



HOUSING AUTHORITIES

CITY OF EUREKA & COUNTY OF HUMBOLDT



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COUNTY OF HUMBOLDT HOUSING AUTHORITY REGULAR COMMISSION MEETING AGENDA

Monday - November 08, 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: 891 0306 2244 and Passcode: 895809

(a) Roll Call

Elizabeth Conner, Chairperson
Maureen Fitzgerald, Vice Chairperson
Sylvia Derooy, Commissioner
Kaylen Escarda, 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.

Page(s) 3 - 6 (c) Minutes from the Regular Session of October 12, 2021
Recommendation: Staff recommends the Commissioners approve minutes.

7 - 10 (d) Bills and Communications:
(d1) Landlord Newsletter Q4 2021

- (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.

11 (e1) Covid-19 Updates
12 - 16 (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:

17 - 20 (h1) Resolution 480
 Proposed Utility Allowance Study Schedule for 2022
 Recommended Board Action: Accept and Adopt for Approval

21 (h2) HTVN Training Demo with Dustin Wiesner (informational)

 (h3) Repositioning Community Input Session, November 4th 6-7:30pm
 Community feedback information

(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 Tuesday, October 12, 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 12:10pm

(a) Roll call

Commissioners Present: Chairperson Conner, Vice Chairperson Fitzgerald, Commissioner Derooy, Commissioner Rogers, Commissioner Zondervan-Droz, Commissioner Derooy (joined meeting at 12:21pm)

Commissioners Absent: Commissioner Escarda

Staff Present: Churchill, Humphreys, Wiesner

Public Present: None

(b) Public Comment – None heard.

(c) Minutes of the Regular Session of September 13, 2021.

Motion to approve the minutes of the Meeting of September 13, 2021, by Vice Chairperson Fitzgerald

Second – Commissioner Rogers

AYES: Conner, Fitzgerald, Rogers, Zondervan-Droz

NAYS: None

ABSTAIN: None

Chairperson Conner declared the motion carried and the September 13, 2021, minutes approved.

(d) Bills and Communications: None.

(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 updates the Commissioners on the report, noting that during September, we had 15 Mainstream Vouchers lease up with more Mainstream vouchers going out.

(f) Reports of the Commissioners: Chairperson Conner requests Secretary Churchill to go over training opportunities for the Commissioners. Secretary Churchill notes that the Housing Authority has a budget for Commissioner training. The Housing Authority has a subscription with HTVN for online training which is available to the Commissioners. Secretary Churchill notes that a communication will go out to the Commissioners with training access information.

(g) Unfinished Business: None.

(h) New Business:

(h1) Resolution 477

CA086 5-Year and Annual Plan 2022-2026

Recommended Board Action: Accept and Adopt for Approval

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 Plans have been reviewed for accuracy and completeness; and

WHEREAS, A Public Notice stating the Agency Plans were 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 plans 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.

Motion to approve the Resolution 477 by Commissioner Derooy

Second – Vice Chairperson Fitzgerald

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

NAYS: None

ABSTAIN: None

Chairperson Conner declared the motion carried and the Resolution 477 approved.

- (h2) Resolution 478
Annual Operating Budget for Fiscal Year Ending December 31, 2022
Recommended Board Action: Accept and Adopt for Approval

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.

Motion to approve the Resolution 478 by Vice Chairperson Fitzgerald

Second – Commissioner Derooy

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

NAYS: None

ABSTAIN: None

Chairperson Conner declared the motion carried and the Resolution 478 approved.

- (h3) Resolution 479
Administrative Plan, Addition/Update: Temporary Policy Statement, Emergency
Housing Vouchers
Recommended Board Action: Accept and Adopt for Approval

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.

Motion to approve the Resolution 479 by Commissioner Derooy

Second – Vice Chairperson Fitzgerald

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

NAYS: None

ABSTAIN: None

Chairperson Conner declared the motion carried and the Resolution 479 approved.

(i) Closing Statements: None heard.

There being no further business to come before the Commissioners, the meeting was adjourned at 12:48p.m.

Secretary

Chairperson



Issue 2021.2

"Communication leads to community."

Landlord Newsletter

Housing Authority Voucher Programs Expanded in 2021

While it may seem hard to fathom, given the downturn in the economy that has resulted from the COVID-19 pandemic over the past 20 months, the County of Humboldt Housing Authority has actually increased program offerings. This is due to both program expansions and funding authorized under the CARES Act and ARPA as well as the Housing Authority's targeted efforts to bring more opportunities for rental assistance to our community.

In addition to our Housing Choice Voucher program, commonly known as Section 8, which has been around since the 1970's, we also have VASH (Veteran's Affairs Supportive Housing), Mainstream Vouchers, Emergency Housing Vouchers, and project-based vouchers. These all work similarly, under the umbrella of the Department of Housing and Urban Development's Housing Choice Voucher program, 24 CFR Parts 982 (tenant based) and 983 (project based). However, they do have minor program differences as shown below.

HCV (Traditional Housing Choice Voucher; 1,222 units) – The HCV program has an open waitlist, and anyone may apply. After a preliminary screening to determine initial eligibility, applicants will be put on an in-house wait list. The Housing Authority regularly pulls from the waitlist to issue vouchers throughout the year. Participants are income-targeted, as HUD requires annually that at least 75% of new admissions have an income at or below 30% of the area median income (\$26,500 for a 4-person family in 2021).

VASH (Veterans Affairs Supportive Housing; 95 units) – Veterans are screened by calling CalVET, Nation's Finest, or HUD-VASH to determine eligibility. HUD-VASH caseworkers prioritize qualified applicants, who are referred to the Housing Authority for further screening, then issued a voucher if they meet program requirements. A HUD-VASH caseworker regularly provides support for the participant.

Mainstream (75 units) – Eligible families must have at least one adult member of the household who is disabled and non-elderly (between 18-61). Voucher recipients are selected one of two ways: they may be pulled from our regular waitlist or referred by a local Continuum of Care (CoC) participating agency.

EHV (Emergency Housing Voucher; 182 units) – EHV's are issued by referral only from the CoC or from HDVS. Assistance is specifically for those who are homeless, recently homeless, at risk of homelessness, or fleeing domestic violence, stalking, or sex trafficking. A dedicated caseworker helps voucher recipients find housing, successfully utilize the voucher, and obtain services.

PBV (Project Based Vouchers) – PBVs are awarded by the housing authority from the allocation of HCV, VASH, and/or Mainstream vouchers, for projects that bring long-term affordable housing to our community. The voucher stays with the unit instead of the tenant, ensuring a development will provide affordable rents for up to 20 years, renewable for up to an additional 20 years (40 years total).

Our mission statement: *The mission of the County of Humboldt Housing Authority 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. 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.*

Meet Our Housing Advocate and Our EHV Specialist

From Jennifer: The HCV program and its success has been possible due to the many wonderful landlords that continue to participate in our program. This agency is grateful for the dedication to our community and the willingness of Humboldt County landlords to help low-income families, many of whom have been able to raise their families, finish their education, secure stable employment, and move on, allowing others to be assisted. I am working to help current landlords navigate our program and make your experience simple and efficient. Additionally, we are always looking for new landlords to participate and utilize our programs, and I'd be happy to answer any questions you have. Please contact me and let me know what has worked for you as a landlord, and what hasn't – we need to hear both sides! Your feedback is greatly appreciated.



We have some great incentives for landlords right now (see below). If you have a vacant property to rent, or if you know a landlord who would like to participate, please let me know. I look forward to speaking with you!

Contact Jennifer via phone at 707.443.4583 x217 or email jboone@eurekahumboldt.org

From Michelle: I am the Emergency Housing Voucher (EHV) Specialist that assists those referred by the CoC or HDVS to secure housing utilizing a voucher. My position is not only to connect a voucher recipient to stable housing but also to assist landlords be paired up with a great tenant. Something a little different about the EHV program is that it provides a higher payment standard for units and may also assist EHV recipients with application fees and if need be, security deposits, so we can eliminate as many barriers as possible for the recipient to be housed! That is ultimately the work of this position—make an easy process for referrals to receive secure housing. I assist with the processing of the applications and find landlords that would love to participate in the incentive program for EHV recipients. Landlord gets a tenant and a monetary bonus, and a recipient gets housed: a win-win situation! I am not only here to answer questions on how to get into the program but also here to speak to landlords about how this program may benefit them. You can always call my cell phone 707.572.9255 with any questions you may have, or feel free to email me at michellen@eurekahumboldt.org



General & Contact Information

Our lobby is open 10 a.m. to 3 p.m. Tuesdays, Wednesdays, and Thursdays. Business hours are weekly Monday-Thursday, 9:00-4:30, and Fridays alternating 9:00-4:30 and closed.

Please call our main line during business hours at (707) 443-4583 if you need assistance.

Address: 735 West Everding Street
Eureka, CA 95503

We have a payment drop box by our front door for easy submission of any amounts payable.

Call our main line at (707) 443-4583, then:
Caseworkers are based on client last name:

Davina (A-Gr)	x218
Kristi (Gu-Pr)	x227
Ana (Pu-Z)	x233
Michelle for EHV program	572-9255
Stephanie for accounting.....	x221
Housing Advocate Jennifer	x217

Front desk for all other questions regarding Housing Authority services..... x210

Other News to Know....

Landlord Incentive Program – **UPDATED!**

The Housing Authority implemented a landlord incentive program in 2021, funded by CARES Act COVID-19 relief. Through December 31, 2021 (or earlier if funding is exhausted), landlords are eligible for a new landlord bonus of \$1,000, a new unit bonus of \$500, or any other voucher lease up bonus of \$250 (\$500 for EHV program).

Landlord Orientation to the Voucher Program

Housing Advocate Jennifer Boone would like to help answer your questions about our programs. If you're interested in a landlord orientation, please email Jennifer to get on her list (email above)!

The County of Humboldt Housing and Planning division is holding Community Listening Sessions to better understand the community's perceptions and opinions related to affordable housing. See attached flyer for information on the final session being held 10/26/2021. Note that this is through Humboldt County government and is NOT part of Housing Authority operations. A confidential survey is also available using the QR code below or on the web at:

<https://www.surveymonkey.com/r/HumboldtCountyHousingSurvey>





Housing in Humboldt County: Community Listening Sessions

What's your vision for the future of housing in Humboldt County? What are your housing needs and issues? Humboldt County invites community members to share their perspectives about housing opportunities, challenges, and solutions at these upcoming virtual listening sessions. Community members may attend more than one session.



Coastal/Humboldt Bay Region

Tuesday, October 5, 2021
6:00-7:30 pm



Inland/Rural Region

Tuesday, October 12, 2021
6:00-7:30 pm



Service Providers/Low-Income Households

Tuesday, October 26, 2021
6:00-7:30 pm

Use the following information to join any of the sessions:

Join via the web (recommended): us02web.zoom.us/j/82323649248

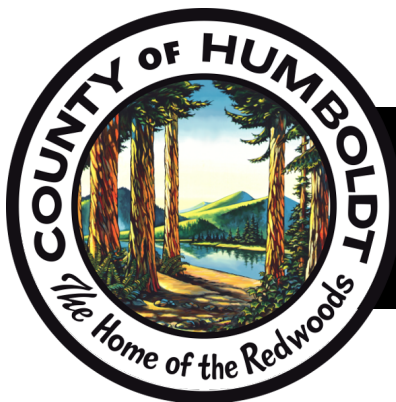
Or call in via phone: +1 669 900 9128

Zoom meeting ID: 823 2364 9248

Closed captioning available

For more information or to request accessibility accommodations, please contact Andrew Whitney, Housing and Grants Program Coordinator at: 707-445-7541 or awhitney2@co.humboldt.ca.us





Vivienda en el Condado de Humboldt: Sesiones de Escucha Comunitaria

¿Cuál es su visión para el futuro de la vivienda en el condado de Humboldt? ¿Cuáles son sus necesidades y problemas de vivienda? El condado de Humboldt invita a los miembros de la comunidad a compartir sus perspectivas sobre oportunidades, desafíos y soluciones de vivienda en estas próximas sesiones de escucha virtual. Los miembros de la comunidad pueden asistir a más de una sesión.



Región costera / de la bahía de Humboldt Martes, 5 de octubre de 2021 6:00-7:30 pm



Región interior / rural Martes 12 de octubre de 2021 6:00-7:30 pm



Proveedores de servicios / Hogares de bajos ingresos Martes 26 de octubre de 2021 6:00-7:30 pm

Utilice esta información para unirse a cualquiera de las sesiones:

Únase a través de la web (recomendado):

us02web.zoom.us/j/82323649248

o llama por teléfono +1 669 900 9128

Zoom cita ID: 823 2364 9248

Subtítulos disponibles

Para obtener más información o para solicitar adaptaciones de accesibilidad, comuníquese con Andrew Whitney, Coordinador del Programa de Vivienda y Subvenciones al: 707-445-7541 or awhitney2@co.humboldt.ca.us



Occupancy and Leasing Report

Month: October 2021

City of Eureka Housing Authority County of Humboldt Housing Authority

Program	Total Units Available	Vacant Units 1st of Month	# Units Leased 1st of Month	Move-outs During Month	Move-ins During Month	Wait List End of Month
Eureka						
Public Housing	196 *	17 *	179	2	1	383
Eureka Family Housing	51	4	47	0	1	380
Eureka Senior Housing	22	3	19	0	2	144
	269		245			
Humboldt						
Housing Choice Vouchers	1217	N/A	795	3	7	1042
VASH Vouchers	73	N/A	67	0	0	N/A
Mainstream vouchers	75 ***	N/A	18	0	2	N/A
Project Based Vouchers						
PBV-VASH - Bayview Heights (Eureka)	22 **	N/A	21	0	0	N/A
PBV-HCV - Bayview Heights (Eureka)	3 **					
PBV-HCV - Sorrell Place (Arcata)	5 **	N/A	N/A	N/A	N/A	N/A
Emergency Housing Vouchers (EHV)	182 ‡	N/A	N/A	N/A	N/A	N/A ‡
	1577		901			
Vouchers issued but not under contract, end of month (aka "Searching")						27

*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 September 2021

HAP (per VMS):	January	February	March	April	May	June	July	August	September	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	511,513.25	4,489,303.00
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)	(26,215.25)	(146,166.00)
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	410.00	6,145.36
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)	(477,686.00)	(4,293,982.00)
Surplus (Deficit)	<u>3,884.50</u>	<u>4,455.00</u>	<u>14,048.00</u>	<u>13,711.53</u>	<u>(12,020.17)</u>	<u>13,056.00</u>	<u>6,795.50</u>	<u>9,472.00</u>	<u>8,022.00</u>	<u>61,424.36</u>
% Total income utilized	99.19%	99.08%	97.13%	97.20%	102.59%	97.33%	98.60%	98.05%	98.35%	98.59%
% Budget Authority utilized	99.82%	99.66%	97.53%	95.59%	95.48%	92.96%	93.72%	93.29%	93.39%	95.65%
# of Households Assisted	883	876	875	874	872	868	866	865	865	7,844
Average HAP Payment	541.89	545.30	543.90	545.01	545.62	547.82	553.54	551.69	552.24	547.42
ADMIN & OPERATIONS (per G/L):										
Administrative Fee income (HUD)	59,042.00	59,042.00	88,927.00	71,351.00	60,767.00	61,187.00	61,187.00	61,187.00	65,105.00	587,795.00
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	1,950.36	24,084.86
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	7,122.00	52,436.00
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)	(7,122.00)	(52,408.00)
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)	(59,046.63)	(576,275.35)
Surplus (Deficit)	<u>6,987.32</u>	<u>5,654.94</u>	<u>27,759.85</u>	<u>19,041.01</u>	<u>(15,384.36)</u>	<u>7,834.36</u>	<u>(27,731.94)</u>	<u>3,462.60</u>	<u>8,008.73</u>	<u>35,632.51</u>
Remaining HAP Cash	12,452.15	15,867.15	25,068.15	52,595.67	38,133.50	43,639.50	51,082.35	61,129.00	72,303.00	
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	429,234.35	
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	501,537.35	
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	6,255.91	
			A	B	C					

- 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 September 2021

<u>HAP:</u>	<u>April</u>	<u>May</u>	<u>June</u>	<u>July</u>	<u>August</u>	<u>September</u>	<u>Total</u>
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						7,679.00	7,679.00
Surplus (Deficit)	<u>44,260.00</u>	<u>44,261.00</u>	<u>44,261.00</u>	<u>-</u>	<u>-</u>	<u>7,679.00</u>	<u>140,461.00</u>
% Total income utilized	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	5.78%
% Budget Authority utilized	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	5.78%
# of Households Assisted	-	-	-	-	-	15	15
Average HAP Payment	-	-	-	-	-	511.93	511.93
<u>ADMIN & OPERATIONS (per G/L):</u>							
Administrative Fee income (HUD)						-	-
HUD Additional AF Funding						-	-
Other Admin income						-	-
Port-in HAP income						-	-
Port-in HAP expense						-	-
Operating expenses				38.30	-	3,500.00	3,538.30
Surplus (Deficit)	<u>-</u>	<u>-</u>	<u>-</u>	<u>38.30</u>	<u>-</u>	<u>3,500.00</u>	<u>3,538.30</u>
Remaining HAP Cash	44,260.00	88,521.00	132,782.00	132,782.00	132,782.00	127,368.00	
Remaining Non-HAP Cash				(38.30)	(38.30)	(38.30)	
Total Mainstream Voucher Cash	<u>44,260.00</u>	<u>88,521.00</u>	<u>132,782.00</u>	<u>132,743.70</u>	<u>132,743.70</u>	<u>127,329.70</u>	
Cash Increase/(Decrease)	44,260.00	44,261.00	44,261.00	(38.30)	-	(5,414.00)	

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

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

HOUSING AUTHORITY - COUNTY OF HUMBOLDT
Emergency Housing Vouchers Only
For the month of September 2021

HAP:	July	August	September	Total
HUD Budget Authority Income (HAP)	104,554.00	104,554.00	104,554.00	313,662.00
HUD Additional VO Funding				-
Less: HUD Recapture	-	-	-	-
Draw from HUD-held reserves	-	-	-	-
Other HAP income	-	-	-	-
HAP expenses	-	-	-	-
Surplus (Deficit)	<u>104,554.00</u>	<u>104,554.00</u>	<u>104,554.00</u>	<u>313,662.00</u>
% Total income utilized	0.00%	0.00%	0.00%	0.00%
% Budget Authority utilized	0.00%	0.00%	0.00%	0.00%
# of Households Assisted	-	-	-	-
Average HAP Payment	-	-	-	-
ADMIN & OPERATIONS (per G/L):				
Administrative Fee income (HUD)	16,431.00	16,431.00	16,431.00	49,293.00
HUD Additional AF Funding	-	-	-	-
Other Admin income	83.98	316.18	6,301.10	6,701.26
Port-in HAP income	-	-	-	-
Port-in HAP expense	-	-	-	-
Operating expenses	<u>83.98</u>	<u>316.18</u>	<u>6,301.10</u>	<u>6,701.26</u>
Surplus (Deficit)	<u>16,598.96</u>	<u>17,063.36</u>	<u>29,033.20</u>	<u>62,695.52</u>
Remaining HAP Cash	104,554.00	209,108.00	313,662.00	
Remaining Non-HAP Cash	<u>407,647.02</u>	<u>423,761.84</u>	<u>434,037.55</u>	
Total Emergency Housing Voucher Cash	<u>512,201.02</u>	<u>632,869.84</u>	<u>747,699.55</u>	
Cash Increase/(Decrease)	512,201.02	120,668.82	114,829.71	
	A	B	B	

A Initial funding to start program

B Increase due to timing of receiving funding before initial lease-ups.

HOUSING AUTHORITY - COUNTY OF HUMBOLDT
For the month of September 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%
September	485,708.00	(477,686.00)	98.35%
Year to Date Total	\$ 4,353,095.36	\$ (4,293,982.00)	98.64%

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%
September	67,055.36	(59,046.63)	88.06%
Year to Date Total	\$ 611,879.86	\$ (576,275.35)	94.18%

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
September	865	552.24

** 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 September 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	865
October	971	937	923	880	898	953	946	897	918	934	906	888	866	888	-
November	979	934	917	879	912	968	939	900	913	928	903	887	881	890	-
December	995	940	919	885	922	973	927	890	910	925	902	882	877	887	-
Average	950	938	931	895	898	947	965	897	916	926	914	895	884	871	872
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	7,844

County of Humboldt Housing Authority

Board of Commissioners Meeting

November 08, 2021

Agenda Item H1

Memorandum

To: Commissioners

From: Cheryl Churchill, Executive Director

Subject: HCV Utility Allowance

BACKGROUND AND HISTORY:

In accordance with HUD regulations, the Housing Authority must conduct an annual utility survey of a representative number of households in Humboldt County. This survey is then used to determine the utility allowance granted each Section 8 household to aid them in paying for their utilities.

As in the past, staff contracted with the Nelrod Company to conduct the survey and recommend the utility allowances for the 2022 fiscal year. Attached are comparison sheets showing the 2021 utility allowances and the proposed 2022 utility allowances, per building types and bedroom sizes.

Under HUD's regulations, if the utility survey indicates a change in the utility allowance of at least 10%, the Housing Authority must adopt the new utility allowances. While we do not see a 10% change in each category, we do see an overall increase in the suggested allowances. As this is a benefit to program participants, it is in their interest to adopt the proposed utility allowances.

STAFF RECOMMENDATION:

Staff recommend that the Board accept and approve the proposed 2022 HCV Utility Allowances.

January 1, 2022
Proposed - Section 8 Utility Allowances
Housing Authority of the County of Humboldt
Allowances are rounded to nearest dollar

A = Apartment H = House

Utility or Service	0 BR		1 BR		2 BR		3 BR		4 BR		5 BR	
	A	H	A	H	A	H	A	H	A	H	A	H
HEATING*												
Natural Gas	34.00	48.00	40.00	59.00	47.00	67.00	53.00	76.00	59.00	84.00	66.00	95.00
Bottle Gas	70.00	99.00	80.00	118.00	92.00	137.00	108.00	153.00	118.00	169.00	130.00	188.00
Electric	36.00	81.00	42.00	95.00	56.00	111.00	69.00	126.00	83.00	143.00	97.00	162.00
Electric Heat Pump	31.00	45.00	37.00	52.00	44.00	62.00	49.00	70.00	55.00	78.00	60.00	86.00
Wood ****	28.00	28.00	28.00	28.00	28.00	28.00	34.00	34.00	41.00	41.00	41.00	41.00
Air Conditioning												
COOKING												
Natural Gas	5.00	5.00	5.00	5.00	9.00	9.00	10.00	10.00	14.00	14.00	16.00	16.00
Bottle Gas	10.00	10.00	10.00	10.00	16.00	16.00	22.00	22.00	29.00	29.00	32.00	32.00
Electric	11.00	11.00	13.00	13.00	18.00	18.00	24.00	24.00	29.00	29.00	35.00	35.00
OTHER Electric (Lights Appliances includes CA Credit)	37.00	56.00	45.00	67.00	63.00	94.00	82.00	122.00	100.00	156.00	119.00	191.00
WATER HEATING												
Natural Gas	10.00	14.00	14.00	17.00	19.00	24.00	24.00	31.00	31.00	38.00	36.00	45.00
Bottle Gas	22.00	29.00	29.00	35.00	38.00	48.00	48.00	64.00	64.00	76.00	73.00	89.00
Electric	26.00	33.00	31.00	39.00	40.00	50.00	48.00	60.00	57.00	71.00	66.00	82.00
OTHER - Natural Gas Climate Credit \$-2.00												
WATER	46.00	46.00	47.00	47.00	55.00	55.00	63.00	63.00	71.00	71.00	79.00	79.00
SEWER	63.00	67.00	65.00	69.00	83.00	87.00	101.00	105.00	119.00	123.00	137.00	141.00
TRASH COLLECTION (Recology) (Inside City Limits)	33.00	33.00	33.00	33.00	33.00	33.00	33.00	33.00	33.00	33.00	33.00	33.00
TRASH COLLECTION (Recology) (Outside City Limits)	41.00	41.00	41.00	41.00	41.00	41.00	41.00	41.00	41.00	41.00	41.00	41.00
RANGE	11.00	11.00	11.00	11.00	11.00	11.00	11.00	11.00	11.00	11.00	11.00	11.00
REFRIGERATOR	12.00	12.00	12.00	12.00	12.00	12.00	12.00	12.00	12.00	12.00	12.00	12.00
Proposed allowance for approval by County Commissioners November 08, 2021												

* FUEL OIL use bottle gas amount. PER RHM 10/26/2006

January 1, 2021
Section 8 Utility Allowances
Housing Authority of the County of Humboldt
Allowances are rounded to nearest dollar

A = Apartment H = House

Utility or Service	0 BR		1 BR		2 BR		3 BR		4 BR		5 BR	
	A	H	A	H	A	H	A	H	A	H	A	H
HEATING*												
Natural Gas	32.00	45.00	37.00	54.00	43.00	62.00	49.00	70.00	54.00	78.00	60.00	87.00
Bottle Gas	55.00	78.00	63.00	93.00	73.00	108.00	85.00	120.00	93.00	133.00	103.00	148.00
Electric	33.00	76.00	39.00	89.00	52.00	103.00	65.00	118.00	78.00	133.00	91.00	152.00
Electric Heat Pump	29.00	42.00	34.00	49.00	41.00	58.00	46.00	66.00	51.00	73.00	56.00	80.00
Wood ****	28.00	28.00	28.00	28.00	28.00	28.00	34.00	34.00	41.00	41.00	41.00	41.00
Air Conditioning	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	
COOKING												
Natural Gas	5.00	5.00	5.00	5.00	8.00	8.00	10.00	10.00	13.00	13.00	14.00	14.00
Bottle Gas	8.00	8.00	8.00	8.00	13.00	13.00	18.00	18.00	23.00	23.00	25.00	25.00
Electric	10.00	10.00	12.00	12.00	17.00	17.00	22.00	22.00	28.00	28.00	33.00	33.00
OTHER Electric (Lights Appliances includes CA Credit)	35.00	52.00	41.00	62.00	59.00	88.00	76.00	114.00	93.00	146.00	111.00	178.00
WATER HEATING												
Natural Gas	10.00	13.00	13.00	16.00	18.00	22.00	22.00	29.00	29.00	35.00	33.00	41.00
Bottle Gas	18.00	23.00	23.00	28.00	30.00	38.00	38.00	50.00	50.00	60.00	58.00	70.00
Electric	25.00	31.00	29.00	36.00	37.00	46.00	45.00	56.00	53.00	67.00	61.00	77.00
OTHER - Natural Gas Climate Credit \$-2.27	-2.00	-2.00	-2.00	-2.00	-2.00	-2.00	-2.00	-2.00	-2.00	-2.00	-2.00	-2.00
WATER	47.00	47.00	48.00	48.00	57.00	57.00	66.00	66.00	74.00	74.00	83.00	83.00
SEWER	52.00	55.00	53.00	57.00	68.00	72.00	84.00	87.00	99.00	103.00	114.00	118.00
TRASH COLLECTION (Recology) (Inside City Limits)	32.00	32.00	32.00	32.00	32.00	32.00	32.00	32.00	32.00	32.00	32.00	32.00
TRASH COLLECTION (Recology) (Outside City Limits)	39.00	39.00	39.00	39.00	39.00	39.00	39.00	39.00	39.00	39.00	39.00	39.00
RANGE	11.00	11.00	11.00	11.00	11.00	11.00	11.00	11.00	11.00	11.00	11.00	11.00
REFRIGERATOR	12.00	12.00	12.00	12.00	12.00	12.00	12.00	12.00	12.00	12.00	12.00	12.00

Approved by County Commissioners on November 09, 2020

* FUEL OIL use bottle gas amount. PER RHM 10/26/2006

Resolution 480

**Adopt Updated Utility Schedule
Section 8 Housing Choice Voucher Program**

WHEREAS, The U.S. Department of Housing and Urban Development requires a survey of utility usage and fees be done to ascertain a schedule of Section 8 Housing allowances for tenant furnished utilities; and

WHEREAS, The Housing Authorities have contracted with The Nelrod Company to complete a Resident Life Utility Allowance Survey and Study for Section 8; and

WHEREAS, The Survey demonstrates a need to adjust the present utility allowances to bring them in line with actual cost figures;

NOW, THEREFORE, BE IT RESOLVED, that the Commissioners of the County of Humboldt Housing Authority approve and adopt the September 2021 updated schedule for Section 8 Utility Allowances for Tenant Furnished Utilities and Other Services, effective January 1, 2022.

(Name)

(Name)

(Name)

Title

Title

Title

Signature

Signature

Signature

County of Humboldt Housing Authority

Board of Commissioners Meeting

November 8, 2021

Agenda Item H2

Memorandum

To: Commissioners

From: Dustin Wiesner, Director of Finance and Administration

Subject: HTVN Online Training Portal Demonstration

BACKGROUND AND HISTORY:

The County of Humboldt Housing Authority's HTVN online training portal will be demonstrated. By the end of the training, board members will have seen how to log in to the portal, find training and complete training.

For further questions, feel free to contact me at dustinw@eurekahumboldtha.org or 707-443-4583 x220.

STAFF RECOMMENDATION:

None; informational only.