

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
FINANCING EXPENSE			
TOTAL FINANCING EXPENSE	266,827	264,273	266,593
NON-OPERATING ITEMS			
TOTAL NON-OPERATING ITEMS	534,928	527,337	513,005
TOTAL EXPENSES	3,301,152	3,288,572	3,528,177
NET INCOME	(308,444)	(344,918)	(275,820)
Add Back:			
Subtotal additions			994,843
Deductions:			
Subtotal deductions			(721,322)
Adjusted Surplus (Deficit)			(2,299)
Estimated Reserves @ 1/1/2022			844,056
Estimated Reserves @ 12/31/2022			841,757

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

Annual Budget - Public Housing

For the Year Ending 12/31/2022

Description	2020 Audit	2021 Budget	2022 Budget
Revenue & Expenses			
INCOME			
TENANT INCOME			
Total Rental Income	884,944	883,978	956,152
Total Other Tenant Income	34,199	45,761	70,128
NET TENANT INCOME	919,143	929,739	1,026,280
GRANT INCOME			
TOTAL GRANT INCOME	942,382	954,252	1,033,578
OTHER INCOME			
TOTAL OTHER INCOME	109,049	35,242	19,552
TOTAL INCOME	1,970,574	1,919,233	2,079,410
EXPENSES			
ADMINISTRATIVE			
Total Administrative Salaries	744,385	753,206	812,312
Total Legal Expense	16,835	29,074	21,062
Total Other Admin Expenses	34,743	41,616	41,089
Total Miscellaneous Admin Expenses	41,427	36,346	39,792
TOTAL ADMINISTRATIVE EXPENSES	837,390	860,242	914,255
TENANT SERVICES			
TOTAL TENANT SERVICES EXPENSES	56,611	52,894	62,849
UTILITIES			
TOTAL UTILITY EXPENSES	315,552	313,912	330,855
MAINTENANCE AND OPERATIONS			
Total General Maint Expense	307,471	346,213	411,762
Total Materials	91,735	81,446	101,962
Total Contract Costs	180,071	131,323	119,871
TOTAL MAINTENANCE EXPENSES	579,278	558,982	633,595
GENERAL EXPENSES			
TOTAL GENERAL EXPENSES	147,181	130,205	190,173
HOUSING ASSISTANCE PAYMENTS			
TOTAL HOUSING ASSISTANCE PAYMENTS	475	0	0

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

Annual Budget - Public Housing

For the Year Ending 12/31/2022

Description	2020 Audit	2021 Budget	2022 Budget
FINANCING EXPENSE			
TOTAL FINANCING EXPENSE	0	0	0
NON-OPERATING ITEMS			
TOTAL NON-OPERATING ITEMS	212,545	231,131	235,160
TOTAL EXPENSES	2,149,032	2,147,365	2,366,887
NET INCOME	(178,458)	(228,132)	(287,477)
Add Back:			
Subtotal additions			406,995
Deductions:			
Subtotal deductions			(267,200)
Adjusted Surplus (Deficit)			(147,682)
Estimated Reserves @ 1/1/2022			516,164
Estimated Reserves @ 12/31/2022			368,482

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

Annual Budget - Eureka Family Housing

For the Year Ending 12/31/2022

Description	2020 Audit	2021 Budget	2022 Budget
Revenue & Expenses			
INCOME			
TENANT INCOME			
Total Rental Income	552,952	564,037	707,753
Total Other Tenant Income	15,782	14,210	14,735
NET TENANT INCOME	568,734	578,247	722,489
GRANT INCOME			
TOTAL GRANT INCOME	0	0	0
OTHER INCOME			
TOTAL OTHER INCOME	7,698	5,545	3,681
TOTAL INCOME	576,431	583,792	726,170
EXPENSES			
ADMINISTRATIVE			
Total Administrative Salaries	27,350	30,628	33,852
Total Legal Expense	1,624	6,795	2,360
Total Other Admin Expenses	67,709	67,532	75,187
Total Miscellaneous Admin Expenses	7,010	5,996	6,581
TOTAL ADMINISTRATIVE EXPENSES	103,692	110,951	117,980
TENANT SERVICES			
TOTAL TENANT SERVICES EXPENSES	13,301	13,922	15,016
UTILITIES			
TOTAL UTILITY EXPENSES	75,075	71,597	88,958
MAINTENANCE AND OPERATIONS			
Total General Maint Expense	35,060	36,321	38,007
Total Materials	17,189	16,629	22,994
Total Contract Costs	47,427	63,484	48,706
TOTAL MAINTENANCE EXPENSES	99,677	116,434	109,708
GENERAL EXPENSES			
TOTAL GENERAL EXPENSES	45,148	41,137	46,960
HOUSING ASSISTANCE PAYMENTS			
TOTAL HOUSING ASSISTANCE PAYMENTS	0	0	0

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

Annual Budget - Eureka Family Housing

For the Year Ending 12/31/2022

Description	2020 Audit	2021 Budget	2022 Budget
FINANCING EXPENSE			
TOTAL FINANCING EXPENSE	220,595	219,385	221,398
NON-OPERATING ITEMS			
TOTAL NON-OPERATING ITEMS	280,231	250,773	233,710
TOTAL EXPENSES	837,719	824,199	833,729
NET INCOME	(261,287)	(240,407)	(107,559)
Add Back:			
Subtotal additions			487,335
Deductions:			
Subtotal deductions			(240,170)
Adjusted Surplus (Deficit)			139,606
Estimated Reserves @ 1/1/2022			29,167
Estimated Reserves @ 12/31/2022			168,772

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

Annual Budget - Eureka Senior Housing

For the Year Ending 12/31/2022

Description	2020 Audit	2021 Budget	2022 Budget
Revenue & Expenses			
INCOME			
TENANT INCOME			
Total Rental Income	191,240	190,999	188,583
Total Other Tenant Income	422	700	4,100
NET TENANT INCOME	191,662	191,699	192,683
GRANT INCOME			
TOTAL GRANT INCOME	0	0	0
OTHER INCOME			
TOTAL OTHER INCOME	1,173	204	254
TOTAL INCOME	192,834	191,903	192,937
EXPENSES			
ADMINISTRATIVE			
Total Administrative Salaries	15,496	16,408	19,243
Total Legal Expense	696	793	793
Total Other Admin Expenses	26,242	24,838	26,642
Total Miscellaneous Admin Expenses	2,731	2,547	2,694
TOTAL ADMINISTRATIVE EXPENSES	45,165	44,586	49,372
TENANT SERVICES			
TOTAL TENANT SERVICES EXPENSES	1,855	2,382	2,568
UTILITIES			
TOTAL UTILITY EXPENSES	33,127	33,489	34,213
MAINTENANCE AND OPERATIONS			
Total General Maint Expense	17,404	18,033	18,262
Total Materials	5,811	5,405	7,313
Total Contract Costs	24,045	28,611	27,423
TOTAL MAINTENANCE EXPENSES	47,260	52,049	52,997
GENERAL EXPENSES			
TOTAL GENERAL EXPENSES	4,718	4,889	5,739
HOUSING ASSISTANCE PAYMENTS			
TOTAL HOUSING ASSISTANCE PAYMENTS	0	0	0

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

Annual Budget - Eureka Senior Housing

For the Year Ending 12/31/2022

Description	2020 Audit	2021 Budget	2022 Budget
FINANCING EXPENSE			
TOTAL FINANCING EXPENSE	46,232	44,888	45,195
NON-OPERATING ITEMS			
TOTAL NON-OPERATING ITEMS	34,220	37,501	36,202
TOTAL EXPENSES	212,576	219,784	226,286
NET INCOME	(19,742)	(27,881)	(33,349)
Add Back:			
Subtotal additions			79,452
Deductions:			
Subtotal deductions			(32,781)
Adjusted Surplus (Deficit)			13,321
Estimated Reserves @ 1/1/2022			58,213
Estimated Reserves @ 12/31/2022			71,534

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

Annual Budget - Eureka Housing Development Corporation

For the Year Ending 12/31/2022

Description	2020 Audit	2021 Budget	2022 Budget
Revenue & Expenses			
INCOME			
TENANT INCOME			
Total Rental Income	0	0	0
Total Other Tenant Income	0	0	0
NET TENANT INCOME	0	0	0
GRANT INCOME			
TOTAL GRANT INCOME	0	0	0
OTHER INCOME			
TOTAL OTHER INCOME	7,500	7,500	7,500
TOTAL INCOME	7,500	7,500	7,500
EXPENSES			
ADMINISTRATIVE			
Total Administrative Salaries	0	0	0
Total Legal Expense	0	0	0
Total Other Admin Expenses	3,638	1,966	2,025
Total Miscellaneous Admin Expenses	0	0	0
TOTAL ADMINISTRATIVE EXPENSES	3,638	1,966	2,025
TENANT SERVICES			
TOTAL TENANT SERVICES EXPENSES	0	0	0
UTILITIES			
TOTAL UTILITY EXPENSES	0	0	0
MAINTENANCE AND OPERATIONS			
Total General Maint Expense	0	0	0
Total Materials	0	0	0
Total Contract Costs	0	0	0
TOTAL MAINTENANCE EXPENSES	0	0	0
GENERAL EXPENSES			
TOTAL GENERAL EXPENSES	820	820	820
HOUSING ASSISTANCE PAYMENTS			
TOTAL HOUSING ASSISTANCE PAYMENTS	0	0	0

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

Annual Budget - Eureka Housing Development Corporation

For the Year Ending 12/31/2022

Description	2020 Audit	2021 Budget	2022 Budget
FINANCING EXPENSE			
TOTAL FINANCING EXPENSE	0	0	0
NON-OPERATING ITEMS			
TOTAL NON-OPERATING ITEMS	0	0	0
TOTAL EXPENSES	4,458	2,786	2,845
NET INCOME	3,042	4,714	4,655
Add Back:			
Subtotal additions			0
Deductions:			
Subtotal deductions			(7,500)
Adjusted Surplus (Deficit)			(2,845)
Estimated Reserves @ 1/1/2022			11,059
Estimated Reserves @ 12/31/2022			8,214

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

Annual Budget - Marine View Terrace

For the Year Ending 12/31/2022

Description	2020 Audit	2021 Budget	2022 Budget
Revenue & Expenses			
INCOME			
TENANT INCOME			
Total Rental Income	0	0	0
Total Other Tenant Income	0	0	0
NET TENANT INCOME	0	0	0
GRANT INCOME			
TOTAL GRANT INCOME	0	0	0
OTHER INCOME			
TOTAL OTHER INCOME	245,368	241,226	246,340
TOTAL INCOME	245,368	241,226	246,340
EXPENSES			
ADMINISTRATIVE			
Total Administrative Salaries	53,756	50,939	54,214
Total Legal Expense	5	0	0
Total Other Admin Expenses	1,176	1,734	1,568
Total Miscellaneous Admin Expenses	5,188	2,203	2,731
TOTAL ADMINISTRATIVE EXPENSES	60,125	54,876	58,513
TENANT SERVICES			
TOTAL TENANT SERVICES EXPENSES	3	0	0
UTILITIES			
TOTAL UTILITY EXPENSES	218	226	240
MAINTENANCE AND OPERATIONS			
Total General Maint Expense	26,400	28,566	28,501
Total Materials	44	50	50
Total Contract Costs	789	794	649
TOTAL MAINTENANCE EXPENSES	27,232	29,410	29,200
GENERAL EXPENSES			
TOTAL GENERAL EXPENSES	1,857	1,994	2,544
HOUSING ASSISTANCE PAYMENTS			
TOTAL HOUSING ASSISTANCE PAYMENTS	0	0	0

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

Annual Budget - Marine View Terrace

For the Year Ending 12/31/2022

Description	2020 Audit	2021 Budget	2022 Budget
FINANCING EXPENSE			
TOTAL FINANCING EXPENSE	0	0	0
NON-OPERATING ITEMS			
TOTAL NON-OPERATING ITEMS	7,932	7,932	7,932
TOTAL EXPENSES	97,367	94,438	98,429
NET INCOME	148,001	146,788	147,910
Add Back:			
Subtotal additions			21,060
Deductions:			
Subtotal deductions			(173,671)
Adjusted Surplus (Deficit)			(4,700)
Estimated Reserves @ 1/1/2022			229,454
Estimated Reserves @ 12/31/2022			224,754

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

Annual Budget - County of Humboldt Housing Authority

For the Year Ending 12/31/2022

Description	2020 Audit	2021 Budget	2022 Budget
Revenue & Expenses			
INCOME			
TENANT INCOME			
Total Rental Income	0	0	0
Total Other Tenant Income	0	0	0
NET TENANT INCOME	0	0	0
GRANT INCOME			
TOTAL GRANT INCOME	6,502,485	7,042,306	7,897,267
OTHER INCOME			
TOTAL OTHER INCOME	46,946	35,646	43,918
TOTAL INCOME	6,549,431	7,077,952	7,941,185
EXPENSES			
ADMINISTRATIVE			
Total Administrative Salaries	644,409	663,057	801,039
Total Legal Expense	14,670	14,080	21,591
Total Other Admin Expenses	37,674	28,437	28,403
Total Miscellaneous Admin Expenses	89,481	83,637	93,501
TOTAL ADMINISTRATIVE EXPENSES	786,233	789,211	944,534
TENANT SERVICES			
TOTAL TENANT SERVICES EXPENSES	0	87	87
UTILITIES			
TOTAL UTILITY EXPENSES	8,436	8,907	10,737
MAINTENANCE AND OPERATIONS			
Total General Maint Expense	0	50	0
Total Materials	518	562	400
Total Contract Costs	14,098	15,141	19,522
TOTAL MAINTENANCE EXPENSES	14,616	15,753	19,922
GENERAL EXPENSES			
TOTAL GENERAL EXPENSES	188,814	125,273	100,780
HOUSING ASSISTANCE PAYMENTS			
TOTAL HOUSING ASSISTANCE PAYMENTS	5,513,394	6,045,849	6,892,838

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

Annual Budget - County of Humboldt Housing Authority

For the Year Ending 12/31/2022

Description	2020 Audit	2021 Budget	2022 Budget
FINANCING EXPENSE			
TOTAL FINANCING EXPENSE	0	0	0
NON-OPERATING ITEMS			
TOTAL NON-OPERATING ITEMS	4,714	4,138	3,891
TOTAL EXPENSES	6,516,208	6,989,218	7,972,789
NET INCOME	33,223	88,734	(31,604)
Add Back:			
Subtotal additions			88,585
Deductions:			
Subtotal deductions			(317,968)
Adjusted Surplus (Deficit)			(260,988)
Estimated Reserves @ 1/1/2022			1,039,151
Estimated Reserves @ 12/31/2022			778,164

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

Annual Budget - Housing Choice Voucher

For the Year Ending 12/31/2022

Description	2020 Audit	2021 Budget	2022 Budget
Revenue & Expenses			
INCOME			
TENANT INCOME			
Total Rental Income	0	0	0
Total Other Tenant Income	0	0	0
NET TENANT INCOME	0	0	0
GRANT INCOME			
TOTAL GRANT INCOME	6,495,268	7,042,306	6,713,630
OTHER INCOME			
TOTAL OTHER INCOME	32,160	20,056	31,331
TOTAL INCOME	6,527,428	7,062,362	6,744,961
EXPENSES			
ADMINISTRATIVE			
Total Administrative Salaries	640,892	659,293	680,776
Total Legal Expense	14,670	14,080	19,159
Total Other Admin Expenses	37,307	28,015	26,014
Total Miscellaneous Admin Expenses	89,393	83,619	85,975
TOTAL ADMINISTRATIVE EXPENSES	782,262	785,007	811,924
TENANT SERVICES			
TOTAL TENANT SERVICES EXPENSES	0	87	87
UTILITIES			
TOTAL UTILITY EXPENSES	8,436	8,907	9,954
MAINTENANCE AND OPERATIONS			
Total General Maint Expense	0	50	0
Total Materials	518	562	371
Total Contract Costs	14,098	15,141	18,097
TOTAL MAINTENANCE EXPENSES	14,616	15,753	18,468
GENERAL EXPENSES			
TOTAL GENERAL EXPENSES	188,699	125,149	98,242
HOUSING ASSISTANCE PAYMENTS			
TOTAL HOUSING ASSISTANCE PAYMENTS	5,506,725	6,045,849	5,894,175

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

Annual Budget - Housing Choice Voucher

For the Year Ending 12/31/2022

Description	2020 Audit	2021 Budget	2022 Budget
FINANCING EXPENSE			
TOTAL FINANCING EXPENSE	0	0	0
NON-OPERATING ITEMS			
TOTAL NON-OPERATING ITEMS	3,811	3,235	2,988
TOTAL EXPENSES	6,504,550	6,983,987	6,835,837
NET INCOME	22,879	78,375	(90,876)
Add Back:			
Subtotal additions			72,882
Deductions:			
Subtotal deductions			(10,780)
Adjusted Surplus (Deficit)			(28,774)
Estimated Reserves @ 1/1/2022			394,962
Estimated Reserves @ 12/31/2022			366,188

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

Annual Budget - Mainstream Voucher

For the Year Ending 12/31/2022

Description	2020 Audit	2021 Budget	2022 Budget
Revenue & Expenses			
INCOME			
TENANT INCOME			
Total Rental Income	0	0	0
Total Other Tenant Income	0	0	0
NET TENANT INCOME	0	0	0
GRANT INCOME			
TOTAL GRANT INCOME	0	0	344,250
OTHER INCOME			
TOTAL OTHER INCOME	0	0	0
TOTAL INCOME	0	0	344,250
EXPENSES			
ADMINISTRATIVE			
Total Administrative Salaries	0	0	18,839
Total Legal Expense	0	0	952
Total Other Admin Expenses	0	0	407
Total Miscellaneous Admin Expenses	0	0	2,645
TOTAL ADMINISTRATIVE EXPENSES	0	0	22,843
TENANT SERVICES			
TOTAL TENANT SERVICES EXPENSES	0	0	0
UTILITIES			
TOTAL UTILITY EXPENSES	0	0	307
MAINTENANCE AND OPERATIONS			
Total General Maint Expense	0	0	0
Total Materials	0	0	11
Total Contract Costs	0	0	558
TOTAL MAINTENANCE EXPENSES	0	0	569
GENERAL EXPENSES			
TOTAL GENERAL EXPENSES	0	0	933
HOUSING ASSISTANCE PAYMENTS			
TOTAL HOUSING ASSISTANCE PAYMENTS	0	0	303,129

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

Annual Budget - Mainstream Voucher

For the Year Ending 12/31/2022

Description	2020 Audit	2021 Budget	2022 Budget
FINANCING EXPENSE			
TOTAL FINANCING EXPENSE	0	0	0
NON-OPERATING ITEMS			
TOTAL NON-OPERATING ITEMS	0	0	0
TOTAL EXPENSES	0	0	327,781
NET INCOME	0	0	16,469
Add Back:			
Subtotal additions			0
Deductions:			
Subtotal deductions			0
Adjusted Surplus (Deficit)			16,469
Estimated Reserves @ 1/1/2022			3,178
Estimated Reserves @ 12/31/2022			19,647

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

Annual Budget - Emergency Housing Voucher

For the Year Ending 12/31/2022

Description	2020 Audit	2021 Budget	2022 Budget
Revenue & Expenses			
INCOME			
TENANT INCOME			
Total Rental Income	0	0	0
Total Other Tenant Income	0	0	0
NET TENANT INCOME	0	0	0
GRANT INCOME			
TOTAL GRANT INCOME	0	0	839,387
OTHER INCOME			
TOTAL OTHER INCOME	0	0	0
TOTAL INCOME	0	0	839,387
EXPENSES			
ADMINISTRATIVE			
Total Administrative Salaries	0	0	97,381
Total Legal Expense	0	0	1,481
Total Other Admin Expenses	0	0	1,550
Total Miscellaneous Admin Expenses	0	0	4,834
TOTAL ADMINISTRATIVE EXPENSES	0	0	105,246
TENANT SERVICES			
TOTAL TENANT SERVICES EXPENSES	0	0	0
UTILITIES			
TOTAL UTILITY EXPENSES	0	0	477
MAINTENANCE AND OPERATIONS			
Total General Maint Expense	0	0	0
Total Materials	0	0	18
Total Contract Costs	0	0	867
TOTAL MAINTENANCE EXPENSES	0	0	885
GENERAL EXPENSES			
TOTAL GENERAL EXPENSES	0	0	1,451
HOUSING ASSISTANCE PAYMENTS			
TOTAL HOUSING ASSISTANCE PAYMENTS	0	0	695,534

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

Annual Budget - Emergency Housing Voucher

For the Year Ending 12/31/2022

Description	2020 Audit	2021 Budget	2022 Budget
FINANCING EXPENSE			
TOTAL FINANCING EXPENSE	0	0	0
NON-OPERATING ITEMS			
TOTAL NON-OPERATING ITEMS	0	0	0
TOTAL EXPENSES	0	0	803,594
NET INCOME	0	0	35,793
Add Back:			
Subtotal additions			0
Deductions:			
Subtotal deductions			(307,188)
Adjusted Surplus (Deficit)			(271,395)
Estimated Reserves @ 1/1/2022			319,500
Estimated Reserves @ 12/31/2022			48,105

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

Annual Budget - Humboldt Management

For the Year Ending 12/31/2022

Description	2020 Audit	2021 Budget	2022 Budget
Revenue & Expenses			
INCOME			
TENANT INCOME			
Total Rental Income	0	0	0
Total Other Tenant Income	0	0	0
NET TENANT INCOME	0	0	0
GRANT INCOME			
TOTAL GRANT INCOME	7,217	0	0
OTHER INCOME			
TOTAL OTHER INCOME	14,786	15,590	12,587
TOTAL INCOME	22,002	15,590	12,587
EXPENSES			
ADMINISTRATIVE			
Total Administrative Salaries	3,516	3,764	4,042
Total Legal Expense	0	0	0
Total Other Admin Expenses	367	422	431
Total Miscellaneous Admin Expenses	87	18	47
TOTAL ADMINISTRATIVE EXPENSES	3,971	4,204	4,520
TENANT SERVICES			
TOTAL TENANT SERVICES EXPENSES	0	0	0
UTILITIES			
TOTAL UTILITY EXPENSES	0	0	0
MAINTENANCE AND OPERATIONS			
Total General Maint Expense	0	0	0
Total Materials	0	0	0
Total Contract Costs	0	0	0
TOTAL MAINTENANCE EXPENSES	0	0	0
GENERAL EXPENSES			
TOTAL GENERAL EXPENSES	115	124	154
HOUSING ASSISTANCE PAYMENTS			
TOTAL HOUSING ASSISTANCE PAYMENTS	6,669	0	0

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

Annual Budget - Humboldt Management

For the Year Ending 12/31/2022

Description	2020 Audit	2021 Budget	2022 Budget
FINANCING EXPENSE			
TOTAL FINANCING EXPENSE	0	0	0
NON-OPERATING ITEMS			
TOTAL NON-OPERATING ITEMS	903	903	903
TOTAL EXPENSES	11,658	5,231	5,577
NET INCOME	10,344	10,359	7,010
Add Back:			
Subtotal additions			15,703
Deductions:			
Subtotal deductions			0
Adjusted Surplus (Deficit)			22,713
Estimated Reserves @ 1/1/2022			321,512
Estimated Reserves @ 12/31/2022			344,225

HOUSING AUTHORITIES OF THE CITY OF EUREKA AND COUNTY OF HUMBOLDT							
SALARY SCHEDULE	PROJECTED January 01, 2022		2% COLA				
TITLE	GRADE		A	B	C	D	E
			(monthly gross pay amounts)				
EXECUTIVE DIRECTOR	206		9,138	9,618	10,125	10,657	11,219
EXECUTIVE ASSISTANT	128		4,205	4,427	4,660	4,904	5,163
OFFICE ASSISTANT	91		2,910	3,063	3,224	3,394	3,573
DIRECTOR OF FINANCE, ADMINISTRATION, MAINTENANCE & TECHNOLOGY *	.		7,327	7,712	8,117	8,544	8,995
DIRECTOR OF FINANCE & ADMINISTRATION	170		6,387	6,723	7,077	7,449	7,841
FINANCE AND ADMINISTRATION MANAGER	161		5,840	6,147	6,471	6,811	7,169
ACCOUNTING MANAGER *	.		4,400	4,631	4,875	5,130	5,401
ACCOUNTING SPECIALIST III	123		4,001	4,211	4,433	4,666	4,912
ACCOUNTING SPECIALIST II	113		3,622	3,812	4,013	4,225	4,447
ACCOUNTING SPECIALIST I	103		3,279	3,452	3,633	3,825	4,025
ACCOUNTING ASSISTANT	91		2,910	3,063	3,224	3,394	3,573
HOUSING ADVOCATE	.		4,399	4,631	4,876	5,130	5,401
HOUSING SUPERVISOR	161		5,840	6,147	6,471	6,811	7,169
HOUSING MANAGER	.		4,281	4,506	4,744	4,992	5,256
HOUSING SPECIALIST III	123		4,001	4,211	4,433	4,666	4,912
HOUSING SPECIALIST II	113		3,622	3,812	4,013	4,225	4,447
HOUSING SPECIALIST I (with a hire date 5/01/2011 or later)	103		3,279	3,452	3,633	3,825	4,025
EHV HOUSING SPECIALIST (new position as of 06.2021)	.		3,279	3,452	3,633	3,825	4,025
COMMUNITY LIAISON/COMPLIANCE OFFICER	128		4,205	4,427	4,660	4,904	5,163
COMMUNITY LIAISON	123		4,001	4,211	4,433	4,666	4,912
HOUSING NEGOTIATOR/INSPECTOR	123		4,001	4,211	4,433	4,666	4,912
MAINTENANCE SUPERVISOR	158		5,667	5,966	6,280	6,611	6,958
MAINTENANCE LEAD *	.		4,400	4,631	4,875	5,130	5,401
MAINTENANCE SPECIALIST III	123		4,001	4,211	4,433	4,666	4,912
MAINTENANCE SPECIALIST II (with a hire date of 05/01/2011 or later)	113		3,622	3,812	4,013	4,225	4,447
MAINTENANCE SPECIALIST I	103		3,279	3,452	3,633	3,825	4,025
SPECIAL PROJECTS COORDINATOR	161		5,840	6,147	6,470	6,811	7,168
Per 2022 Budget Draft, 2% Cola Increase - Set for approval by City and County Board of Commissioners during October 2021 meetings							

Resolution 478

To Approve Annual Operating Budget
For County of Humboldt Housing Authority, Including
Section 8 Housing Choice Voucher, CA086
For Fiscal Year Ending December 31, 2022

WHEREAS, The County of Humboldt Housing Authority Board of Commissioners directed the Executive Director to prepare an Operating Budget for Section 8 Housing Choice Voucher program, CA086, for fiscal year ending December 31, 2022; and

WHEREAS, The Operating Budget has been submitted for the Board's review and has been found to be substantially correct.

NOW, THEREFORE, BE IT RESOLVED, That the Commissioners of the County of Humboldt Housing Authority do hereby approve and adopt the Operating Budget for the County of Humboldt Housing Authority, including the CA086 Section 8 Housing Choice Voucher program, for fiscal year ending December 31, 2022.

Elizabeth Conner _____ _____
(Name) (Name) (Name)

<i>Chairperson</i>		
<i>Title</i>	<i>Title</i>	<i>Title</i>

Signature

Signature

Signature

County of Humboldt Housing Authority

Board of Commissioners Meeting

October 12, 2021

Agenda Item H3

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 was held on 10/05/2021. No comments were received.

STAFF RECOMMENDATION:

Staff recommend that the Board accept and approve the policy regarding administration of the Emergency Housing Vouchers.

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 EHVs, 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 EHVs are limited.
- Clearly state that the availability of these EHVs 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 EHVs 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. 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 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. 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.

PART IV: FAMILY ELIGIBILITY

TPS-IV.A. OVERVIEW

The CoC or referring agency determines whether the individual or family meets any one of the four eligibility criteria described in Notice PIH 2021-15 and then refers the family to the PHA. The PHA determines that the family meets other eligibility criteria for the HCV program, as modified for the EHV program and outlined below.

TPS-IV.B. REFERRING AGENCY DETERMINATION OF ELIGIBILITY

In order to be eligible for an EHV, an individual or family must meet one of four eligibility criteria:

- Homeless as defined in 24 CFR 578.3;
- At risk of homelessness as defined in 24 CFR 578.3;
- Fleeing, or attempting to flee, domestic violence, dating violence, sexual assault, stalking (as defined in Notice PIH 2021-15), or human trafficking (as defined in the 22 U.S.C. Section 7102); or
- Recently homeless and for whom providing rental assistance will prevent the family's homelessness or having high risk of housing instability as determined by the CoC or its designee in accordance with the definition in Notice PIH 2021-15.

As applicable, the CoC or referring agency must provide documentation to the PHA of the referring agency's verification that the family meets one of the four eligible categories for EHV assistance. The PHA must retain this documentation as part of the family's file.

TPS-IV.C. PHA SCREENING

Overview

HUD waived 24 CFR 982.552 and 982.553 in part for the EHV applicants and established alternative requirement for mandatory and permissive prohibitions of admissions. Except where applicable, PHA policies regarding denials in Chapter 3 of this policy do not apply to screening individuals and families for eligibility for an EHV. Instead, the EHV alternative requirement listed in this section will apply to all EHV applicants.

The mandatory and permissive prohibitions listed in Notice PIH 2021-15 and in this chapter, however, apply only when screening the individual or family for eligibility for an EHV. When adding a family member after the family has been placed under a HAP contract with EHV assistance, the regulations at 24 CFR 982.551(h)(2) apply. Other than the birth, adoption, or court-awarded custody of a child, the PHA must approve additional family members and may apply its regular HCV screening criteria in Chapter 3 in doing so.

Mandatory Denials

Under alternative requirements for the EHV program, mandatory denials for EHV applicants include:

- 24 CFR 982.553(a)(1)(ii)(C), which prohibits admission if any household member has ever been convicted of drug-related criminal activity for manufacture or production of methamphetamine on the premises of federally assisted housing.
- 24 CFR 982.553(a)(2)(i), which prohibits admission to the program if any member of the household is subject to a lifetime registration requirement under a state sex offender registration program.

The PHA must deny admission to the program if any member of the family fails to sign and submit consent forms for obtaining information as required by 24 CFR 982.552(b)(3) but should notify the family of the limited EHV grounds for denial of admission first.

PHA Policy

While the PHA will deny admission to the program if any adult member (or head of household or spouse, regardless of age) fails to sign and submit consent forms, the PHA will first notify the family of the limited EHV grounds for denial of admission as part of the notice of denial that will be mailed to the family.

Permissive Denial

Notice PIH 2021-15 lists permissive prohibitions for which the PHA may, but is not required to, deny admission to EHV families. The notice also lists prohibitions that, while allowable under the HCV program, may not be used to deny assistance for EHV families.

If the PHA intends to establish permissive prohibition policies for EHV applicants, the PHA must first consult with its CoC partner to understand the impact that the proposed prohibitions may have on referrals and must take the CoC's recommendations into consideration.

PHA Policy

In consultation with the CoC, the PHA will apply permissive prohibitions to the screening of EHV applicants. Determinations using permissive prohibitions will be made based on an individualized assessment of relevant mitigating information in accordance with policies in Section 3-III.E.

The PHA will establish the following permissive prohibitions:

- If the PHA determines that any household member is currently engaged in, or has engaged in within the previous 12 months:
 - Violent criminal activity
 - Other criminal activity that may threaten the health, safety, or right to peaceful enjoyment of the premises by other residents or persons residing in the immediate vicinity
- If any member of the family has committed fraud, bribery, or any other corrupt or

criminal act in connection with any federal housing program within the previous 12 months.

- If the family engaged in or threatened abusive or violent behavior toward PHA personnel within the previous 12 months.

Prohibitions based on criminal activity for the eligible EHV populations regarding drug possession will be considered apart from criminal activity against persons (i.e., violent criminal activity).

In compliance with PIH 2021-15, the PHA will not deny an EHV applicant admission regardless of whether:

- Any member of the family has been evicted from federally assisted housing in the last five years;
- A PHA has ever terminated assistance under the program for any member of the family;
- The family currently owes rent or other amounts to the PHA or to another PHA in connection with Section 8 or public housing assistance under the 1937 Act;
- The family has not reimbursed any PHA for amounts paid to an owner under a HAP contract for rent, damages to the unit, or other amounts owed by the family under the lease;
- The family breached an agreement with the PHA to pay amounts owed to a PHA, or amounts paid to an owner by a PHA;
- The family would otherwise be prohibited admission under alcohol abuse standards established by the PHA in accordance with 24 CFR 982.553(a)(3);
- The PHA determines that any household member is currently engaged in or has engaged in during a reasonable time before the admission, drug-related criminal activity.

TPS-IV.D. INCOME VERIFICATION AT ADMISSION

Self-Certification at Admission

The requirement to obtain third-party verification of income in accordance with Notice PIH 2018-18 does not apply to the EHV program applicants at admission, and alternatively, PHAs may consider self-certification the highest form of income verification at admission. As such, PHA policies related to the verification of income in Section 7-I.B. do not apply to EHV families at admission. Instead, applicants must submit an affidavit attesting to their reported income, assets, expenses, and other factors that would affect an income eligibility determination.

Additionally, applicants may provide third-party documentation that represents the applicant's income within the 60-day period prior to admission or voucher issuance but is not dated within 60 days of the PHA's request.

PHA Policy

Any documents used for verification must be the original (not photocopies) and dated within the 60-day period prior to admission. The documents must not be damaged, altered, or in any way illegible.

Printouts from webpages are considered original documents.

Any family self-certifications must be made in a format acceptable to the PHA and must be signed by the family member whose information or status is being verified.

The PHA will incorporate additional procedures to remind families of the obligation to provide true and complete information in accordance with Chapter 14. The PHA will address any material discrepancies (i.e., unreported income or a substantial difference in reported income) that may arise later. The PHA may, but is not required to, offer the family a repayment agreement in accordance with Chapter 16. If the family fails to repay the excess subsidy, the PHA will terminate the family's assistance in accordance with the policies in Chapter 12.

Recently Conducted Income Determinations

PHAs may accept income calculations and verifications from third-party providers or from an examination that the PHA conducted on behalf of the family for another subsidized housing program in lieu of conducting an initial examination of income as long as:

- The income was calculated in accordance with rules outlined at 24 CFR Part 5 and within the last six months; and
- The family certifies there has been no change in income or family composition in the interim.

PHA Policy

The PHA will accept income calculations and verifications from third-party providers provided they meet the criteria outlined above.

The family certification must be made in a format acceptable to the PHA and must be signed by all adult family members whose information or status is being verified.

At the time of the family's annual reexamination the PHA must conduct the annual reexamination of income as outlined at 24 CFR 982.516 and PHA policies in Chapter 11.

EIV Income Validation

Once HUD makes the EIV data available to PHAs under this waiver and alternative requirement, the PHA must:

- Review the EIV Income and Income Validation Tool (IVT) reports to confirm and validate family-reported income within 90 days of the PIC submission date;
- Print and maintain copies of the EIV Income and IVT Reports in the tenant file; and
- Resolve any income discrepancy with the family within 60 days of the EIV Income or IVT Report dates.

Prior to admission, PHAs must continue to use HUD's EIV system to search for all household members using the Existing Tenant Search in accordance with PHA policies in Chapter 3.

If a PHA later determines that an ineligible family received assistance, the PHA must take steps to terminate that family from the program in accordance with Chapter 12.

TPS-IV.E. SOCIAL SECURITY NUMBER AND CITIZENSHIP STATUS VERIFICATION

For the EHV program, the PHA is not required to obtain and verify SSN documentation and documentation evidencing eligible noncitizen status before admitting the family to the EHV program. Instead, PHAs may adopt policies to admit EHV applicants who are unable to provide the required SSN or citizenship documentation during the initial eligibility determination. As an alternative requirement, such individuals must provide the required documentation within 180 days of admission to be eligible for continued assistance, pending verification, unless the PHA provides an extension based on evidence from the family or confirmation from the CoC or other partnering agency that the family has made a good-faith effort to obtain the documentation.

If a PHA determines that an ineligible family received assistance, the PHA must take steps to terminate that family from the program.

PHA Policy

The PHA will admit EHV applicants who are unable to provide the required SSN or citizenship documentation during the initial eligibility determination. These individuals must provide the required documentation in accordance with policies in Chapter 7 within 180 days of admission.

If the family does not comply with the PHA's requests for the required documentation, including any extensions, PHA will take steps to terminate assistance from the program in accordance with policies in Chapter 12.

If the PHA determines that an ineligible family received assistance, the PHA will take steps to terminate that family from the program in accordance with policies in Chapter 12.

TPS-IV.F. AGE AND DISABILITY VERIFICATION

PHAs may accept self-certification of date of birth and disability status if a higher level of verification is not immediately available. If self-certification is used, the PHA must obtain a higher level of verification within 90 days of admission or verify the information in EIV. If a PHA determines that an ineligible family received assistance, the PHA must take steps to terminate that family from the program.

PHA Policy

The PHA will accept self-certification of date of birth and disability status if a higher form of verification is not immediately available. The certification must be made in a format acceptable to the PHA and must be signed by the family member whose information or status is being verified. If self-certification is accepted, within 90 days of admission, the PHA will verify the information in EIV or through other third-party verification if the information is not available in EIV. The PHA will note the family's file that self-certification was used as initial verification and include an EIV printout or other third-party verification confirming the applicant's date of birth and/or disability status.

If the PHA determines that an ineligible family received assistance, the PHA will take steps to terminate that family from the program in accordance with policies in Chapter 12.

TPS-IV.G. INCOME TARGETING

The PHA must determine income eligibility for EHV families in accordance with 24 CFR 982.201 and PHA policy in Chapter 3; however, income targeting requirements do not apply for EHV families. The PHA may still choose to include the admission of extremely low-income EHV families in its income targeting numbers for the fiscal year in which these families are admitted.

PHA Policy

The PHA will not include the admission of extremely low-income EHV families in its income targeting numbers for the fiscal year in which these families are admitted.

PART V: HOUSING SEARCH AND LEASING

TPS-V.A. INITIAL VOUCHER TERM

Unlike the standard HCV program, which requires an initial voucher term of at least 60 days, EHV vouchers must have an initial search term of at least 120 days. PHA policies on extensions as outlined in Section 5-II.E. will apply.

PHA Policy

All EHV's will have an initial term of 120 calendar days.

The family must submit a Request for Tenancy Approval and proposed lease within the 120-day period unless the PHA grants an extension.

TPS-V.B. HOUSING SEARCH ASSISTANCE

The PHA must ensure housing search assistance is made available to EHV families during their initial housing search. The housing search assistance may be provided directly by the PHA or through the CoC or another partnering agency or entity.

At a minimum, housing search assistance must:

- Help individual families identify potentially available units during their housing search, including physically accessible units with features for family members with disabilities, as well as units in low-poverty neighborhoods;
- Provide transportation assistance and directions to potential units;
- Conduct owner outreach;
- Assist with the completion of rental applications and PHA forms; and
- Help expedite the EHV leasing process for the family.

PHA Policy

The PHA will provide housing search assistance as required above. Additionally, as identified in the MOU between the PHA and CoC, the following housing search assistance will be provided to each EHV family:

The PHA will:

- Work collaboratively with referring personnel to ensure that all required applications, paperwork, and verifications are completed satisfactorily.
- Provide adequate staffing and other resources to ensure that inspections of housing units are completed in a timely manner.
- Provide applicants with transportation to meetings.

- Provide housing search assistance services to ensure that participants lease housing prior to the expiration of their voucher. Housing search assistance services may include, without limitation, all of the following:
 - o Educating participants and property owners about the Emergency Housing Voucher program.
 - o Visiting prospective rental units with participants.
 - o Counseling participants in communicating effectively with property owners.
 - o Assisting participants with completing rental applications.
 - o Assisting participants with credit check fees and security deposits, as appropriate.
 - o Assisting participants with understanding the terms of the lease.
 - o Providing foreign language translation and interpretation services, as appropriate.
 - o Allowing participants to freely exercise their preferences in selecting neighborhoods and buildings in which they want to live.

The CoC will:

- Designate a single point of contact for communication with PHA regarding individuals and families referred to the Emergency Housing Voucher program.
- Identify eligible individuals and families for the EHV program.
- Prioritize eligible individuals and families for referral.

TPS-V.C. HQS PRE-INSPECTIONS

To expedite the leasing process, PHAs may pre-inspect available units that EHV families may be interested in leasing in order to maintain a pool of eligible units.

PHA Policy

The PHA will not conduct pre-inspections of available units that EHV families may be interested to rent. The PHA will make every effort to fast-track the inspection process, including adjusting the normal inspection schedule for any required inspections or reinspections.

TPS-V.D. INITIAL LEASE TERM

Unlike in the standard the HCV program, EHV voucher holders may enter into an initial lease that is for less than 12 months, regardless of the PHA policy in Section 9-I.E., Term of Assisted Tenancy.

TPS-V.E. PORTABILITY

The normal HCV portability procedures and requirements outlined in Chapter 10 generally apply to EHV. Exceptions are addressed below.

Nonresident Applicants

Under EHV, applicant families may move under portability even if the family did not have legal residency in the jurisdiction of the initial PHA when they applied, regardless of PHA policy in Section 10-II.B.

Billing and Absorption

A receiving PHA cannot refuse to assist an incoming EHV family, regardless of whether the PHA administers EHV under its own ACC.

- If the EHV family moves under portability to another PHA that administers EHV under its own ACC:
 - The receiving PHA may only absorb the incoming EHV family with an EHV (assuming it has an EHV voucher available to do so).
 - If the PHA does not have an EHV available to absorb the family, it must bill the initial PHA. The receiving PHA must allow the family to lease the unit with EHV assistance and may not absorb the family with a regular HCV when the family leases the unit.
 - Regardless of whether the receiving PHA absorbs or bills the initial PHA for the family's EHV assistance, the EHV administration of the voucher is in accordance with the receiving PHA's EHV policies.
- If the EHV family moves under portability to another PHA that does not administer EHV under its own ACC, the receiving PHA may absorb the family into its regular HCV program or may bill the initial PHA.

Family Briefing

In addition to the applicable family briefing requirements at 24 CFR 982.301(a)(2) as to how portability works and how portability may affect the family's assistance, the initial PHA must inform the family how portability may impact the special EHV services and assistance that may be available to the family.

The initial PHA is required to help facilitate the family's portability move to the receiving PHA and inform the family of this requirement in writing, taking reasonable steps to ensure meaningful access for persons with limited English proficiency (LEP).

PHA Policy

In addition to following PHA policy on briefings in Chapter 5, as part of the briefing packet for EHV families, the PHA will include a written notice that the PHA will assist the family with moves under portability.

For limited English proficient (LEP) applicants, the PHA will provide interpretation services in accordance with the PHA's LEP plan (See Chapter 2).

Coordination of Services

If the portability move is in connection with the EHV family's initial lease-up, the receiving PHA and the initial PHA must consult and coordinate on the EHV services and assistance that will be made available to the family.

PHA Policy

For EHV families who are exercising portability, when the PHA contacts the receiving PHA in accordance with Section 10-II.B, the PHA will consult and coordinate with the receiving PHA to ensure there is no duplication of EHV services and assistance and ensure the receiving PHA is aware of the maximum amount of services fee funding that the initial PHA may provide to the receiving PHA on behalf of the family.

Services Fee

Standard portability billing arrangements apply for HAP and ongoing administrative fees for EHV families.

For service fees funding, the amount of the service fee provided by the initial PHA may not exceed the lesser of the actual cost of the services and assistance provided to the family by the receiving PHA or \$1,750, unless the initial PHA and receiving PHA mutually agree to change the \$1,750 cap. Service fees are paid as follows:

- If the receiving PHA, in consultation and coordination with the initial PHA, will provide eligible services or assistance to the incoming EHV family, the receiving PHA may be compensated for those costs by the initial PHA, regardless of whether the receiving PHA bills or absorbs.
- If the receiving PHA administers EHV's, the receiving PHA may use its own services fee and may be reimbursed by the initial PHA, or the initial PHA may provide the services funding upfront to the receiving PHA for those fees and assistance.
- If the receiving PHA does not administer EHV's, the initial PHA must provide the services funding upfront to the receiving PHA. Any amounts provided to the receiving PHA that are

not used for services or assistance on behalf of the EHV family must promptly be returned by the receiving PHA to the initial PHA.

Placement Fee/Issuance Reporting Fee

If the portability lease-up qualifies for the placement fee/issuance reporting fee, the receiving PHA receives the full amount of the placement component of the placement fee/issuance reporting fee. The receiving PHA is eligible for the placement fee regardless of whether the receiving PHA bills the initial PHA or absorbs the family into its own program at initial lease-up. The initial PHA qualifies for the issuance reporting component of the placement fee/issuance reporting fee, as applicable.

TPS-V.F. PAYMENT STANDARDS

Payment Standard Schedule

For the EHV program, HUD has waived the regulation requiring a single payment standard for each unit size. Instead, the PHA may, but is not required to, establish separate higher payment standards for EHV. Lower EHV payment standards are not permitted. If the PHA is increasing the regular HCV payment standard, the PHA must also increase the EHV payment standard if it would be otherwise lower than the new regular HCV payment standard. The separate EHV payment standard must comply with all other HCV requirements with the exception of the alternative requirements discussed below.

Further, if the PHA chooses to establish higher payments standards for EHV, HUD has provided other regulatory waivers:

- Defining the “basic range” for payment standards as between 90 and 120 percent of the published Fair Market Rent (FMR) for the unit size (rather than 90 to 110 percent).
- Allowing a PHA that is not in a designated Small Area FMR (SAFMR) area or has not opted to voluntarily implement SAFMRs to establish exception payment standards for a ZIP code area above the basic range for the metropolitan FMR based on the HUD published SAFMRs. The PHA may establish an exception payment standard up to 120 percent (as opposed to 110 percent) of the HUD published Small Area FMR for that ZIP code area. The exception payment standard must apply to the entire ZIP code area.
- The PHA must notify HUD if it establishes an EHV exception payment standard based on the SAFMR.

PHA Policy

The PHA will establish a higher payment standard amount for EHV at 120% of the Fair Market Rent.

Rent Reasonableness

All rent reasonableness requirements apply to EHV units, regardless of whether the PHA has established an alternative or exception EHV payment standard.

Increases in Payment Standards

The requirement that the PHA apply increased payment standards at the family's first regular recertification on or after the effective date of the increase does not apply to EHV. The PHA may, but is not required to, establish an alternative policy on when to apply the increased payment standard, provided the increased payment standard is used to calculate the HAP no later than the effective date of the family's first regular reexamination following the change.

PHA Policy

The PHA will not establish an alternative policy for increases in the payment standard. PHA policy in Section 11-III.B. governing increases in payment standards will apply to EHV.

TPS-V.G. TERMINATION OF VOUCHERS

After September 30, 2023, a PHA may not reissue EHV's when assistance for an EHV-assisted family ends. This means that when an EHV participant (a family that is receiving rental assistance under a HAP contract) leaves the program for any reason, the PHA may not reissue that EHV to another family unless it does so no later than September 30, 2023.

If an applicant family that was issued the EHV is unsuccessful in finding a unit and the EHV expires after September 30, 2023, the EHV may not be reissued to another family.

All EHV's under lease on or after October 1, 2023, may not under any circumstances be reissued to another family when the participant leaves the program for any reason. An EHV that has never been issued to a family may be initially issued and leased after September 30, 2023, since this prohibition only applies to EHV's that are being reissued upon turnover after assistance to a family has ended. However, HUD may direct PHAs administering EHV's to cease leasing any unleased EHV's if such action is determined necessary by HUD to ensure there will be sufficient funding available to continue to cover the HAP needs of currently assisted EHV families.

PART VI: USE OF FUNDS, REPORTING, AND FINANCIAL RECORDS

EHV funds allocated to the PHA for HAP (both funding for the initial allocation and HAP renewal funding) may only be used for eligible EHV HAP purposes. EHV HAP funding obligated to the PHA may not be used for EHV administrative expenses or the other EHV eligible expenses under this notice. Likewise, EHV administrative fees and funding obligated to the PHA are to be used for those purposes and must not be used for HAP.

The appropriated funds for EHV are separate from the regular HCV program and may not be used for the regular HCV program but may only be expended for EHV eligible purposes. EHV HAP funds may not roll into the regular HCV restricted net position (RNP) and must be tracked and accounted for separately as EHV RNP. EHV administrative fees and funding for other eligible expenses permitted by Notice PIH 2021-15 may only be used in support of the EHV and cannot be used for regular HCVs. EHV funding may not be used for the repayment of debts or any amounts owed to HUD by HUD program participants including, but not limited to, those resulting from Office of Inspector General (OIG), Quality Assurance Division (QAD), or other monitoring review findings.

The PHA must comply with EHV reporting requirements in the Voucher Management System (VMS) and Financial Data Schedule (FDS) as outlined in Notice PIH 2021-15.

The PHA must maintain complete and accurate accounts and other records for the program and provide HUD and the Comptroller General of the United States full and free access to all accounts and records that are pertinent the administration of the EHV in accordance with the HCV program requirements at 24 CFR 982.158.

Resolution 479

**Resolution Approving and Adopting Updates
To the County of Humboldt Housing Authority
Housing Choice Voucher Program Administrative Plan**

WHEREAS, It is a requirement of the County of Humboldt Housing Authority to have an updated, approved Administrative Plan for the administration of its Housing Choice Voucher programs; and

WHEREAS, Staff has amended the current Administrative Plan to include the U.S. Department of Housing and Urban Development's Emergency Housing Voucher program, added in 2021 as a response to the COVID-19 pandemic; and

WHEREAS, The Commissioners have reviewed the proposed addition to the Administrative Plan for Emergency Housing Vouchers; and

WHEREAS, The proposed addition was advertised and made available for thirty (30) days of public comment, with a public comment meeting held on Tuesday, October 5, 2021, via teleconference; and

WHEREAS, The approved, updated Administrative Plan will be sent to HUD for their reference;

NOW, THEREFORE, BE IT RESOLVED, That the Commissioners of the County of Humboldt Housing Authority do hereby approve and adopt the proposed addition to the Administrative Plan for Emergency Housing Vouchers.

Name

Name

Name

Title

Title

Title

Signature

Signature

Signature