Report for the month ending December 2025, the receipt should instead reflect Lodger No. 22.

River Ranch

- **Receipts Nos. 022654, 022655, and 022656** were issued blank and subsequently voided; however, no supporting documentation was provided to substantiate the reason for the voids.

Conclusion and Recommendations

The types of discrepancies identified this quarter are consistent with those noted in prior reviews. While none were material in nature, they do suggest opportunities to strengthen internal controls and reinforce documentation practices. Because cash transactions inherently carry higher risk, maintaining complete and clearly cross-referenced records between receipts and deposit documentation remains an important safeguard for both CHDC and the Authority.

Internal Audit recommends that Center staff, in coordination with CHDC management, review the Authority's current policies and procedures governing cash handling and receipts, as well as any related CHDC guidance, to ensure expectations are clear and uniformly applied across all Centers.

Recommendations:

- Voided receipts should always include a brief written explanation to maintain clear audit trails and support accountability.
- A secondary review of Lodger information listed on the receipt should be cross examined against Lodger Information within monthly rent reports to ensure accuracy and completeness.

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Exhibit A

Accounts Receivable Schedule

<u>Category</u>	<u>Amounts</u>
Lodgers, departed for at least 18 months	
Total Recommended A/R Write-Offs	\$ 944
Lodgers, departed less than 18 months	1,987
Lodgers, current delinquent tenants with at least \$540 balance due	-
Lodgers, current tenants with less than \$540 balance due	2,016
Total Accounts Receivable	\$ 4,947

Recommended Accounts Receivable Write-offs

(Lodgers, departed for at least 18 months)

<u>Center</u>	<u>Lodger Count</u>	<u>Amounts</u>
River Ranch	1	\$ 16
Mondavi	3	704
Calistoga	1	224
Total Recommended A/R Write-offs	5	\$ 944

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Exhibit B

Prepaid Schedule

Category	Amounts
Lodgers, departed for at least 18 months	
Total Recommended Prepaid Write-Offs	\$ 176
Lodgers, departed less than 18 months	400
Lodgers, current tenants with prepaid balances	15,066
Total Prepaids	\$ 15,642

Recommended Prepaid Write-offs
(Lodgers, departed for at least 18 months)

Center	Lodger Count	Amounts
River Ranch	2	\$ 176
Mondavi	-	-
Calistoga	-	-
Total Recommended Prepaid Write-Offs	2	\$ 176