



# HOUSING AUTHORITIES

## CITY OF EUREKA & COUNTY OF HUMBOLDT



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### COUNTY OF HUMBOLDT HOUSING AUTHORITY REGULAR COMMISSION MEETING AGENDA

October 12, 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: 894 2743 6309 and Passcode: 924821

(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.

Pages  
3 - 5

- (c) Minutes from the Regular Session of September 13, 2021  
Recommendation: Staff recommends the Commissioners approve minutes.

(d) Bills and Communications

- (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.

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- (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:

11 - 35

(h1) Resolution 477

CA086 5-Year and Annual Plan 2022-2026

Recommended Board Action: Accept and Adopt for Approval

36 - 63

(h2) Resolution 478

Annual Operating Budget for Fiscal Year Ending December 31, 2022

Recommended Board Action: Accept and Adopt for Approval

64 - 87

(h3) Resolution 479

Administrative Plan, Addition/Update: Temporary Policy Statement, Emergency Housing Vouchers

Recommended Board Action: Accept and Adopt for Approval

(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, September 13, 2021, at 12:00 p.m. 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 12:04pm

(a) Roll call

Commissioners Present: Chairperson Conner, Vice Chairperson Fitzgerald, Commissioner Derooy, Commissioner Rogers, Commissioner Leslie Zondervan-Droz (joined at 12:26pm)  
Commissioners Absent: Commissioner Escarda  
Staff Present: Churchill, Humphreys, Wiesner

(b) Public Comment – No public in attendance.

(c) Minutes of the Regular Session of July 12, 2021 and August 09, 2021.

Motion to approve the minutes of the Meeting of July 12, 2021 by Vice Chairperson Fitzgerald.

Second – Commissioner Derooy

AYES: Conner, Fitzgerald, Derooy, Rogers

NAYS: None

ABSTAIN: None

Chairperson Conner declared the motion carried and the July 12, 2021 minutes approved.

Motion to approve the minutes of the Meeting of August 09, 2021 by Vice Chairperson Fitzgerald.

Second – Commissioner Derooy

AYES: Conner, Fitzgerald, Derooy, Rogers

NAYS: None

ABSTAIN: None

Chairperson Conner declared the motion carried and the August 09, 2021 minutes approved.

(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: Secretary Churchill informs the Commissioners that the updates to the last PHA plan have been approved by HUD.

(e) Report of the Secretary:

(e1) Covid-19 Updates: Secretary Churchill briefs the Commissioners that the Housing Authority front lobby is open Tuesday, Wednesday, and Thursday from 10:00am – 3:00pm. Anyone who enters the lobby is required to wear a mask.

(e2) Occupancy and Leasing Report: Secretary Churchill briefs the Commissioners on this report.

(e3) HCV Utilization Reports: Secretary Churchill briefs the Commissioners and notes that since the last Board meeting, the Emergency Housing Voucher program received the first referrals from Continuum of Care (COC). Housing Authority staff will be working towards getting vouchers issued from those referrals. Secretary Churchill comments that we are just over 96% for voucher budget utilization and are continuing to get vouchers issued.

(f) Reports of the Commissioners: Commissioner Derooy comments that she feels the COC Point in Time count is of concern as it is critical to the number of vouchers that are made available. Secretary Churchill notes that she understands Commissioner Derooy's concerns and notes that the COC has been discussing whether or not to take a point in time count as it is required every other year. Secretary Churchill notes that she will pass along Commissioner Derooy's comment.

(g) Unfinished Business: None.

(h) New Business:

(h1) Draft Administrative Plan, Addition/Update: Temporary Policy Statement, Emergency Housing Vouchers: Secretary Churchill briefs the Commissioners that the update to the Administrative Plan pertains to adding policy regarding the Emergency Housing Voucher program. A Public Hearing conference call will take place on October 5, 2021 for public comment regarding this update to the Administrative Plan. A Resolution will be presented to the Commissioners for vote during the October 12, 2021 meeting.

\*\*At 12:27pm Rex Rogers excuses himself from the meeting during the briefing of item h1.

(h2) Resolution 476

2020 Audit: Director of Finance and Administration, Dustin Wiesner, briefs the Commissioners on the 2020 Audit and goes over key points of the audit.

**Resolution 476**

To Accept Agency Audit Reports  
Fiscal Year ending December 31, 2020

WHEREAS, It is a requirement of the United States Department of Housing and Urban Development that the Housing Authority have an independent audit of Compliance and Internal Control Over Financial Reporting based on Audit of Financial Statements Performed in Accordance with Government Audit Standards; and

WHEREAS, It is a requirement of the United States Department of Housing and Urban Development

that the Housing Authority have an independent audit of Compliance With Requirements Applicable to Each Major Program and on Internal Control Over Compliance In Accordance With OMB Circular A-133; and

WHEREAS, The Housing Authority has contracted with Smith Marion & Company LLP, Certified Public Accountants, to complete the audit; and

WHEREAS, Annual Audit has been completed and the Auditors Report has been submitted to the members of the Board of Commissioners for review and approval; and

WHEREAS, The Commissioners have reviewed the audit report and found it to be substantially correct.

NOW, THEREFORE, BE IT RESOLVED, that the Commissioners of the Housing Authority of the County of Humboldt do hereby accept the Audited Financial Statements for the fiscal year ending December 31, 2020.

Motion to approve the Resolution 476 by Vice Chairperson Fitzgerald

Second – Commissioner Derooy

AYES: Conner, Fitzgerald, Derooy, Zondervan-Droz

NAYS: None

ABSTAIN: None

Chairperson Conner declared the motion carried and the Resolution 476 approved.

(i) Closing Statements: Chairperson Conner asks if there is any other business to come before the Commission. Commissioner Derooy asks where to find rent rate limitations that are acceptable to HUD. Secretary Churchill comments that she will get the 2021 fair market rents posted to the Housing Authority website for public viewing.

There being no further business to come before the Commissioners, the meeting was adjourned at 12:53p.m.

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Secretary

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Chairperson

# Occupancy and Leasing Report

## Month: September 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
<b>Eureka</b>						
Public Housing	196 *	17 *	179	2	1	383
Eureka Family Housing	51	4	47	0	0	380
Eureka Senior Housing	22	3	19	1	0	144
	<b>269</b>		<b>245</b>			
<b>Humboldt</b>						
Housing Choice Vouchers	1217	N/A	795	1	4	1042
VASH Vouchers	73	N/A	47	0	0	N/A
Mainstream vouchers	75 ***	N/A	15	0	15	N/A
Project Based Vouchers						
PBV-VASH - Bayview Heights (Eureka)	22 **	N/A	20	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 ‡
	<b>1577</b>		<b>877</b>			
Vouchers issued but not under contract, end of month (aka "Searching")						52

\*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 HHHC. Referrals began 9/2021.

**HOUSING AUTHORITY - COUNTY OF HUMBOLDT**  
For the month of August 2021

HAP (per VMS):	January	February	March	April	May	June	July	August	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	511,513.25	3,977,789.75
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)	(26,086.25)	(119,950.75)
Draw from HUD-held reserves									-
Other HAP income	724.50	492.00	473.00	568.53	977.83	504.00	736.50	1,259.00	5,735.36
HAP expenses	(478,489.00)	(477,686.00)	(475,909.00)	(476,341.00)	(475,782.00)	(475,507.00)	(479,368.00)	(477,214.00)	(3,816,296.00)
Surplus (Deficit)	3,884.50	4,455.00	14,048.00	13,711.53	(12,020.17)	13,056.00	6,795.50	9,472.00	53,402.36
% Total income utilized	99.19%	99.08%	97.13%	97.20%	102.59%	97.33%	98.60%	98.05%	98.62%
% Budget Authority utilized	99.82%	99.66%	97.53%	95.59%	95.48%	92.96%	93.72%	93.29%	95.94%
# of Households Assisted	883	876	875	874	872	868	866	865	6,979
Average HAP Payment	541.89	545.30	543.90	545.01	545.62	547.82	553.54	551.69	546.83
<b>ADMIN &amp; OPERATIONS (per G/L):</b>									
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	61,187.00	522,690.00
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	2,742.83	22,134.50
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	6,291.00	45,314.00
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)	(6,291.00)	(45,286.00)
Operating expenses	(53,313.64)	(55,747.98)	(63,285.28)	(55,715.64)	(79,701.64)	(55,260.44)	(93,736.87)	(60,467.23)	(517,228.72)
Surplus (Deficit)	6,987.32	5,654.94	27,759.85	19,041.01	(15,384.36)	7,834.36	(27,731.94)	3,462.60	27,623.78
Remaining HAP Cash	12,452.15	15,867.15	25,068.15	52,595.67	38,133.50	43,639.50	51,082.35	61,129.00	
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	434,152.44	
Total HCV Cash	415,791.59	423,675.67	454,977.29	488,582.92	449,895.09	467,026.08	485,360.93	495,281.44	
Cash Increase/(Decrease)	(2,196.03)	7,884.08	31,301.62	33,605.63	(38,687.83)	17,130.99	18,334.85	9,920.51	

- 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 Yardi license expense.

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

HAP:	April	May	June	July	August	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)	44,260.00	44,261.00	44,261.00	-	-	132,782.00
% Total income utilized	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
% Budget Authority utilized	0.00%	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)	-	-	-	38.30	-	38.30
Remaining HAP Cash	44,260.00	88,521.00	132,782.00	132,782.00	132,782.00	
Remaining Non-HAP Cash				(38.30)	(38.30)	
Total Mainstream Voucher Cash	44,260.00	88,521.00	132,782.00	132,743.70	132,743.70	
Cash Increase/(Decrease)	44,260.00	44,261.00	44,261.00	(38.30)	-	
				A	B	

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

No change in cash from prior month due to timing of lease-ups. MSV lease-ups expected to start 09/2021.



**HOUSING AUTHORITY - COUNTY OF HUMBOLDT**  
For the month of August 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%
August	486,686.00	(477,214.00)	98.05%
<b>Year to Date Total</b>	<b>\$ 3,867,387.36</b>	<b>\$ (3,816,296.00)</b>	<b>98.68%</b>

**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%
August	63,929.83	(60,467.23)	94.58%
<b>Year to Date Total</b>	<b>\$ 544,824.50</b>	<b>\$ (517,228.72)</b>	<b>94.93%</b>

**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
August	865	551.69

\*\* 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 August 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	953	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	865
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	<b>950</b>	<b>938</b>	<b>931</b>	<b>895</b>	<b>898</b>	<b>947</b>	<b>965</b>	<b>897</b>	<b>916</b>	<b>926</b>	<b>914</b>	<b>895</b>	<b>884</b>	<b>871</b>	<b>872</b>
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	6,979

Historic Voucher Counts

**Resolution 477**

**Resolution to Approve 5 - Year and Annual Agency Plan**

WHEREAS, In order to be in compliance with regulations of the United States Department of Housing and Urban Development, the County of Humboldt Housing Authority must submit a 5 year Plan every 5 years and an agency plan on an annual basis; and

WHEREAS, The Agency Plan has been reviewed for accuracy and completeness; and

WHEREAS, A Public Notice stating the Agency Plan was available for review at the Housing Authority offices with a Public Hearing to be held on September 28, 2021 was published on the County of Humboldt Housing Authority website and front lobby of the Housing Authority office; and

WHEREAS, The Public Hearing was held on September 28, 2021; and

WHEREAS, There were no changes or corrections to the agency plan suggested.

NOW, THEREFORE, BE IT RESOLVED, That the Commissioners of the County of Humboldt Housing Authority do hereby approve the 5 Year and Annual Agency Plan for 2022-2026 and 2022 respectively as submitted for review.

_____ (Name)	_____ (Name)	_____ (Name)
_____ Title	_____ Title	_____ Title
_____ Signature	_____ Signature	_____ Signature

# 5-Year PHA Plan (for All PHAs)

U.S. Department of Housing and Urban Development  
Office of Public and Indian Housing

OMB No. 2577-0226  
Expires: 02/29/2016

**Purpose.** The 5-Year and Annual PHA Plans provide a ready source for interested parties to locate basic PHA policies, rules, and requirements concerning the PHA's operations, programs, and services, and informs HUD, families served by the PHA, and members of the public of the PHA's mission, goals and objectives for serving the needs of low- income, very low- income, and extremely low- income families

**Applicability.** Form HUD-50075-5Y is to be completed once every 5 PHA fiscal years by all PHAs.

<b>A.</b>	<b>PHA Information.</b>																																				
<b>A.1</b>	<p><b>PHA Name:</b> <u>Housing Authority County of Humboldt</u></p> <p><b>PHA Code:</b> <u>CA086</u></p> <p><b>PHA Plan for Fiscal Year Beginning:</b> (MM/YYYY): <u>01/2022</u></p> <p><b>PHA Plan Submission Type:</b> <input checked="" type="checkbox"/> 5-Year Plan Submission <input type="checkbox"/> Revised 5-Year Plan Submission</p> <p><b>Availability of Information.</b> In addition to the items listed in this form, PHAs must have the elements listed below readily available to the public. A PHA must identify the specific location(s) where the proposed PHA Plan, PHA Plan Elements, and all information relevant to the public hearing and proposed PHA Plan are available for inspection by the public. Additionally, the PHA must provide information on how the public may reasonably obtain additional information on the PHA policies contained in the standard Annual Plan, but excluded from their streamlined submissions. At a minimum, PHAs must post PHA Plans, including updates, at each Asset Management Project (AMP) and main office or central office of the PHA. PHAs are strongly encouraged to post complete PHA Plans on their official websites. PHAs are also encouraged to provide each resident council a copy of their PHA Plans.</p> <p><input type="checkbox"/> PHA Consortia: (Check box if submitting a Joint PHA Plan and complete table below)</p> <table border="1"> <thead> <tr> <th rowspan="2">Participating PHAs</th> <th rowspan="2">PHA Code</th> <th rowspan="2">Program(s) in the Consortia</th> <th rowspan="2">Program(s) not in the Consortia</th> <th colspan="2">No. of Units in Each Program</th> </tr> <tr> <th>PH</th> <th>HCV</th> </tr> </thead> <tbody> <tr> <td>Lead PHA:</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table>					Participating PHAs	PHA Code	Program(s) in the Consortia	Program(s) not in the Consortia	No. of Units in Each Program		PH	HCV	Lead PHA:																							
Participating PHAs	PHA Code	Program(s) in the Consortia	Program(s) not in the Consortia	No. of Units in Each Program																																	
				PH	HCV																																
Lead PHA:																																					

<b>B.</b>	<b>5-Year Plan.</b> Required for <u>all</u> PHAs completing this form.
<b>B.1</b>	<p><b>Mission.</b> State the PHA's mission for serving the needs of low- income, very low- income, and extremely low- income families in the PHA's jurisdiction for the next five years.</p> <p>The mission of the County of Humboldt Housing Authority (CHHA) is to assist low-income families with safe, decent, and affordable housing opportunities as they strive to achieve self-sufficiency and improve the quality of their lives. CHHA will achieve this mission by providing Housing Choice Vouchers, including VASH, Mainstream, and EHV vouchers, and Project Based Vouchers, as options to our clients and community, as well as other assistance opportunities that may come along from time to time. The Housing Authority is committed to operating in an efficient, ethical, and professional manner, and treating all clients with dignity and respect. The Housing Authority will create and maintain partnerships with its clients and appropriate community agencies in order to accomplish this mission.</p>
<b>B.2</b>	<p><b>Goals and Objectives.</b> Identify the PHA's quantifiable goals and objectives that will enable the PHA to serve the needs of low- income, very low- income, and extremely low- income families for the next five years.</p> <p>See attached PHA 5 Year Plan Goals.</p>
<b>B.3</b>	<p><b>Progress Report.</b> Include a report on the progress the PHA has made in meeting the goals and objectives described in the previous 5-Year Plan.</p> <p>See attached 5 Year Goals Progress Update 2021.</p>
<b>B.4</b>	<p><b>Violence Against Women Act (VAWA) Goals.</b> Provide a statement of the PHA's goals, activities objectives, policies, or programs that will enable the PHA to serve the needs of child and adult victims of domestic violence, dating violence, sexual assault, or stalking.</p> <p>The Administrative Plan for the Housing Choice Voucher Program of the County of Humboldt Housing Authority prohibits the denial of admission to an otherwise qualified applicant on the basis that the applicant is or has been a victim of domestic violence. The Violence Against Women Act (VAWA), Administrative Plan, was approved by the Board of Commissioners, on December 14, 2009, Resolution #386. Additionally, the PHA maintains a preference for families that include victims of domestic violence, dating violence, sexual assault, or stalking who have either been referred by a partnering service agency or consortia or is seeking an emergency transfer under VAWA from the PHA's public housing program or other covered housing program operated by the PHA.</p>
<b>B.5</b>	<p><b>Significant Amendment or Modification.</b> Provide a statement on the criteria used for determining a significant amendment or modification to the 5-Year Plan.</p> <p>A Significant Amendment and Substantial Deviation/Modification is defined as an action that will have a financial impact of at least \$100,000 in any fiscal year.</p>
<b>B.6</b>	<p><b>Resident Advisory Board (RAB) Comments.</b></p> <p>(a) Did the RAB(s) provide comments to the 5-Year PHA Plan?</p> <p>Y    N  <input type="checkbox"/>   <input checked="" type="checkbox"/></p> <p>(b) If yes, comments must be submitted by the PHA as an attachment to the 5-Year PHA Plan. PHAs must also include a narrative describing their analysis of the RAB recommendations and the decisions made on these recommendations.</p>

<b>B.7</b>	<b>Certification by State or Local Officials.</b>  <a href="#">Form HUD 50077-SL</a> , <i>Certification by State or Local Officials of PHA Plans Consistency with the Consolidated Plan</i> , must be submitted by the PHA as an electronic attachment to the PHA Plan.  See attached Form 50077-SL.
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## Instructions for Preparation of Form HUD-50075-5Y 5-Year PHA Plan for All PHAs

### A. PHA Information [24 CFR §903.23\(4\)\(c\)](#)

- A.1** Include the full **PHA Name**, **PHA Code**, **PHA Fiscal Year Beginning** (MM/YYYY), **PHA Plan Submission Type**, and the **Availability of Information**, specific location(s) of all information relevant to the hearing and proposed PHA Plan.

**PHA Consortia:** Check box if submitting a Joint PHA Plan and complete the table.

### B. 5-Year Plan.

- B.1 Mission.** State the PHA's mission for serving the needs of low- income, very low- income, and extremely low- income families in the PHA's jurisdiction for the next five years. ([24 CFR §903.6\(a\)\(1\)](#))
- B.2 Goals and Objectives.** Identify the PHA's quantifiable goals and objectives that will enable the PHA to serve the needs of low- income, very low- income, and extremely low- income families for the next five years. ([24 CFR §903.6\(b\)\(1\)](#)) For Qualified PHAs only, if at any time a PHA proposes to take units offline for modernization, then that action requires a significant amendment to the PHA's 5-Year Plan.
- B.3 Progress Report.** Include a report on the progress the PHA has made in meeting the goals and objectives described in the previous 5- Year Plan. ([24 CFR §903.6\(b\)\(2\)](#))
- B.4 Violence Against Women Act (VAWA) Goals.** Provide a statement of the PHA's goals, activities objectives, policies, or programs that will enable the PHA to serve the needs of child and adult victims of domestic violence, dating violence, sexual assault, or stalking. ([24 CFR §903.6\(a\)\(3\)](#))
- B.5 Significant Amendment or Modification.** Provide a statement on the criteria used for determining a significant amendment or modification to the 5-Year Plan.
- B.6 Resident Advisory Board (RAB) comments.**
- (a) Did the public or RAB provide comments?
  - (b) If yes, submit comments as an attachment to the Plan and describe the analysis of the comments and the PHA's decision made on these recommendations. ([24 CFR §903.17\(a\)](#), [24 CFR §903.19](#))

This information collection is authorized by Section 511 of the Quality Housing and Work Responsibility Act, which added a new section 5A to the U.S. Housing Act of 1937, as amended, which introduced the 5-Year PHA Plan. The 5-Year PHA Plan provides the PHA's mission, goals and objectives for serving the needs of low- income, very low- income, and extremely low- income families and the progress made in meeting the goals and objectives described in the previous 5-Year Plan.

Public reporting burden for this information collection is estimated to average .76 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. HUD may not collect this information, and respondents are not required to complete this form, unless it displays a currently valid OMB Control Number.

**Privacy Act Notice.** The United States Department of Housing and Urban Development is authorized to solicit the information requested in this form by virtue of Title 12, U.S. Code, Section 1701 et seq., and regulations promulgated thereunder at Title 12, Code of Federal Regulations. Responses to the collection of information are required to obtain a benefit or to retain a benefit. The information requested does not lend itself to confidentiality.

# PHA 5 Year Plan Goals

## County of Humboldt Housing Authority

Goal One: **Maximize Voucher Utilization**

The County of Humboldt Housing Authority ("The PHA") makes every effort to utilize up to 100% of the Annual Contributions Contract, or more as allowed based on draws of HUD-held reserves.

To achieve this, the PHA shall maintain a waiting list of size sufficient to issue vouchers and lease-up clients to utilize at least 96% of our Annual Contributions Contract funding. The PHA will advertise in at least one local publication quarterly, as long as the wait list is open, in order to make the public aware of our open waitlist. Additionally, the PHA will seek opportunities with other local agencies to do outreach and education about our housing programs to diverse populations, at minimum once a month, with the goal of furthering voucher utilization.

Goal Two: **Increase Landlord Participation**

When adequate funding is available, the PHA will offer landlord incentives in order to bring in new landlords and/or new units to the HCV program. Additionally, the PHA will continue to enhance and encourage communication with landlords via periodic newsletters, and work to maintain regular contact with landlords via outreach and education that promotes the participation of rental property owners in Humboldt's voucher assistance payment program.

1. Landlord Newsletter will go out at minimum twice a year.
2. A minimum of 20 landlord contacts will be made monthly with both existing and prospective landlords.
3. A landlord orientation and/or appreciation event will be held at least once annually to acknowledge the landlords' critical role, share client success stories that promote the program, and educate current and prospective landlords about the HCV program.

Goal Three: **Utilize Project Based Vouchers to Expand the Supply of Assisted Housing**

The PHA's Project Based Voucher (PBV) program will continue to seek opportunities to release further PBV's to the community and partner with local agencies and/or developers to allocate PBV's that increase affordable housing units in Humboldt County. RFPs will be published

as needed and when determined to be consistent with the financial and programmatic goals of the agency.

The PHA may administer vouchers for the City of Eureka Housing Authority ("City") should it be necessary in support of the City's repositioning of its Public Housing stock and retaining or increasing affordable units.

Goal Four: **HUD Performance Evaluation & Quality of Assistance**  
In its last scored year for SEMAP (based on 2019 operations), the PHA maintained a SEMAP rating of High Performer. The PHA aims to continue receiving the highest possible score under Section 8 Management Assessment Program (SEMAP) and strives to maintain "High Performer" status.

1. The PHA will continue to perform quality control checks on tenant files, income calculations, and inspections as allowed.
2. Upon receipt of HUD certified SEMAP scoring, results will be presented to the Board of Commissioners.
3. For any score less than "High Performer" a remediation plan will be implemented and presented with the scoring.

Goal Five: **Compliance**  
Management will periodically review internal controls to verify appropriate policies and procedures remain in place, up to date, and operating effectively. The PHA will ensure full compliance with all applicable standards and regulations including generally accepted accounting practices (GAAP) and governmental accounting standards board (GASB), with a goal of zero findings in annual audits, with audit report, including any findings, to be made available and presented annually.

1. Completed audit for FYx1 will be presented at a regular board of commissioners' meeting before the end of FYx2.
2. Completed audit report will be posted on agency website.

Goal Six: **Employee Morale**  
The PHA will promote and maintain a motivating work environment that attracts highly talented applicants and acknowledges a capable team of employees.

1. Budget will be allocated, approved and available to send appropriate staff to training seminars that will allow employees to gain new knowledge and/or enhance staff skills for their particular job classification and responsibilities.



2. On-demand training will be available to all staff and periodically assigned by management through a contract with HTVN.
3. Management will review training progress quarterly to identify possible opportunities for training that align with agency needs and support gaps in employee skills or knowledge.
4. The PHA will acknowledge staff monthly for their achievements by providing an employee recognition award to an employee selected by the management team.

Goal Seven: **Technology and Accessibility**

The PHA will add to our selection of resources available online in order to remove barriers to accessibility, better meet our client's needs to access and complete paperwork remotely, and offer multiple methods to successfully communicate with agency staff.

We will periodically assess the need to add data to the website. The following documents will be available online, at a minimum:

1. Application
2. Notice of Change
3. Recertification paperwork
4. Board meeting agendas
5. Administrative Plan
6. PHA Plan

Goal Eight: **Mainstream Vouchers**

The Mainstream Vouchers program was added in 2020 to bring more opportunity to the disabled community. A limited preference was added which allows for voucher placement based on referrals from Continuum of Care participating agencies for up to 50 active vouchers for people/families who are non-elderly, disabled, formerly homeless and participating in a Permanent Supportive Housing or Rapid Re-Housing program.

Per HUD's program requirements, the PHA aims to have at least 80% of these vouchers leased annually. This will be accomplished by:

1. Monthly or more frequent (as needed) meetings and communications with partner agencies to discuss, review and encourage referrals;
2. Housing Advocate working as liaison between the PHA and partner agencies to facilitate completion of paperwork, education of social workers and program participants, and continued outreach to landlords to add new units/landlords; and
3. Regularly pulling eligible applicants from the waitlist for screening/briefing and issuance of vouchers.

Goal Nine: **Emergency Housing Vouchers**

The Emergency Housing Vouchers (EHV) program was added in 2021 to bring more opportunity to community members most affected by the COVID-19 pandemic. This program requires that referrals for the 182 vouchers be made from the local Continuum of Care, Humboldt Housing and Homeless Coalition (HHHC), or by a domestic violence service provider, Humboldt Domestic Violence Services (HDVS), to the PHA, for voucher issuance. A dedicated EHV Housing Specialist works with the clients and referring partners to process paperwork, help find potential housing, make referrals to other agencies for supportive services, and generally support the success of the client in the EHV program. Vouchers may be issued until 9/30/2023. Thereafter, the existing vouchers will be funding through at least 2030, but EHV's can no longer be issued.

With the assistance of the HHHC, the PHA aims to utilize at least 80% of these vouchers, or 146 vouchers, by 9/30/2023. This will be accomplished by :

1. Monthly analysis of program success, including statistical reports, tracking:
  - a. Referrals received
  - b. Monthly vouchers issued (searching)
  - c. Monthly vouchers leased up (housed)
  - d. Total Vouchers issued and outstanding (searching)
  - e. Total Vouchers leased up
  - f. Program dollars used and available (monthly and program to date)
  - g. Landlord contacts and results
  - h. Other metrics as determined relevant
2. Caseworker outreach to landlords and actively seeking opportunities to pair voucher holders with open units in the rental market.

Goal Ten **Customer Feedback**

In order to provide for continuous improvement, the PHA will use various methods to invite feedback from interested parties, including voucher clients, landlords, community members, and staff.

We will provide an annual survey to clients to ask for their feedback and input on specific areas of focus.

We will implement a standard feedback process for any parties concerned for reporting issues, suggesting changes, and otherwise seeking answers.

## ***Housing Authority of the County of Humboldt 5-Year Goals Progress Update, 2021***

**Goal One:** Enhance the marketability of the Housing Authority of the County of Humboldt's Housing Choice Voucher Program.

*Update:*

*The PHA has added a Housing Advocate position which works to do outreach with landlords, community agencies, and assist applicants and program participants with receiving and/or maintaining assistance. During 2021, the agency was able to fund a landlord incentive program with CARES Act (COVID-19) funding, which has resulted in several new landlords and/or units being added to the HCV program. The PHA publishes quarterly advertisements for all open waitlists and has established an annual landlord newsletter as part of outreach. Additionally, the most commonly used forms e.g. applications and participant change forms have been added to an updated website in order to provide better access for users.*

**Goal Two:** Develop Project Based Voucher Program.  
To implement program fully by the end of the year.

*Update:*

*The first 25 Project Based Vouchers went live in June 2020. Since then, the PHA has been working to bring more assisted housing into Humboldt County by further utilizing the PBV program. The PHA has set aside allocations for future PBVs, but due to COVID, development has slowed and affordable housing projects in Humboldt are largely behind schedule. Currently, we're planning to add 5 PBVs in Arcata by end of 2021, 42 PBVs in Eureka in Q1 2021, and 36 PBVs in Eureka in 2024.*

**Goal Three:** To receive the Highest possible score under Section 8 Management Assessment Program (SEMAP).

*Update:*

*Though HUD did not request SEMAP scoring for 2020 due to the COVID-19 pandemic, our core business practices and procedures subject to SEMAP scoring have not changed substantially through the pandemic, and the PHA expects to again attain High Performer*

*status (received in 2019, 2018, 2017) with the 2021 SEMAP scoring (to be done in 2022).*

**Goal Four:** To ensure full Compliance with all applicable standards and regulations including Governmental Accounting Standards Board (GASB)

1. Provide an account of all County audits
2. Document findings and responses

*Update:*

*The 2020 audit, presented at the 9/2021 board of commissioners' meeting and posted to the agency website, resulted in zero findings. The County of Humboldt Housing Authority has also had zero findings in audits for 2019, 2018, and 2017.*

**Goal Five:** The Housing Authority of the County of Humboldt shall promote and maintain a motivating work environment with a capable team of employees.

1. Send appropriate staff to local training seminars that will enhance a staff member's skill for their particular job classification.

*Update:*

1. *Staff are regularly reminded of both their choice in selecting relevant trainings and their responsibility to work with their managers to ensure training occurs. Staff have attended online trainings as relevant opportunities become available. Due to COVID-19, no trainings have been attended in person.*
2. *All staff have access to HTVN, an online training platform with a wide range of training opportunities, including industry-specific trainings and certifications provided by housing industry experts. Managers have begun using HTVN to assign and follow up on department-specific trainings.*
3. *Management continues to select and recognize an employee each month for their contributions to the agencies.*

<b>Streamlined Annual PHA Plan</b> <i>(HCV Only PHAs)</i>	<b>U.S. Department of Housing and Urban Development</b> <b>Office of Public and Indian Housing</b>	<b>OMB No. 2577-0226</b> <b>Expires 02/29/2016</b>
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**Purpose.** The 5-Year and Annual PHA Plans provide a ready source for interested parties to locate basic PHA policies, rules, and requirements concerning the PHA's operations, programs, and services, and informs HUD, families served by the PHA, and members of the public of the PHA's mission, goals and objectives for serving the needs of low- income, very low- income, and extremely low- income families

**Applicability.** Form HUD-50075-HCV is to be completed annually by **HCV-Only PHAs**. PHAs that meet the definition of a Standard PHA, Troubled PHA, High Performer PHA, Small PHA, or Qualified PHA do not need to submit this form. Where applicable, separate Annual PHA Plan forms are available for each of these types of PHAs.

**Definitions.**

- (1) **High-Performer PHA** – A PHA that owns or manages more than 550 combined public housing units and housing choice vouchers, and was designated as a high performer on both of the most recent Public Housing Assessment System (PHAS) and Section Eight Management Assessment Program (SEMAP) assessments if administering both programs, or PHAS if only administering public housing.
- (2) **Small PHA** - A PHA that is not designated as PHAS or SEMAP troubled, or at risk of being designated as troubled, that owns or manages less than 250 public housing units and any number of vouchers where the total combined units exceeds 550.
- (3) **Housing Choice Voucher (HCV) Only PHA** - A PHA that administers more than 550 HCVs, was not designated as troubled in its most recent SEMAP assessment, and does not own or manage public housing.
- (4) **Standard PHA** - A PHA that owns or manages 250 or more public housing units and any number of vouchers where the total combined units exceeds 550, and that was designated as a standard performer in the most recent PHAS and SEMAP assessments.
- (5) **Troubled PHA** - A PHA that achieves an overall PHAS or SEMAP score of less than 60 percent.
- (6) **Qualified PHA** - A PHA with 550 or fewer public housing dwelling units and/or housing choice vouchers combined, and is not PHAS or SEMAP troubled.

A.	PHA Information.																																			
A.1	<p>PHA Name: <u>County of Humboldt Housing Authority</u>      PHA Code: <u>CA086</u></p> <p>PHA Plan for Fiscal Year Beginning: (MM/YYYY): <u>01/2022</u></p> <p>PHA Inventory (Based on Annual Contributions Contract (ACC) units at time of FY beginning, above)</p> <p>Number of Housing Choice Vouchers (HCVs) <u>1,222 HCV + 95 VASH + 75 MS5 + 182 EHV</u></p> <p>PHA Plan Submission Type: <input checked="" type="checkbox"/> Annual Submission      <input type="checkbox"/> Revised Annual Submission</p> <p><b>Availability of Information.</b> In addition to the items listed in this form, PHAs must have the elements listed below readily available to the public. A PHA must identify the specific location(s) where the proposed PHA Plan, PHA Plan Elements, and all information relevant to the public hearing and proposed PHA Plan are available for inspection by the public. Additionally, the PHA must provide information on how the public may reasonably obtain additional information of the PHA policies contained in the standard Annual Plan, but excluded from their streamlined submissions. At a minimum, PHAs must post PHA Plans, including updates, at the main office or central office of the PHA. PHAs are strongly encouraged to post complete PHA Plans on their official website.</p> <p><input type="checkbox"/> <b>PHA Consortia:</b> (Check box if submitting a joint Plan and complete table below)</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 25%;">Participating PHAs</th> <th style="width: 10%;">PHA Code</th> <th style="width: 25%;">Program(s) in the Consortia</th> <th style="width: 25%;">Program(s) not in the Consortia</th> <th style="width: 15%;">No. of Units in Each Program</th> </tr> </thead> <tbody> <tr> <td>Lead HA:</td> <td></td> <td></td> <td></td> <td></td> </tr> <tr><td> </td><td></td><td></td><td></td><td></td></tr> <tr><td> </td><td></td><td></td><td></td><td></td></tr> <tr><td> </td><td></td><td></td><td></td><td></td></tr> <tr><td> </td><td></td><td></td><td></td><td></td></tr> <tr><td> </td><td></td><td></td><td></td><td></td></tr> </tbody> </table>	Participating PHAs	PHA Code	Program(s) in the Consortia	Program(s) not in the Consortia	No. of Units in Each Program	Lead HA:																													
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Lead HA:																																				

	<b>Annual Plan.</b>				
<b>B.</b>	<p><b>Revision of PHA Plan Elements.</b></p> <p>(a) Have the following PHA Plan elements been revised by the PHA since its last Annual Plan submission?</p> <p>Y    N</p> <p><input checked="" type="checkbox"/> <input type="checkbox"/> Housing Needs and Strategy for Addressing Housing Needs.</p> <p><input type="checkbox"/> <input checked="" type="checkbox"/> Deconcentration and Other Policies that Govern Eligibility, Selection, and Admissions.</p> <p><input checked="" type="checkbox"/> <input type="checkbox"/> Financial Resources.</p> <p><input type="checkbox"/> <input checked="" type="checkbox"/> Rent Determination.</p> <p><input type="checkbox"/> <input checked="" type="checkbox"/> Operation and Management.</p> <p><input type="checkbox"/> <input checked="" type="checkbox"/> Informal Review and Hearing Procedures.</p> <p><input type="checkbox"/> <input checked="" type="checkbox"/> Homeownership Programs.</p> <p><input type="checkbox"/> <input checked="" type="checkbox"/> Self Sufficiency Programs and Treatment of Income Changes Resulting from Welfare Program Requirements.</p> <p><input type="checkbox"/> <input checked="" type="checkbox"/> Substantial Deviation.</p> <p><input type="checkbox"/> <input checked="" type="checkbox"/> Significant Amendment/Modification.</p> <p>(b) If the PHA answered yes for any element, describe the revisions for each element(s):</p> <p><u>Housing Needs and Strategy for Addressing Housing Needs:</u>  CHHA accepted HUD's grant of 182 Emergency Housing Vouchers ("EHVs") in June 2021. CHHA works with the local Continuum of Care, Humboldt Housing and Homeless Coalition (HHHC), to receive referrals for voucher placement and refer voucher holders for services.</p> <p>CHHA continues to pull applicants directly from our waitlist as well as receive referrals from the HHHC when vouchers are available for our Mainstream vouchers. CHHA may have up to 50 active vouchers placed via a preference for applicants with referrals from Permanent Supportive Housing and/or Rapid Rehousing programs. The other 25 vouchers are issued by pulling applicants directly from the PHA waitlist. See Mainstream Attachment to our Administrative Plan for specific program guidance.</p> <p>CHHA is looking for further opportunities to partner with developers of new affordable housing to further grow our Project Based Voucher (PBV) program and make new housing development more feasible in our community with the assistance of PBV support.</p> <p>CHHA's landlord outreach program continues to grow, with multiple avenues of contacting landlords, including periodic newsletters, surveys, website postings, direct landlord outreach/contacts, referrals from partner agencies, and an annual landlord event. Our participant landlords are critical to program success, and as such are a constant focus to support program growth and our ability to serve more clients.</p> <p>CHHA shares office space and staff with CA025 City of Eureka Housing Authority (CEHA) and the two agencies serve many of the same clientele. CEHA is currently in early stages of exploring repositioning options under HUD's various available strategies. Any or all options available to CEHA may require support in the form of voucher administration by the County of Humboldt Housing Authority.</p> <p><u>Financial Resources</u>  With the addition of HUD's Emergency Housing Voucher (EHV) program, funded by the American Rescue Plan Act of 2021, significant additional funding was made available, under this program only, to assist with program implementation and housing search assistance for recipients of EHVs. However, with the addition of up to 182 new vouchers, unrestricted admin fee revenues will be increased for the PHA overall. Additionally, the PHA will continue to seek out grant opportunities that may support current PHA programs or allow the PHA to increase program offerings.</p> <p>Note: A significant amendment and substantial deviation/modification is defined as an action that will have a financial impact of at least \$100,000 in any fiscal year.</p>				

B.1	<p><b>New Activities</b></p> <p>(a) Does the PHA intend to undertake any new activities related to the following in the PHA's current Fiscal Year?</p> <p>Y   N  <input checked="" type="checkbox"/> <input type="checkbox"/> Project Based Vouchers.</p> <p>(b) If this activity is planned for the current Fiscal Year, describe the activities. Provide the projected number of project-based units and general locations, and describe how project-basing would be consistent with the PHA Plan.</p> <p>The PHA will be adding 5 project-based vouchers for new construction units for extremely low-income households in Arcata, expected Q4-2021. Additionally, the PHA is in discussions regarding PBV's for 36 senior units (new construction; estimated timeline for completion 2024) in Eureka, 42 units in a rehab project for seniors and disabled in Eureka (projected Q1-2023), and 10 PBV's for homeless and disabled in Eureka, existing housing, projected 2022.</p> <p>Furthermore, the PHA will put out RFP's, as able, to further grow the PBV's in the voucher program, with a goal of working toward 100% utilization of available PBV vouchers in the next five years (total 394 PBVs including 20% of vouchers allowed and additional 10% allowed for special populations including veterans, elderly, disabled, and units with supportive services).</p>
B.2	<p><b>Most Recent Fiscal Year Audit.</b></p> <p>(a) Were there any findings in the most recent FY Audit?</p> <p>Y   N   N/A  <input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/></p> <p>(b) If yes, please describe:</p>
B.3	<p><b>Civil Rights Certification</b></p> <p><a href="#">Form HUD-50077</a>, <i>PHA Certifications of Compliance with the PHA Plans and Related Regulations</i>, must be submitted by the PHA as an electronic attachment to the PHA Plan.</p>
B.4	<p><b>Certification by State or Local Officials.</b></p> <p><a href="#">Form HUD 50077-SL</a>, <i>Certification by State or Local Officials of PHA Plans Consistency with the Consolidated Plan</i>, must be submitted by the PHA as an electronic attachment to the PHA Plan.</p>
B.5	<p><b>Progress Report.</b></p> <p>Provide a description of the PHA's progress in meeting its Mission and Goals described in its 5-Year PHA Plan.</p> <p>See attached Progress Update, 10/2021.</p>
B.6	<p><b>Resident Advisory Board (RAB) Comments.</b></p> <p>(a) Did the RAB(s) provide comments to the PHA Plan?</p> <p>Y   N  <input type="checkbox"/> <input checked="" type="checkbox"/></p> <p>(a) If yes, comments must be submitted by the PHA as an attachment to the PHA Plan. PHAs must also include a narrative describing their analysis of the RAB recommendations and the decisions made on these recommendations.</p> <p>See attached summary report from annual RAB meeting.</p>
B.7	<p>N/A</p>

# Instructions for Preparation of Form HUD-50075-HCV

## Annual PHA Plan for HCV Only PHAs

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**A. PHA Information.** All PHAs must complete this section. ([24 CFR §903.23\(4\)\(c\)](#))

**A.1** Include the full **PHA Name, PHA Code, PHA Type, PHA Fiscal Year Beginning** (MM/YYYY), **Number of Housing Choice Vouchers (HCVs), PHA Plan Submission Type**, and the **Availability of Information**, specific location(s) of all information relevant to the public hearing and proposed PHA Plan.

**PHA Consortia:** Check box if submitting a Joint PHA Plan and complete the table. ([24 CFR §943.128\(a\)](#))

**B. Annual Plan.** All PHAs must complete this section. ([24 CFR §903.11\(c\)\(3\)](#))

**B.1 Revision of PHA Plan Elements.** PHAs must:

Identify specifically which plan elements listed below that have been revised by the PHA. To specify which elements have been revised, mark the “yes” box. If an element has not been revised, mark “no.”

☐ **Housing Needs and Strategy for Addressing Housing Needs.** Provide a statement addressing the housing needs of low-income, very low-income families who reside in the PHA’s jurisdiction and other families who are on the Section 8 tenant-based waiting list. The statement must identify the housing needs of (i) families with incomes below 30 percent of area median income (extremely low-income), (ii) elderly families and families with disabilities, and (iii) households of various races and ethnic groups residing in the jurisdiction or on the waiting list based on information provided by the applicable Consolidated Plan, information provided by HUD, and other generally available data. The identification of housing needs must address issues of affordability, supply, quality, accessibility, size of units, and location. ([24 CFR §903.7\(a\)\(1\)](#) and [24 CFR §903.7\(a\)\(2\)\(i\)](#)). Provide a description of the PHA’s strategy for addressing the housing needs of families in the jurisdiction and on the waiting list in the upcoming year. ([24 CFR §903.7\(a\)\(2\)\(ii\)](#))

☐ **Deconcentration and Other Policies that Govern Eligibility, Selection, and Admissions.** A statement of the PHA’s policies that govern resident or tenant eligibility, selection and admission including admission preferences for HCV. ([24 CFR §903.7\(b\)](#))

☐ **Financial Resources.** A statement of financial resources, including a listing by general categories, of the PHA’s anticipated resources, such as PHA HCV funding and other anticipated Federal resources available to the PHA, as well as tenant rents and other income available to support tenant-based assistance. The statement also should include the non-Federal sources of funds supporting each Federal program, and state the planned use for the resources. ([24 CFR §903.7\(c\)](#))

☐ **Rent Determination.** A statement of the policies of the PHA governing rental contributions of families receiving tenant-based assistance, discretionary minimum tenant rents, and payment standard policies. ([24 CFR §903.7\(d\)](#))

☐ **Operation and Management.** A statement that includes a description of PHA management organization, and a listing of the programs administered by the PHA. ([24 CFR §903.7\(e\)\(3\)\(4\)](#)).

☐ **Informal Review and Hearing Procedures.** A description of the informal hearing and review procedures that the PHA makes available to its applicants. ([24 CFR §903.7\(f\)](#))

☐ **Homeownership Programs.** A statement describing any homeownership programs (including project number and unit count) administered by the agency under section 8y of the 1937 Act, or for which the PHA has applied or will apply for approval. ([24 CFR §903.7\(k\)](#))

☐ **Self Sufficiency Programs and Treatment of Income Changes Resulting from Welfare Program Requirements.** A description of any PHA programs relating to services and amenities coordinated, promoted, or provided by the PHA for assisted families, including those resulting from the PHA’s partnership with other entities, for the enhancement of the economic and social self-sufficiency of assisted families, including programs provided or offered as a result of the PHA’s partnerships with other entities, and activities under section 3 of the Housing and Community Development Act of 1968 and under requirements for the Family Self-Sufficiency Program and others. Include the program’s size (including required and actual size of the FSS program) and means of allocating assistance to households. ([24 CFR §903.7\(l\)\(i\)](#)) Describe how the PHA will comply with the requirements of section 12(c) and (d) of the 1937 Act that relate to treatment of income changes resulting from welfare program requirements. ([24 CFR §903.7\(l\)\(iii\)](#)).

☐ **Substantial Deviation.** PHA must provide its criteria for determining a “substantial deviation” to its 5-Year Plan. ([24 CFR §903.7\(r\)\(2\)\(i\)](#))

☐ **Significant Amendment/Modification.** PHA must provide its criteria for determining a “Significant Amendment or Modification” to its 5-Year and Annual Plan. Should the PHA fail to define ‘significant amendment/modification’, HUD will consider the following to be ‘significant amendments or modifications’: a) changes to rent or admissions policies or organization of the waiting list; or b) any change with regard to homeownership programs. See guidance on HUD’s website at: [Notice PIH 1999-51](#). ([24 CFR §903.7\(r\)\(2\)\(ii\)](#))

If any boxes are marked “yes”, describe the revision(s) to those element(s) in the space provided.

**B.2 New Activity.** If the PHA intends to undertake new activity using Housing Choice Vouchers (HCVs) for new Project-Based Vouchers (PBVs) in the current Fiscal Year, mark “yes” for this element, and describe the activities to be undertaken in the space provided. If the PHA does not plan to undertake this activity, mark “no.” ([24 CFR §983.57\(b\)\(1\)](#) and Section 8(13)(C) of the United States Housing Act of 1937.

☐ **Project-Based Vouchers (PBV).** Describe any plans to use HCVs for new project-based vouchers. If using PBVs, provide the projected number of project-based units and general locations, and describe how project-basing would be consistent with the PHA Plan.



- B.3 Most Recent Fiscal Year Audit.** If the results of the most recent fiscal year audit for the PHA included any findings, mark “yes” and describe those findings in the space provided. ([24 CFR §903.11\(c\)\(3\)](#), [24 CFR §903.7\(p\)](#))
- B.4 Civil Rights Certification.** Form HUD-50077, *PHA Certifications of Compliance with the PHA Plans and Related Regulation*, must be submitted by the PHA as an electronic attachment to the PHA Plan. This includes all certifications relating to Civil Rights and related regulations. A PHA will be considered in compliance with the AFFH Certification if: it can document that it examines its programs and proposed programs to identify any impediments to fair housing choice within those programs; addresses those impediments in a reasonable fashion in view of the resources available; works with the local jurisdiction to implement any of the jurisdiction’s initiatives to affirmatively further fair housing; and assures that the annual plan is consistent with any applicable Consolidated Plan for its jurisdiction. ([24 CFR §903.7\(o\)](#))
- B.5 Certification by State or Local Officials.** Form HUD-50077-SL, *Certification by State or Local Officials of PHA Plans Consistency with the Consolidated Plan*, including the manner in which the applicable plan contents are consistent with the Consolidated Plans, must be submitted by the PHA as an electronic attachment to the PHA Plan. ([24 CFR §903.15](#))
- B.6 Progress Report.** For all Annual Plans following submission of the first Annual Plan, a PHA must include a brief statement of the PHA’s progress in meeting the mission and goals described in the 5-Year PHA Plan. ([24 CFR §903.11\(c\)\(3\)](#), [24 CFR §903.7\(r\)\(1\)](#))
- B.7 Resident Advisory Board (RAB) comments.** If the RAB provided comments to the annual plan, mark “yes,” submit the comments as an attachment to the Plan and describe the analysis of the comments and the PHA’s decision made on these recommendations. ([24 CFR §903.13\(c\)](#), [24 CFR §903.19](#))

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This information collection is authorized by Section 511 of the Quality Housing and Work Responsibility Act, which added a new section 5A to the U.S. Housing Act of 1937, as amended, which introduced the Annual PHA Plan. The Annual PHA Plan provides a ready source for interested parties to locate basic PHA policies, rules, and requirements concerning the PHA’s operations, programs, and services, and informs HUD, families served by the PHA, and members of the public for serving the needs of low- income, very low- income, and extremely low- income families.

Public reporting burden for this information collection is estimated to average 4.5 hour per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. HUD may not collect this information, and respondents are not required to complete this form, unless it displays a currently valid OMB Control Number.

**Privacy Act Notice.** The United States Department of Housing and Urban Development is authorized to solicit the information requested in this form by virtue of Title 12, U.S. Code, Section 1701 et seq., and regulations promulgated thereunder at Title 12, Code of Federal Regulations. Responses to the collection of information are required to obtain a benefit or to retain a benefit. The information requested does not lend itself to confidentiality

# PHA Annual Goals 2022

## County of Humboldt Housing Authority

Goal One: **Voucher Utilization**

The County of Humboldt Housing Authority ("The PHA") shall maintain a waiting list of size sufficient to issue vouchers and lease-up clients to utilize 96% or more of our Annual Contributions Contract funding. The PHA will advertise in at least one local publication quarterly, as long as the wait list is open, in order to make the public aware of our open waitlist. Additionally, the PHA will seek opportunities with other local agencies to do outreach and education about our housing programs to diverse populations, at minimum once a month, with the goal of furthering voucher utilization.

Goal Two: **Landlord Outreach**

The PHA will continue to enhance and encourage communication with landlords via periodic newsletters, and work toward development of a regular landlord outreach and education program that promotes the participation of rental property owners in Humboldt's voucher assistance payment program.

1. Landlord Newsletter will go out at minimum twice a year.
2. A minimum of 20 landlord contacts will be made monthly with both existing and prospective landlords.
3. A landlord orientation and/or appreciation event will be held at least once annually to acknowledge the landlords' critical role, share client success stories that promote the program, and educate current and prospective landlords about the HCV program.

Goal Three: **Project Based Vouchers**

The PHA's Project Based Voucher (PBV) program will continue to seek opportunities to release further PBV's to the community and partner with local agencies and/or developers to allocate PBV's that increase affordable housing units in Humboldt County. RFPs will be published as needed and when determined to be consistent with the financial and programmatic goals of the agency.

The PHA may administer vouchers for the City of Eureka Housing Authority ("City") should it be necessary in support of the City's repositioning of its Public Housing stock.

Goal Four: **HUD Performance Evaluation**  
The PHA aims to receive the highest possible score under Section 8 Management Assessment Program (SEMAP), and to strive to maintain “High Performer” status.

1. Upon receipt of HUD certified SEMAP scoring, results will be presented to the Board of Commissioners.
2. For any score less than “High Performer” a remediation plan will be implemented and presented with the scoring.

Goal Five: **Compliance**  
The PHA will ensure full compliance with all applicable standards and regulations including generally accepted accounting practices (GAAP) and governmental accounting standards board (GASB), with a goal of zero findings in annual audits, with audit report, including any findings, to be made available and presented annually.

1. Completed audit for FYx1 will be presented at a regular board of commissioners’ meeting before the end of FYx2.
2. Completed audit report will be posted on agency website.

Goal Six: **Staff Retention and Training**  
The PHA will promote and maintain a motivating work environment with a capable team of employees.

1. Budget will be allocated, approved and available to send appropriate staff to training seminars that will enhance staff skills for their particular job classification and responsibilities.
2. On-demand training will be available to all staff through a contract with HTVN
3. The PHA will acknowledge staff monthly for their achievements by providing an employee recognition award to an employee selected by the management team.

Goal Seven: **Technology and Accessibility**  
The PHA will add to our selection of resources available for download from our website in order to better meet our client’s needs to access and complete paperwork remotely and successfully communicate with agency staff without interfacing directly.

The following documents will be available online, at a minimum

1. Application
2. Notice of Change
3. Recertification paperwork
4. Board meeting agendas

Goal Eight: **Mainstream Vouchers**

The PHA was allocated 75 new Mainstream Vouchers 12/2020. A limited preference was approved 1/11/2021 by the County of Humboldt Housing Authority Board of Commissioners for addition to the HCV Administrative Plan. This limited preference allows for up to 50 active vouchers for people/families who are non-elderly, disabled, formerly homeless and participating in a Permanent Supportive Housing or Rapid Re-Housing program and referred by Continuum of Care participating agencies.

Per HUD's program requirements, the PHA aims to have 80% of these vouchers, or 60 vouchers, issued by 12/31/2021. This will be accomplished by:

1. Monthly or more frequent (as needed) meetings and communications with partner agencies to discuss, review and encourage referrals;
2. Housing Advocate working as liaison between the PHA and partner agencies to facilitate completion of paperwork, education of social workers and program participants, and continued outreach to landlords to add new units/landlords; and
3. Regularly pulling eligible applicants from the waitlist for screening/briefing and issuance of vouchers.

Goal Nine: **Emergency Housing Vouchers**

The PHA was allocated 182 new Emergency Housing Vouchers (EHV) 6/2021. This program requires that referrals for vouchers be made from the local Continuum of Care, Humboldt Housing and Homeless Coalition (HHHC), to the PHA, for voucher issuance. A dedicated EHV Housing Specialist works with the clients and referring partners to process paperwork, help find potential housing, make referrals to other agencies for supportive services, and generally support the success of the client in the EHV program. Vouchers may be issued until 9/30/2023. Thereafter, the existing vouchers will be funding through at least 2030, but new EHV's can no longer be issued.

With the assistance of the HHHC, the PHA aims to utilize at least 80% of these vouchers, or 146 vouchers, by 9/30/2023. This will be accomplished by :

1. Monthly analysis of program success, including statistical reports, tracking:
  - a. Referrals received
  - b. Monthly vouchers issued (searching)
  - c. Monthly vouchers leased up (housed)
  - d. Total Vouchers issued and outstanding (searching)
  - e. Total Vouchers leased up

- f. Program dollars used and available (monthly and program to date)
- g. Landlord contacts and results
- h. Other metrics as determined relevant

Goal Ten

**Customer Feedback**

The PHA will use various methods to invite feedback from interested parties, including voucher clients, community members, and staff.

We will provide an annual survey to clients to ask for their feedback and input on specific areas of focus.

We will implement a standard feedback process for any parties concerned for reporting issues, suggesting changes, and otherwise seeking answers.

# PHA Goals 2021

## County of Humboldt Housing Authority

### Progress Update, 10/2021

Goal One: **Voucher Utilization**

The County of Humboldt Housing Authority ("The PHA") shall maintain a waiting list of size sufficient to issue vouchers and lease-up clients to utilize 96% or more of our Annual Contributions Contract funding. The PHA will advertise in at least one local publication quarterly, as long as the wait list is open, in order to make the public aware of our open waitlist. Additionally, the PHA will seek opportunities with other local agencies to do outreach and education about our housing programs to diverse populations, at minimum once a month, with the goal of furthering voucher utilization.

*Update:*

*As of July 2021, our year-to-date budget utilization is 96.33% of our annual contributions contract. The agency continues to do quarterly advertisements regarding our open waitlists.*

*Our Housing Advocate has established solid working relationships with Eureka UPLIFT, DHHS/HOME Program staff, DHHS Outreach, Food for People, Betty Chinn, and St. Vincent De Paul. She has done outreach events in Orick, McKinleyville, Trinidad, Willow Creek, Hoopa, Manila, Fortuna, Rio Dell, Redway, and Garberville in 2021.*

Goal Two: **Landlord Outreach**

The PHA will continue to enhance and encourage communication with landlords via periodic newsletters, and work toward development of a regular landlord outreach and education program that promotes the participation of rental property owners in Humboldt's voucher assistance payment program.

1. Landlord Newsletter will go out at minimum twice a year.
2. A minimum of 20 landlord contacts will be made monthly with both existing and prospective landlords.
3. A landlord orientation will be held at least once annually to educate current and prospective landlords about the HCV program.

*Update:*

- 1. First 2021 Landlord newsletter sent out July 2021.*
- 2. The Housing Advocate sent out a landlord survey and responds to each of these as they come in. Additionally, through various community services referrals and other sources, the Housing Advocate regularly contacts potential new landlords as well as communicates frequently with current landlords.*
- 3. Landlord orientation has been on hold due to COVID; we hope to do a landlord recognition event before year end to thank current landlords, introduce potential new landlords, and share news/updates of our recently added programs.*

Goal Three: **Project Based Vouchers**

The PHA's Project Based Voucher (PBV) program will continue to seek opportunities to release further PBV's to the community and partner with local agencies and/or developers to allocate PBV's that increase affordable housing units in Humboldt County. RFPs will be published as needed and when determined to be consistent with the financial and programmatic goals of the agency.

The PHA may administer vouchers for the City of Eureka Housing Authority ("City") should it be necessary in support of the City's repositioning of its Public Housing stock.

*Update: The first 25 PBVs went live in 2020 and continue to be utilized. The PHA has set aside allocations for future PBVs, but due to COVID, development has slowed and affordable housing projects in Humboldt are largely behind schedule. Currently, we're planning to add 5 PBVs in Arcata by end of 2021, 42 PBVs in Eureka in Q1 2021, and 36 PBVs in Eureka in 2024.*

Goal Four: **HUD Performance Evaluation**

The PHA aims to receive the highest possible score under Section 8 Management Assessment Program (SEMAP), and to strive to maintain "High Performer" status.

1. Upon receipt of HUD certified SEMAP scoring, results will be presented to the Board of Commissioners.
2. For any score less than "High Performer" a remediation plan will be implemented and presented with the scoring.

*Update: Though HUD did not request SEMAP scoring for 2020 due to the COVID-19 pandemic, our core business practices and procedures subject to SEMAP scoring have not changed substantially through the pandemic, and the PHA expects to again attain High Performer status with the 2021 SEMAP scoring (to be done in 2022).*

Goal Five: **Compliance**

The PHA will ensure full compliance with all applicable standards and regulations including generally accepted accounting practices (GAAP) and governmental accounting standards board (GASB), with a goal of zero findings in annual audits, with audit report, including any findings, to be made available and presented annually.

1. Completed audit for FYx1 will be presented at a regular board of commissioners' meeting before the end of FYx2.
2. Completed audit report will be posted on agency website.

*Update:*

*The 2020 audit, presented at the 9/2021 board of commissioners' meeting and posted to the agency website, resulted in zero findings.*

Goal Six: **Staff Retention and Training**

The PHA will promote and maintain a motivating work environment with a capable team of employees.

1. Budget will be allocated, approved and available to send appropriate staff to training seminars that will enhance staff skills for their particular job classification and responsibilities.
2. On-demand training will be available to all staff through a contract with HTVN
3. The PHA will acknowledge staff monthly for their achievements by providing an employee recognition award to an employee selected by the management team.

*Update:*

- 1. Staff have attended online trainings as relevant opportunities become available. Due to COVID-19, no trainings have been attended in person.*
- 2. All staff have access to HTVN. Managers have begun using HTVN to assign and follow up on department-specific trainings.*
- 3. Management continues to select and recognize an employee each month for their contributions to the agencies.*

Goal Seven: **Technology and Accessibility**

The PHA will add to our selection of resources available for download from our website in order to better meet our client's needs to access and complete paperwork remotely and successfully communicate with agency staff without interfacing directly.

Specifically:

1. The following documents will be available online, at a minimum
  - a. Application
  - b. Notice of Change



- c. Recertification paperwork
- d. Board meeting agendas

*Update:*

- a) *Application:* <https://eurekaumboldt.org/wp-content/uploads/2021/03/HCVApplication2021.pdf>
- b) *Notice of change:* <https://eurekaumboldt.org/wp-content/uploads/2020/10/NoticeofChangeforCurrentResident.pdf>
- c) *Recertification Paperwork – in process*
- d) <https://eurekaumboldt.org/governance/> (See Resources, Board Schedule, click drop down “County Board Meetings” for published agendas.)
- e) *Additionally, we have added other assistance-related information to the website pertaining to COVID-19 relief.*

Goal Eight: **Mainstream Vouchers**

The PHA was allocated 75 new Mainstream Vouchers 12/2020. A limited preference was approved 1/11/2021 by the County of Humboldt Housing Authority Board of Commissioners for addition to the HCV Administrative Plan. This limited preference allows for up to 50 active vouchers for people/families who are non-elderly, disabled, formerly homeless and participating in a Permanent Supportive Housing or Rapid Re-Housing program and referred by Continuum of Care participating agencies.

Per HUD’s program requirements, the PHA aims to have 80% of these vouchers, or 60 vouchers, issued by 12/31/2021. This will be accomplished by:

1. Monthly or more frequent (as needed) meetings and communications with partner agencies to discuss, review and encourage referrals;
2. Housing Advocate working as liaison between the PHA and partner agencies to facilitate completion of paperwork, education of social workers and program participants, and continued outreach to landlords to add new units/landlords; and
3. Regularly pulling eligible applicants from the waitlist for screening/briefing and issuance of vouchers.

*Update:*

1. *Housing Advocate, as main contact for Mainstream referrals from partner agencies, is in contact with referring agencies on a daily/weekly basis to do follow-up and status updates.*
2. *Housing Advocate follows up with social workers and applicants to ensure completion of paperwork before passing on to Tenant Services for voucher processing. See Goal #2 for Landlord Outreach activities. Additionally, Housing Advocate has held*

*Zoom trainings for caseworkers at referring agencies to help them better understand how to complete paperwork and has met with landlords to help them understand program requirements.*

- 3. PHA has been receiving referrals from partner agencies, and vouchers have been issued to eligible referral applicants.*
- 4. Mainstream eligible applicants will continue to be pulled from the waitlist for voucher issuance in Q4 2021.*

Resident Advisory Board  
Annual Meeting – 6/8/2021

Meeting Notes

Participants:

M. Gulley – PH  
K. Stogner – PH  
K. Bellegante – PH  
V. Gill – HCV  
J. Loitz – HCV

Comments/Discussion

- Participant appreciates that recertification paperwork has gotten clearer/easier over past couple years
- Question about goals related to staff training and whether any specific employee is available to help clients get paperwork done when they have questions
  - Note: Referred members to Jennifer Boone, Housing Advocate for future paperwork assistance needs
- Suggestion to do a review of pandemic “lessons learned” for the future (e.g. information about masking, handwashing, getting tested, etc.)
- Suggestion to create a standard way of inviting input/feedback from tenants/community
- Recommendation to continue making more information available on agency website
- Overall, participants still want USPS mail, but also want information available online
- Question about Tenant Portal accepting SSI, EDD, debit, and credit cards for rent payment versus bank account only (account number and routing information)
- Public Housing - Comment from tenant that smoke-free policy is not well enforced
  - PHA to review policy and consider clearer steps/consequences
- Public Housing - Comment from tenant about being unable to go in back yard because dogs wander unleashed
- Comment that tenant was pleased maintenance team has been more responsive over the past year, and gotten things done quickly
- Discussion about computer kiosks for office lobby; recommendation to bookmark frequently used sites, e.g. Tenant Portal, GoSection8, Social Security page, etc.
- Request to put out vaccination update to all clients
  - (Note: Vaccination info letter sent 6/2021 to all program participants)
- Comment that updated website looks nice and users are happy with it

# County of Humboldt Housing Authority

Board of Commissioners Meeting

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October 12, 2021

Agenda Item H2

## Memorandum

To: Commissioners

From: Dustin Wiesner, Director of Finance and Administration

Subject: County of Humboldt Housing Authority's 2022 Budget

### BACKGROUND AND HISTORY:

Presented is the City of Eureka and County of Humboldt Housing Authority's 2022 Budget. Below are financial highlights specific to the County of Humboldt Housing Authority.

### Highlights

#### **County Budget (pg. 15-16)**

- Net income is projected to decrease from \$88,734 to (\$31,604)
  - Most of the change is due to receiving CARES Act grant funding in 2020 and 2021 with funding set to expire at the end of 2021. Overall, the net income projection is higher than our 10-year historical average net income of (\$105,803).
  - Administrative expenses are projected to increase due to regularly scheduled performance raises, a 2% Cost of Living Adjustment (COLA) and a 20% increase in our benefit dollars, from \$500 to \$600 per month, per employee. Our last salary study was completed in 2004, so we have included budget for a contracted study as well as potential salary increases to ensure we continue to attract highly qualified personnel in an incredibly competitive labor market. Additionally, we have budgeted staff growth to support program growth via the Housing Choice Voucher, Mainstream Voucher and Emergency Housing Voucher programs.
- Reserves are expected to decrease from \$1,039,151 to \$778,164

- 
- Our reserves are decreasing mostly due to planned spending of Emergency Housing Voucher start-up fees to support rapid utilization of vouchers in the form of landlord incentives, security deposit assistance, etc. to support long-term program growth.
  - Additionally, we are projecting to use about 7% of our Housing Choice Voucher reserves for additional costs to support voucher growth. This investment should ultimately result in greater long-term funding as we continue to lease-up voucher holders.

STAFF RECOMMENDATION:

Staff recommends that the Board approve and adopt the County of Humboldt Housing Authority's 2022 Budget.

# Housing Authorities of the City of Eureka & the County of Humboldt

## Annual Budget - City and County Combined

For the Year Ending 12/31/2022

Description	2020 Audit	2021 Budget	2022 Budget
Revenue & Expenses			
INCOME			
TENANT INCOME			
Total Rental Income	1,629,136	1,639,014	1,852,489
Total Other Tenant Income	50,403	60,671	88,963
NET TENANT INCOME	1,679,539	1,699,685	1,941,452
GRANT INCOME			
TOTAL GRANT INCOME	7,444,867	7,996,558	8,930,845
OTHER INCOME			
TOTAL OTHER INCOME	417,733	325,363	321,245
TOTAL INCOME	9,542,138	10,021,606	11,193,542
EXPENSES			
ADMINISTRATIVE			
Total Administrative Salaries	1,485,395	1,514,238	1,724,806
Total Legal Expense	33,830	50,742	45,806
Total Other Admin Expenses	171,182	166,123	170,767
Total Miscellaneous Admin Expenses	145,837	130,729	145,299
TOTAL ADMINISTRATIVE EXPENSES	1,836,244	1,861,832	2,086,678
TENANT SERVICES			
TOTAL TENANT SERVICES EXPENSES	71,769	69,285	80,520
UTILITIES			
TOTAL UTILITY EXPENSES	432,407	428,131	465,004
MAINTENANCE AND OPERATIONS			
Total General Maint Expense	386,335	429,183	496,532
Total Materials	115,297	104,092	132,719
Total Contract Costs	266,430	239,353	216,172
TOTAL MAINTENANCE EXPENSES	768,062	772,628	845,423
GENERAL EXPENSES			
TOTAL GENERAL EXPENSES	388,538	304,318	347,016
HOUSING ASSISTANCE PAYMENTS			
TOTAL HOUSING ASSISTANCE PAYMENTS	5,513,869	6,045,849	6,892,838

# Housing Authorities of the City of Eureka & the County of Humboldt

## Annual Budget - City and County Combined

For the Year Ending 12/31/2022

Description	2020 Audit	2021 Budget	2022 Budget
FINANCING EXPENSE			
TOTAL FINANCING EXPENSE	266,827	264,273	266,593
NON-OPERATING ITEMS			
TOTAL NON-OPERATING ITEMS	539,642	531,475	516,896
TOTAL EXPENSES	9,817,359	10,277,790	11,500,967
NET INCOME	(275,221)	(256,184)	(307,425)
Add Back:			
Subtotal additions			1,083,427
Deductions:			
Subtotal deductions			(1,039,290)
Adjusted Surplus (Deficit)			(263,287)
Estimated Reserves @ 1/1/2022			1,883,208
Estimated Reserves @ 12/31/2022			1,619,921

# Housing Authorities of the City of Eureka & the County of Humboldt

## Annual Budget - City of Eureka Housing Authority

For the Year Ending 12/31/2022

Description	2020 Audit	2021 Budget	2022 Budget
Revenue & Expenses			
INCOME			
TENANT INCOME			
Total Rental Income	1,629,136	1,639,014	1,852,489
Total Other Tenant Income	50,403	60,671	88,963
NET TENANT INCOME	1,679,539	1,699,685	1,941,452
GRANT INCOME			
TOTAL GRANT INCOME	942,382	954,252	1,033,578
OTHER INCOME			
TOTAL OTHER INCOME	370,787	289,717	277,326
TOTAL INCOME	2,992,707	2,943,654	3,252,357
EXPENSES			
ADMINISTRATIVE			
Total Administrative Salaries	840,986	851,181	923,767
Total Legal Expense	19,160	36,662	24,215
Total Other Admin Expenses	133,508	137,686	142,364
Total Miscellaneous Admin Expenses	56,356	47,092	51,798
TOTAL ADMINISTRATIVE EXPENSES	1,050,010	1,072,621	1,142,144
TENANT SERVICES			
TOTAL TENANT SERVICES EXPENSES	71,769	69,198	80,433
UTILITIES			
TOTAL UTILITY EXPENSES	423,971	419,224	454,266
MAINTENANCE AND OPERATIONS			
Total General Maint Expense	386,335	429,133	496,532
Total Materials	114,779	103,530	132,319
Total Contract Costs	252,332	224,212	196,650
TOTAL MAINTENANCE EXPENSES	753,447	756,875	825,501
GENERAL EXPENSES			
TOTAL GENERAL EXPENSES	199,724	179,045	246,236
HOUSING ASSISTANCE PAYMENTS			
TOTAL HOUSING ASSISTANCE PAYMENTS	475	0	0