



HOUSING AUTHORITIES CITY OF EUREKA & COUNTY OF HUMBOLDT



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COUNTY OF HUMBOLDT HOUSING AUTHORITY REGULAR COMMISSION MEETING AGENDA

September 13, 2021
12:00pm

Housing Authority Office
735 W. Everding Street, Eureka CA 95503

Participate Via Zoom Meeting
Join Zoom Meeting at <https://us02web.zoom.us/join> or call (669) 900-6833
Meeting ID: 879 8259 0233 and Passcode: 156417

(a) Roll Call

Elizabeth Conner, Chairperson
Maureen Fitzgerald, Vice Chairperson
Sylvia Derooy, Commissioner
Kaylen Escarda, Commissioner
Rex Rogers, Commissioner
Leslie Zondervan-Droz, Commissioner

(b) Public Comment: This time is reserved for members of the public to address the Committee relative to matters of the Housing Authority of the County of Humboldt not on the agenda. No action may be taken on non-agenda items unless authorized by law. Comments will be limited to five minutes per person and twenty minutes in total.

(c) Minutes from the Regular Session of July 12, 2021 and August 09, 2021
Recommendation: Staff recommends the Commissioners approve minutes.

(d) Bills and Communications

(d1) HUD Letter August 16, 2021, PHA Plan Approval – County of Humboldt Housing Authority FYB 2021 Update to Five-Year Plan

(e) Report of the Secretary: The report of the Secretary is intended to brief the Commission on items, issues, key dates, etc., that do not require specific action, and are not separate items on the Board of Commissioners Agenda.

(e1) Covid-19 Updates
(e2) Occupancy and Leasing Report
(e3) HCV Utilization Reports



The Housing Authorities are Equal Housing Opportunity Organizations



- (f) Reports of the Commissioners: This time is reserved for Commissioners to share any relevant news or Housing related endeavors undertaken by Commissioners.
- (g) Unfinished Business: This time is reserved for any business that has been carried over from previous meetings/discussions.
- (h) New Business:
 - (h1) Draft Administrative Plan, Addition/Update: Temporary Policy Statement, Emergency Housing Vouchers
 - (h2) 2021 Audit
- (i) Closing Comments: Any other business to properly come before the Commission
- (j) Executive Session (if necessary)

Adjournment

The Commissioners of the County of Humboldt Housing Authority met in a Regular Session on Monday, July 12, 2021, at 12:00 p.m., at the Housing Authority office, 735 West Everding Street, Eureka, California. This Session was held via conference call and Zoom with the Commissioners due to the Covid-19 pandemic.

Chairperson Conner called the meeting to order at 12:02p.m.

(a) Roll call

Commissioners Present: Chairperson Conner, Vice Chairperson Fitzgerald, Commissioner Derooy, Commissioner Escarda, Commissioner Rogers, Commissioner Zondervan-Droz
Commissioners Absent: None
Staff Present: Churchill, Humphreys, Wiesner

(b) Public Comment – No public in attendance.

(c) Minutes of the Regular Session of March 08, 2021

Motion to approve the minutes of the Meeting of March 08,2021 by Commissioner Escarda

Second – Vice Chairperson Fitzgerald

AYES: Conner, Fitzgerald, Derooy, Escarda, Rogers, Zondervan-Droz

NAYS: None

ABSTAIN: None

Chairperson Conner declared the motion carried and the March 08, 2021 minutes approved.

(d) Bills and Communications:

(d1) Emergency Housing Vouchers Award from HUD, June 10, 2021: Secretary Churchill comments that Humboldt was offered and accepted the allocation of 182 EHV vouchers from HUD. This program requires the vouchers be placed via referral from continuum of care, Humboldt Housing Coalition. Secretary Churchill will continue to provide updates on the progress of this and homeless.

(d2) Memorandum of Understanding from County of Humboldt Department of Health and Human Services Regarding the Referral of Eligible Individuals to the Mainstream Voucher Program, May 18, 2021: Secretary Churchill provides an update, stating that based on the preference that was approved by the Board in January 2021, we have three agencies (County of Humboldt DHHS, City of Eureka Uplift Program and Arcata House) that can make referrals for this program. So far, we received 30 referrals and the vouchers are expected out by the end of this month or early August.

- (d3) Landlord Newsletter: Secretary Churchill states that the Landlord Newsletter is going out this week. Secretary Churchill comments that the Housing Authority still has CARES Act funds from last year and have until December 31, 2021 to utilize those funds and are offering a Landlord Incentive Program. Secretary Churchill briefs the Board on the Landlord Incentive Program.
- (e) Report of the Secretary:
- (e1) Covid-19 Updates: Secretary Churchill briefs the Commissioners that the Housing Authority lobby is now open to the public on Tuesday, Wednesday, and Thursdays from 10:00am – 3:00pm. We are requiring masks be worn by all employees and people visiting the lobby.
- (e2) Occupancy and Leasing Report: Secretary Churchill comments that the wait list numbers are down. Screenings are being completed to get more vouchers out. Also, we will be completing briefings for the 30 Mainstream Voucher referrals that we received and issuing vouchers towards the end of the month.
- (e3) HCV Utilization Reports: Secretary Churchill comments that our goal is to be at or above 96% of spending. For year to date, we are at 97.58% utilization of our budget authority.
- (f) Reports of the Commissioners: Chairperson Conner thanks Director Churchill and staff for adding to the agenda packet, with a memo report before each agenda item. Chairperson Conner also comments that we are still working on filling the Board vacancy for District 2.
- (g) Unfinished Business: None heard.
- (h) New Business:
- (h1) Notes from June 08, 2021, Resident Advisory Board Meeting (RAB): Secretary Churchill informs the Board that we had the RAB meeting on June 8 2021. Secretary Churchill met via conference call with tenants from each program and had an open discussion to go through our goals. This agenda item is a summary of that meeting.
- (h2) PHA Goals 2020-2021 Progress Update: Secretary Churchill comments that we have updated our goals in consideration of the RAB meeting comments and discussion.
- (i) Closing Statements: Chairperson Conner asks if there is any other business to come before the Commission. There being no further business to come before the Commissioners, the meeting was adjourned at 12:33p.m.

Secretary

Chairperson

The Commissioners of the County of Humboldt Housing Authority met in a Regular Session on Monday, August 09, 2021, at 12:00 p.m., at the Housing Authority office, 735 West Everding Street, Eureka, California. This Session was held via conference call and Zoom with the Commissioners due to the Covid-19 pandemic.

Chairperson Conner called the meeting to order at 12:07pm

(a) Roll call

Commissioners Present: Vice Chairperson Fitzgerald, Commissioner Derooy, Commissioner Escarda, Commissioner Rogers, Commissioner Zondervan-Droz
Commissioners Absent: Chairperson Conner
Staff Present: Churchill, Humphreys, Wiesner

(b) Public Comment – No public in attendance.

(c) Minutes of the Regular Session of July 12, 2021: None prepared for approval. Will review at next meeting.

(d) Bills and Communications: None.

(e) Report of the Secretary:

(e1) Covid-19 Updates: Secretary Churchill briefs the Commissioners that the Housing Authority has had two employees test positive for Covid since our last Board meeting. All employees were informed that there was possible exposure in the office and all employees were required to test negative before returning to work. Secretary Churchill comments that the front lobby is now open Tuesday, Wednesday, and Thursday from 10:00am – 3:00pm. Anyone who enters the lobby is required to wear a mask.

(e2) HCV Utilization Reports: Secretary Churchill states that we are just over 96% for voucher budget utilization and are continuing to get vouchers issued. For the Mainstream program, we will be holding a briefing this week and will be issuing vouchers at that time.

(f) Reports of the Commissioners: No reports heard.

(g) Unfinished Business: None.

(h) New Business:

(h1) PHA Plan Update for 2022: Secretary Churchill goes over key points of the PHA Plan Update for the Commissioners. Secretary Churchill comments that the updated plan includes 1,222 Housing Choice Vouchers, 95 VASH vouchers, and new programs with 75 Mainstream vouchers and 182 Emergency Housing Vouchers. Secretary Churchill notes that at a future meeting there will be a Resolution for approving the PHA Plan Update for 2022.

(i) Closing Statements: Chairperson Conner asks if there is any other business to come before the Commission. There being no further business to come before the Commissioners, the meeting was adjourned at 12:28p.m.

Secretary

Chairperson



U.S. Department of Housing and Urban Development
San Francisco Regional Office - Region IX
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San Francisco, California 94104-4430
www.hud.gov
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August 16, 2021

Ms. Cheryl Churchill
Executive Director
County of Humboldt Housing Authority
735 W. Everding Street, Eureka, CA 95503
Eureka, CA 95503

Re: PHA Plan Approval – County of Humboldt Housing Authority FYB 2021
Update to Five-Year Plan

Dear Ms. Churchill:

This letter is to inform you that the County of Humboldt Housing Authority's Annual Plan (Plan) submission for the PHA Fiscal Year (FY) 2021 beginning January 1, 2021, is approved. The Plan approved is **version 1**. The submitted Five-Year Plan Update (Plan Update) is also approved. These approvals do not constitute an endorsement of the strategies and policies outlined in each document. In providing assistance to families under programs covered by these documents, the County of Humboldt Housing Authority will comply with the rules, standards, and policies established in its Plan, as provided in 24 CFR §903 and other applicable regulations.

Your approved Plan and Plan Update and all required attachments and documents must be made available for review and inspection at the principal office of the PHA during normal business hours. Once posted, they will remain on display until your next Plan (whether next year's plan or an intervening significant amendment or modification) and Five-Year Plan are submitted and are approved by HUD.

Please note a housing authority has the option to schedule one public hearing to address several changes to its approved Plan. Changes that require public hearing include: PHA Plan Significant Amendments; changes due to Demolition/Disposition; Homeownership; use of Capital Funds; Capital Fund Financing; proposed New Development or Mixed Finance projects; implementation of Rental Assistance Demonstration (RAD) Program; Flat Rents policies.

If you have any questions regarding your PHA Plan(s) or the information in this letter, please contact Jennifer Estrella, Portfolio Management Specialist, at (415) 489-6447.

Sincerely,

A handwritten signature in blue ink, consisting of a large, stylized loop followed by a horizontal line extending to the right.

Gerard Windt
Director
Office of Public Housing

**Occupancy and Leasing Report
Month: August 2021**

Housing Authorities of the City of Eureka and County of Humboldt

Program	Total Units Available	Vacant Units 1st of Month	# Units Leased 1st of Month	Move-outs During Month	Move-ins During Month	Wait List End of Month
Eureka						
Public Housing	196 *	15 *	181	2	1	351
Eureka Family Housing	51	3	48	0	0	361
Eureka Senior Housing	22	3	19	1	0	141
	269		248			
Humboldt						
Housing Choice Vouchers	1217	N/A	796	6	2	972
VASH Vouchers	73	N/A	48	1	0	N/A
Mainstream vouchers	75 ***	N/A	0	0	3	N/A
Project Based Vouchers						
PBV-VASH - Bayview Heights (Eureka)	22 **	N/A	21	0	0	N/A
PBV-HCV - Bayview Heights (Eureka)	3 **					
PBV-HCV - Sorrell Place (Arcata)	5 **	N/A	N/A	N/A	N/A	N/A
Emergency Housing Vouchers (EHV)	182 ‡	N/A	N/A	N/A	N/A	N/A ‡
	1577		865			
Vouchers issued but not under contract, end of month (aka "Searching")						53

*Total PH units is 198; 2 units are exempted for EPD use and Boys & Girls Club and are unavailable for tenant rental

**25 Project Based VASH Vouchers at Bayview Heights Veteran's housing at 4th & C Street, Eureka; contract signed 6/30/2020. Modified in 2021 to meet project requirements; 22 VASH PBVs and 3 non-VASH for veterans who don't meet HUD-VASH requirements. 5 Project Based HCV vouchers set-aside for Sorrell Place extremely low income units at 7th & I Street, Arcata; December 2021

*** Mainstream vouchers were awarded December 2020. Funding began April 2021; initial referrals from CoC partners began April 2021.

‡ No PHA waitlist for EHV's; all are issued based on referral from HHC. Referrals expected to begin 9/2021.

HOUSING AUTHORITY - COUNTY OF HUMBOLDT
For the month of July 2021

HAP (per VMS):	January	February	March	April	May	June	July	Total
HUD Budget Authority Income (HAP)	479,338.00	479,338.00	487,982.00	498,296.00	498,296.00	511,513.25	511,513.25	3,466,276.50
HUD Additional VO Funding	2,311.00	2,311.00	1,502.00					6,124.00
Less: HUD Recapture				(8,812.00)	(35,512.00)	(23,454.25)	(26,086.25)	(93,864.50)
Draw from HUD-held reserves	724.50	492.00	473.00	568.53	977.83	504.00	736.50	4,476.36
Other HAP income	(478,489.00)	(477,686.00)	(475,909.00)	(476,341.00)	(475,782.00)	(475,507.00)	(479,368.00)	(3,339,082.00)
HAP expenses								
Surplus (Deficit)	<u>3,884.50</u>	<u>4,455.00</u>	<u>14,048.00</u>	<u>13,711.53</u>	<u>(12,020.17)</u>	<u>13,056.00</u>	<u>6,795.50</u>	<u>43,930.36</u>
% Total income utilized	99.19%	99.08%	97.13%	97.20%	102.59%	97.33%	98.60%	98.70%
% Budget Authority utilized	99.82%	99.66%	97.53%	95.59%	95.48%	92.96%	93.72%	96.33%
# of Households Assisted	883	876	875	874	872	868	866	6,114
Average HAP Payment	541.89	545.30	543.90	545.01	545.62	547.82	553.54	546.14
ADMIN & OPERATIONS (per G/L):								
Administrative Fee income (HUD)	59,042.00	59,042.00	88,927.00	71,351.00	60,767.00	61,187.00	61,187.00	461,503.00
HUD Additional AF Funding								
Other Admin income	1,258.96	2,360.92	2,118.13	3,405.65	3,522.28	1,907.80	4,817.93	19,391.67
Port-in HAP income	5,586.00	5,622.00	5,607.00	5,607.00	5,475.00	5,559.00	5,567.00	39,023.00
Port-in HAP expense	(5,586.00)	(5,622.00)	(5,607.00)	(5,607.00)	(5,447.00)	(5,559.00)	(5,567.00)	(38,995.00)
Operating expenses	(53,313.64)	(55,747.98)	(63,285.28)	(55,715.64)	(79,701.64)	(55,260.44)	(93,736.87)	(456,761.49)
Surplus (Deficit)	<u>6,987.32</u>	<u>5,654.94</u>	<u>27,759.85</u>	<u>19,041.01</u>	<u>(15,384.36)</u>	<u>7,834.36</u>	<u>(27,731.94)</u>	<u>24,161.18</u>
Remaining HAP Cash	12,452.15	15,867.15	25,068.15	52,595.67	38,133.50	43,639.50	51,082.35	
Remaining Non-HAP Cash	403,339.44	407,808.52	429,909.14	435,987.25	411,761.59	423,386.58	434,278.58	
Total HCV Cash	<u>415,791.59</u>	<u>423,675.67</u>	<u>454,977.29</u>	<u>488,582.92</u>	<u>449,895.09</u>	<u>467,026.08</u>	<u>485,360.93</u>	
Cash Increase/(Decrease)	(2,196.03)	7,884.08	31,301.62	33,605.63	(38,687.83)	17,130.99	18,334.85	

A Higher than expected Admin Fee. May be recaptured in the future.
B Additional AF Income due to 2020 HUD reconciliation.
C Decrease due to HAP recapture and annual Yardl license expense.

HOUSING AUTHORITY - COUNTY OF HUMBOLDT
Mainstream Vouchers Only
For the month of July 2021

HAP:	April	May	June	July	Total
HUD Budget Authority Income (HAP)	44,260.00	44,261.00	44,261.00	-	132,782.00
HUD Additional VO Funding					-
Less: HUD Recapture					-
Draw from HUD-held reserves					-
Other HAP income					-
HAP expenses					-
Surplus (Deficit)	<u>44,260.00</u>	<u>44,261.00</u>	<u>44,261.00</u>	<u>-</u>	<u>132,782.00</u>
% Total income utilized	0.00%	0.00%	0.00%	0.00%	0.00%
% Budget Authority utilized	0.00%	0.00%	0.00%	0.00%	0.00%
# of Households Assisted	-	-	-	-	-
Average HAP Payment	-	-	-	-	-
ADMIN & OPERATIONS (per G/L):					
Administrative Fee income (HUD)					-
HUD Additional AF Funding					-
Other Admin income					-
Port-in HAP income					-
Port-in HAP expense					-
Operating expenses				38.30	38.30
Surplus (Deficit)	<u>-</u>	<u>-</u>	<u>-</u>	<u>38.30</u>	<u>38.30</u>
Remaining HAP Cash	44,260.00	88,521.00	132,782.00	132,782.00	
Remaining Non-HAP Cash				(38.30)	
Total Mainstream Voucher Cash	<u>44,260.00</u>	<u>88,521.00</u>	<u>132,782.00</u>	<u>132,743.70</u>	
Cash Increase/(Decrease)	44,260.00	44,261.00	44,261.00	(38.30)	

A

Negative cash due to timing difference of
A program start and receiving administrative funds
based on lease-ups.

HOUSING AUTHORITY - COUNTY OF HUMBOLDT

For the month of July 2021

Section 8 Program County of Humboldt

Housing Assistance Payments

<u>Month</u>	<u>Income</u>	<u>Expense**</u>	<u>% Expended</u>
January	\$ 480,062.50	\$ (478,489.00)	99.67%
February	482,141.00	(477,686.00)	99.08%
March	489,957.00	(475,909.00)	97.13%
April	490,052.53	(476,341.00)	97.20%
May	463,761.83	(475,782.00)	102.59%
June	488,563.00	(475,507.00)	97.33%
July	486,163.50	(479,368.00)	98.60%
Year to Date Total	\$ 3,380,701.36	\$ (3,339,082.00)	98.77%

Administrative and Operating Expenses

<u>Month</u>	<u>Income</u>	<u>Expense</u>	<u>% Expended</u>
January	\$ 60,300.96	\$ (53,313.64)	88.41%
February	61,402.92	(55,747.98)	90.79%
March	91,045.13	(63,285.28)	69.51%
April	74,756.65	(55,715.64)	74.53%
May	64,289.28	(79,701.64)	123.97%
June	63,094.80	(55,260.44)	87.58%
July	66,004.93	(93,736.87)	142.01%
Year to Date Total	\$ 480,894.67	\$ (456,761.49)	94.98%

Households Served

<u>Month</u>	<u>Number of Households Leased</u>	<u>Average Housing Assistance Payment</u>
January	883	\$ 541.89
February	876	545.30
March	875	543.90
April	874	545.01
May	872	545.62
June	868	547.82
July	866	553.54

** Note that prior month HAP expenses/counts are subject to revision based on periodic retroactive adjustments.

Historic Voucher Counts

	<u>2007</u>	<u>2008</u>	<u>2009</u>	<u>2010</u>	<u>2011</u>	<u>2012</u>	<u>2013</u>	<u>2014</u>	<u>2015</u>	<u>2016</u>	<u>2017</u>	<u>2018</u>	<u>2019</u>	<u>2020</u>	<u>2021</u>
For the month of July 2021	945	966	939	918	888	931	985	913	889	917	918	903	882	866	883
February	935	960	936	911	884	933	983	906	901	921	919	898	894	867	876
March	921	963	940	910	881	944	977	899	908	923	918	896	897	861	875
April	927	953	935	909	883	945	979	896	920	928	919	908	895	859	874
May	929	930	932	903	907	949	977	890	920	927	917	905	895	850	872
June	929	911	935	895	892	944	976	890	922	930	914	898	892	853	868
July	937	922	936	885	900	940	969	891	929	924	919	895	882	873	866
August	969	923	931	880	902	938	962	891	929	923	917	888	879	872	-
September	967	924	926	884	903	944	956	896	931	927	913	888	872	883	-
October	971	937	923	880	898	953	946	897	918	934	906	888	866	888	-
November	979	934	917	879	912	968	939	900	913	928	903	887	881	890	-
December	995	940	919	885	922	973	927	890	910	925	902	882	877	887	-
Average	950	938	931	895	898	947	965	897	916	926	914	895	884	871	873
UML's	11,404	11,253	11,169	10,739	10,772	11,362	11,576	10,759	10,990	11,107	10,965	10,736	10,612	10,449	6,114

County of Humboldt Housing Authority

Board of Commissioners Meeting

September 13, 2021

Agenda Item H1

Memorandum

To: Commissioners

From: Cheryl Churchill, Executive Director

Subject: Temporary Policy Statement, Emergency Housing Vouchers

BACKGROUND AND HISTORY:

The American Rescue Plan of 2021 allocated \$5 billion to HUD for new housing assistance. As part of this plan, HUD allocated almost 70,000 Emergency Housing Vouchers to housing authorities according to regional need based on their most recent homeless point-in-time count. The County of Humboldt Housing Authority was awarded and accepted an allocation of 182 vouchers. This is a new HUD program that was pushed out rapidly, with guidance being updated on a daily to weekly basis.

The Administrative Plan for the County of Humboldt Housing Authority must be updated to establish local policies for administration of the program in accordance with HUD requirements. Revisions of the plan, including policies for new programs, must be formally adopted by the PHA Board of Commissioners. The following Temporary Policy Statement template, created by affordable housing experts at Nan McKay and based on HUD regulations, has been customized to reflect local policy and is intended as an add-on to the existing Administrative Plan.

Public Comment 30-day period began 09/08/2021, and a Public Hearing to accept comments will be held on 10/05/2021. Any necessary revisions will be incorporated thereafter.

STAFF RECOMMENDATION:

Staff recommend that the Board review the draft policy regarding administration of the Emergency Housing Vouchers and provide feedback. This will be brought back to the board for resolution approval in October 2021.

Temporary Policy Supplement
EMERGENCY HOUSING VOUCHERS (EHVs)

INTRODUCTION

On March 11, 2021, President Biden signed the American Rescue Plan Act of 2021 (ARP) (P.L. 117-2). Section 3202 of the ARP appropriated \$5 billion for the creation, administration, and renewal of new incremental emergency housing vouchers (EHVs) and other eligible expenses related to COVID-19.

On May 5, 2021, HUD issued Notice PIH 2021-15, which described HUD’s process for allocating approximately 70,000 EHVs to eligible PHAs and set forth the operating requirements for PHAs who administer them. Based on criteria outlined in the notice, HUD notified eligible PHAs of the number of EHVs allocated to their agency, and PHAs were able to accept or decline the invitation to participate in the program.

PHAs may not project-base EHVs; EHVs are exclusively tenant-based assistance.

All applicable nondiscrimination and equal opportunity requirements apply to the EHV program, including requirements that the PHA grant reasonable accommodations to persons with disabilities, effectively communicate with persons with disabilities, and ensure meaningful access for persons with limited English proficiency (LEP).

This chapter describes HUD regulations and PHA policies for administering EHVs. The policies outlined in this chapter are organized into seven sections, as follows:

Part I: Funding

Part II: Partnering Agencies

Part III: Waiting List Management

Part IV: Family Eligibility

Part V: Housing Search and Leasing

Part VI: Use of Funds, Reporting, and Financial Records

Except as addressed by this chapter and as required under federal statute and HUD requirements, the general requirements of the HCV program apply to EHVs.

PART I: FUNDING

TPS-I.A. FUNDING OVERVIEW

The American Rescue Plan Act of 2021 (ARP) provides administrative fees and funding for the costs of administering emergency housing vouchers (EHVs) and other eligible expenses defined in Notice PIH 2021-15. These fees may only be used for EHV administration and other eligible expenses and must not be used for or applied to other PHA programs or vouchers. The PHA must maintain separate financial records from its regular HCV funding for all EHV funding.

Housing Assistance Payments (HAP) Funding

ARP funding obligated to the PHA as housing assistance payments (HAP) funding may only be used for eligible EHV HAP expenses (i.e., rental assistance payments). EHV HAP funding may not be used for EHV administrative expenses or for the eligible uses under the EHV services fee.

The initial funding term will expire December 31, 2022. HUD will provide renewal funding to the PHA for the EHVs on a calendar year (CY) basis commencing with CY 2023. The renewal funding allocation will be based on the PHA's actual EHV HAP costs in leasing, similar to the renewal process for the regular HCV program. EHV renewal funding is not part of the annual HCV renewal funding formula; EHVs are renewed separately from the regular HCV program. All renewal funding for the duration of the EHV program has been appropriated as part of the ARP funding.

Administrative Fee and Funding

The following four types of fees and funding are allocated as part of the EHV program:

- **Preliminary fees** support immediate start-up costs that the PHA will incur in implementing alternative requirements under EHV, such as outreach and coordination with partnering agencies:
 - \$400 per EHV allocated to the PHA, once the consolidated annual contributions contract (CACC) is amended.
 - This fee may be used for any eligible administrative expenses related to EHVs.
 - The fee may also be used to pay for any eligible activities under EHV service fees (TPS-I.B).
- **Placement fees/expedited issuance reporting fees** will support initial lease-up costs and the added cost and effort required to expedite leasing of EHVs:
 - \$100 for each EHV initially leased, if the PHA reports the voucher issuance date in Public Housing Information Center–Next Generation (PIC–NG) system within 14 days of voucher issuance or the date the system becomes available for reporting.
 - Placement fees:
 - \$500 for each EHV family placed under a HAP contract effective within four months of the effective date of the ACC funding increment; or

- \$250 for each EHV family placed under a HAP contract effective after four months but less than six months after the effective date of the ACC funding increment.
- HUD will determine placement fees in the event of multiple EHV allocations and funding increment effective dates.
- Placement/expedited issuance fees only apply to the initial leasing of the voucher; they are not paid for family moves or to turnover vouchers.
- **Ongoing administrative fees**, which are calculated in the same way as the standard HCV program:
 - PHAs are allocated administrative fees using the full column A administrative fee amount for each EHV under contract as of the first day of each month.
 - Ongoing EHV administrative fees may be subject to proration in future years, based on available EHV funding.
- **Services fees**, which are a one-time fee to support PHAs' efforts to implement and operate an effective EHV services program in its jurisdiction (TPS-I.B):
 - The fee is allocated once the PHA's CACC is amended to reflect EHV funding.
 - The amount allocated is \$3,500 for each EHV allocated.

TPS-I.B. SERVICE FEES

Services fee funding must be initially used for defined eligible uses and not for other administrative expenses of operating the EHV program. Service fees fall into four categories:

- Housing search assistance
- Security deposit/utility deposit/rental application/holding fee uses
- Owner-related uses
- Other eligible uses such as moving expenses or tenant-readiness services

The PHA must establish the eligible uses and the parameters and requirements for service fees in the PHA's administrative plan.

PHA Policy

The PHA may use service fees for any eligible uses, which include, without limitation, the following activities:

Housing search assistance, which may include activities such as, but not limited to, helping a family identify and visit potentially available units during their housing search, helping to find a unit that meets the household's disability-related needs, providing transportation and directions, assisting with the completion of rental applications and PHA forms, and helping to expedite the EHV leasing process for the family.

Application fees/non-refundable administrative or processing fees/refundable application deposit assistance. The PHA may choose to assist the family with some or all of these expenses.

Holding fees are fees that an owner requests that are rolled into the security deposit after an application is accepted but before a lease is signed. The PHA may cover part or all of the holding fee for units where the fee is required by the owner after a tenant's application has been accepted but before the lease signing. The PHA and owner must agree how the holding fee gets rolled into the deposit, and under what conditions the fee will be returned. In general, owners need to accept responsibility for making needed repairs to a unit required by the initial housing quality standards (HQS) inspections and can only keep the holding fee if the client is at fault for not entering into a lease.

Security deposit assistance. The amount of the security deposit assistance may not exceed the lesser of two months' rent to owner, the maximum security deposit allowed under applicable state and/or local law, or the actual security deposit required by the owner. The PHA will pay the security deposit assistance directly to the owner. This assistance is only available when security deposit assistance is not available through any other HHHC partner organization through which the client is obtaining services.

Utility deposit assistance/utility arrears. The PHA may provide utility deposit assistance for some or all of the family's utility deposit expenses. Assistance can be provided for deposits (including connection fees) required for the utilities to be supplied by the tenant under the lease. The PHA will pay the utility deposit assistance directly to the utility company. In addition, some families may have large balances with gas, electric, water, sewer, or trash companies that will make it difficult if not impossible to establish services for tenant-supplied utilities. The PHA may also provide the family with assistance to help address these utility arrears to facilitate leasing. This assistance is only available when it is not available through any other HHHC partner organization through which the client is obtaining services.

Renter's insurance if required by the lease. The PHA may choose to assist the family with some or all this cost.

Owner recruitment and outreach for EHV's. The PHA may use the service fee funding to conduct owner recruitment and outreach specifically for EHV's. In addition to traditional owner recruitment and outreach, activities may include conducting pre-inspections or otherwise expediting the inspection process, providing enhanced customer service, and offering owner incentive and/or retention payments.

Owner incentive and/or retention payments. The PHA may make incentive or retention payments to owners that agree to initially lease their unit to an EHV family and/or renew the lease of an EHV family. Payments will be made as a single payment at the beginning of the assisted lease term (or lease renewal if a retention payment). Owner incentive and retentions payments are not housing assistance payments, are not part of the rent to owner, and are not taken into consideration when determining whether the rent for the unit is reasonable.

Moving expenses (including move-in fees and deposits). The PHA may provide assistance for some or all of the family's reasonable moving expenses when they initially lease a unit with the EHV. The PHA will not provide moving expenses assistance for subsequent moves unless the family is required to move for reasons other than something the family did or failed to do (e.g., the PHA is terminating the HAP contract because the owner did not fulfill the owner responsibilities under the HAP contract or the owner is refusing to offer the family the opportunity to enter a new lease after the initial lease term, as opposed to the family choosing to terminate the tenancy in order to move to another unit), or a family has to move due to domestic violence, dating violence, sexual assault, or stalking.

Tenant-readiness services. The PHA may use fees to help create a customized plan to address or mitigate barriers that individual families may face in renting a unit with an EHV, such as negative credit, lack of credit, negative rental or utility history, or to connect the family to other community resources (including COVID-related resources) that can assist with rental arrears.

Essential household items. The PHA may use services fee funding to assist the family with some or all of the costs of acquiring essential household items such as tableware, cooking equipment, beds or bedding, and essential sanitary products such as soap and toiletries.

The EHV Housing Specialist will work with program participants to provide assistance that is tailored to and best meets the needs of each participant.

Any services fee assistance that is returned to the PHA after its initial or subsequent use may only be applied to the eligible services fee uses defined in Notice PIH 2021-15 (or subsequent notice) or other EHV administrative costs. Any amounts not expended for these eligible uses when the PHA's EHV program ends must be remitted to HUD.

PART II: PARTNERING AGENCIES

TPS-II.A. CONTINUUM OF CARE (CoC)

PHAs that accept an allocation of EHV's are required to enter into a Memorandum of Understanding (MOU) with the Continuum of Care (CoC) to establish a partnership for the administration of EHV's.

PHA Policy

The PHA has entered into an MOU with the Humboldt Housing and Homeless Coalition, Humboldt County's Continuum of Care.

TPS-II.B. OTHER PARTNERING ORGANIZATIONS

The PHA may, but is not required to, partner with other organizations trusted by persons experiencing homelessness, such as victim services providers (VSPs) and other community partners. If the PHA chooses to partner with such agencies, the PHA must either enter into an MOU with the partnering agency or the partnering agency may be added to the MOU between the PHA and CoC.

PHA Policy

The PHA has entered into an MOU with Humboldt Domestic Violence Services (HDVS).

TPS-II.C. REFERRALS

CoC and Partnering Agency Referrals

The primary responsibility of the CoC under the MOU with the PHA is to make direct referrals of qualifying individuals and families to the PHA. The PHA must generally refer a family that is seeking EHV assistance directly from the PHA to the CoC or other referring agency for initial intake, assessment, and possible referral for EHV assistance. Partner CoCs are responsible for determining whether the family qualifies under one of the four eligibility categories for EHV's. The CoC or other direct referral partner must provide supporting documentation to the PHA of the referring agency's verification that the family meets one of the four eligible categories for EHV assistance.

PHA Policy

The CoC or partnering agency must establish and implement a system to identify EHV-eligible individuals and families within the agency's caseload and make referrals to the PHA. The CoC or other partnering agency must certify that the EHV applicants they refer to the PHA meet at least one of the four EHV eligibility criteria. The PHA will maintain a copy of the referral or certification from the CoC or other partnering agency in the participant's file along with other eligibility paperwork.

As part of the MOU, the PHA and CoC or other partnering agency will identify staff positions to serve as lead EHV liaisons. These positions will be responsible for transmission and acceptance of referrals. The CoC or partnering agency must commit sufficient staff and resources to ensure eligible individuals and families are identified and determined eligible in a timely manner.

Offers of Assistance with CoC Referral

The PHA may make an EHV available without a referral from the CoC or other partnering organization in order to facilitate an emergency transfer under VAWA in accordance with the PHA's Emergency Transfer Plan (ETP) in Chapter 16.

The PHA must also take direct referrals from outside the CoC if:

- The CoC does not have a sufficient number of eligible families to refer to the PHA; or
- The CoC does not identify families that may be eligible for EHV assistance because they are fleeing, or attempting to flee, domestic violence, dating violence, sexual assault, stalking or human trafficking.

If at any time the PHA is not receiving enough referrals or is not receiving referrals in a timely manner from the CoC or other partner referral agencies (or the PHA and CoC cannot identify any such alternative referral partner agencies), HUD may permit the PHA on a temporary or permanent basis to take EHV applications directly from applicants and admit eligible families to the EHV program in lieu of or in addition to direct referrals in those circumstances.

PART III: WAITING LIST MANAGEMENT

TPS-III. A. HCV WAITING LIST

The regulation that requires the PHA to admit applicants as waiting list admissions or special admissions in accordance with admission policies in Chapter 4 does not apply to PHAs operating the EHV program. Direct referrals are not added to the PHA's HCV waiting list.

The PHA must inform families on the HCV waiting list of the availability of EHV, at a minimum, either by posting the information to their website or providing public notice in their respective communities in accordance with the requirements listed in Notice PIH 2021-15.

PHA Policy

The PHA will post information about the EHV program for families on the PHA's HCV waiting list on their website. The notice will:

- Describe the eligible populations to which EHV are limited.
- Clearly state that the availability of these EHV is managed through a direct referral process.
- Advise the family to contact the CoC (or any other PHA referral partner, if applicable) if the family believes they may be eligible for EHV assistance.

The PHA will ensure effective communication with persons with disabilities, including those with vision, hearing, and other communication-related disabilities in accordance with Chapter 2. The PHA will also take reasonable steps to ensure meaningful access for persons with limited English proficiency (LEP) in accordance with Chapter 2.

TPS-III.B. EHV WAITING LIST

The HCV regulations requiring the PHA to operate a single waiting list for admission to the HCV program do not apply to PHAs operating the EHV program. Instead, when the number of applicants referred by the CoC or partnering agency exceeds the EHV available, the PHA must maintain a separate waiting list for EHV referrals, both at initial leasing and for any turnover vouchers that may be issued prior to September 30, 2023.

Further, the EHV waiting list is not subject to PHA policies in Chapter 4 regarding opening and closing the HCV waiting list. The PHA will work directly with its CoC and other referral agency partners to manage the number of referrals and the size of the EHV waiting list.

TPS-III.C. PREFERENCES

HCV Waiting List Preferences

If local preferences are established by the PHA for HCV, they do not apply to EHV's. However, if the PHA has a homeless preference or a VAWA preference for the HCV waiting list, the PHA must adopt additional policies related to EHV's in accordance with Notice PIH 2021-15.

PHA Policy

The PHA has a preference for victims of domestic violence, dating violence, sexual assault, or stalking for the HCV waiting list as outlined in 4-III.C. Local Preferences.

The PHA will refer any applicant on the waiting list who indicates they qualify for this preference to the CoC or the applicable partnering referral agency. The CoC or partnering referral agency will determine if the family is eligible (based on the qualifying definition for EHV assistance for those fleeing, or attempting to flee, domestic violence, dating violence, sexual assault, stalking, or human trafficking or another eligible category as applicable) for an EHV.

EHV Waiting List Preferences

With the exception of a residency preference, the PHA may choose, in coordination with the CoC and other referral partners, to establish separate local preferences for EHV's. The PHA may, however, choose to not establish any local preferences for the EHV waiting list.

PHA Policy

No local preferences have been established for the EHV waiting list.