



HOUSING AUTHORITIES CITY OF EUREKA & COUNTY OF HUMBOLDT



735 WEST EVERDING STREET, EUREKA CA 95503
PHONE: (707) 443-4583 FAX: (707) 443-4762 TTY: (800) 651-5111

CITY OF EUREKA HOUSING AUTHORITY REGULAR COMMISSION MEETING AGENDA

Monday – November 15, 2021
7:30pm

Participate Via Zoom Meeting

Join Zoom meeting at <https://us02web.zoom.us/join> or call (669) 900-6833
Meeting ID: 831 2256 7589 Passcode: 991632

(a) Roll Call

Kali Serotta, Chairperson
Kay Escarda, Vice Chairperson
Renee Byers, Commissioner
Mark Konkler, Commissioner
Kristen Raymond, 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)
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- (c) Minutes from the Regular Session of October 18, 2021
Recommendation: Staff recommends the Commissioners approve minutes.

(d) Bills and Communication

7 (d1) HUD PHA Plan Approval – FYB 2021 letter dated November 05, 2021
8 - 9 (d2) Tenant Newsletter Q3 2021
10 - 13 (d3) 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

14 (e1) Covid-19 Updates
15 - 19 (e2) Occupancy and Leasing Report
(e3) HCV Utilization Reports

- (f) Reports of the Commissioners: This time is reserved for Commissioners to share any relevant news or Housing related endeavors undertaken by Commissioners.



The Housing Authorities are Equal Housing Opportunity Organizations



(g) Unfinished Business: This time is reserved for any business that has been carried over from previous meetings/discussions.

(h) New Business:

- 20 - 23 (h1) Resolution 1958
 Proposed Utility Allowance Study Schedule for 2022
 Recommended Board Action: Accept and Adopt for Approval
- 24 (h2) HTVN Training Demo with Dustin Wiesner (informational)
- 25 - 27 (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 Housing Authority of the City of Eureka met in a Regular Session on Monday, October 18, 2021, at 7:30p.m via Zoom.

Chairperson Serotta declared a quorum present and called the meeting to order at 7:31 p.m.

(a) Roll Call - Upon roll call those present and absent were:

Commissioners present: Chairperson Serotta, Vice Chairperson Escarda, Commissioner Byers, Commissioner Konkler, Commissioner Raymond
Commissioners absent: None
Staff present: Churchill, Briggs, Wiesner
Public present: None

(b) Public Comment - Chairperson Serotta opens for Public comment. No comments are heard.

(c) Minutes of the Regular Session of July 19, 2021, August 16, 2021 and September 20, 2021:

Motion to approve the minutes of the meeting of July 19, 2021 made by Vice Chairperson Escarda.

Second – Commissioner Byers

Roll call:

Ayes: Serotta, Escarda, Byers, Konkler

Nays: None

Abstain: None

Chairperson Serotta declared the motion carried to approve the minutes of July 19, 2021.

Motion to approve the minutes of the meeting of August 16, 2021 made by Commissioner Konkler.

Second – Commissioner Byers

Roll call:

Ayes: Serotta, Byers, Konkler, Raymond

Nays: None

Abstain: Escarda

Chairperson Serotta declared the motion carried to approve the minutes of August 16, 2021.

Motion to approve the minutes of the meeting of September 20, 2021 made by Commissioner Konkler

Second – Commissioner Raymond

Roll call:

Ayes: Serotta, Escarda, Konkler, Raymond
Nays: None
Abstain: Byers

Chairperson Serotta declared the motion carried to approve the minutes of September 20, 2021.

(d) Bills and Communications: None.

(e) Report of the Secretary:

(e1) Covid-19 Update: Secretary Churchill briefs the Commissioners that currently we are keeping the lobby 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 notes that 245 units leased at beginning of September. We are working towards improving turn times of vacant units and in turn, leasing up units which will improve our numbers.

(e3) HCV Utilization Reports: Secretary Churchill briefs the Commissioners on this report. We are just below 96% and have vouchers out looking to lease up. To help get voucher numbers up, the Housing Authority has expanded the landlord incentive program. The Housing Authority should be above the 96% utilization by year end.

(f) Reports of Commissioners – Commissioner Konkler inquires about Commissioners meeting with tenants. Secretary Churchill responds stating that we do have an annual meeting with our Resident Advisory Board (RAB) and the participants of the meeting are Public Housing tenants. During the RAB meeting, the participants have an opportunity to give their input and suggestions pertaining to the Housing Authority.

(g) Unfinished Business – No unfinished business.

(h) New Business:

(h1) Resolution 1956

City of Eureka Housing Authority to Write Off Certain Uncollectible Accounts Receivable
Recommended Board Action: Accept and Adopt for Approval

CITY OF EUREKA HOUSING AUTHORITY

RESOLUTION 1956

TO WRITE OFF CERTAIN UNCOLLECTIBLE ACCOUNTS RECEIVABLE

WHEREAS, All efforts to collect certain accounts from former tenants of the Conventional Public Housing program have been unsuccessful; and

WHEREAS, The U.S. Department of Housing and Urban Development has recommended that after all reasonable efforts have been made to collect vacated accounts, the Board of Commissioners, based on the recommendations of the Executive Director, should authorize the charging off of such accounts.

NOW, THEREFORE, BE IT RESOLVED, That the following accounts be transferred to Collection Loss;

<u>Tenant</u>	<u>Amount</u>
Eviction	\$9,041.79

Motion to approve Resolution 1956 made by Vice Chairperson Escarda

Second – Commissioner Byers

Roll call: Ayes: Serotta, Escarda, Byers, Konkler, Raymond
 Nays: None
 Abstain: None

Chairperson Serotta declared the motion carried to approve Resolution 1956.

(h2) Resolution 1957

City of Eureka Housing Authority Annual Operating Budget for FYE December 31, 2022.
 Recommended Board Action: Accept and Adopt for Approval

Resolution 1957

Resolution to Approve Annual Operating Budget
 For City of Eureka Housing Authority
 For Fiscal Year Ending December 31, 2022

WHEREAS, The City of Eureka Housing Authority Board of Commissioners directed the Executive Director to prepare an Operating Budget for City of Eureka Housing Authority 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 City of Eureka Housing Authority do hereby approve and adopt the Operating Budget for FYE December 31, 2022.

Motion to approve Resolution 1957 made by Vice Chairperson Escarda

Second – Commissioner Konkler

Roll call: Ayes: Serotta, Escarda, Byers, Konkler, Raymond
 Nays: None
 Abstain: None

Chairperson Serotta declared the motion carried to approve Resolution 1957.

(h3) Repositioning Update - Discussion item: Secretary Churchill updates the Commissioners regarding the Repositioning and the Technical Assistance Contract. At this time, the Housing Authority and consultants are working on the first draft of the Repositioning plan. The first draft of the plan is due in November 2021 at which time, Secretary Churchill will review and respond with any edits or suggestions. The Housing Authority and our consultants will be holding a Community Input Session on November 04, 2021 regarding the Repositioning.

(i) Closing Comments: Any Other Business to Properly Come Before the Commission. None heard.

There being no further business to come before the Commissioners, the regular session adjourned at 8:44p.m.

Secretary

Chairperson



U.S. Department of Housing and Urban Development
San Francisco Regional Office - Region IX
One Sansome Street, Suite 1200
San Francisco, California 94104-4430
www.hud.gov
espanol.hud.gov

November 5, 2021

Ms. Cheryl Churchill
Executive Director
City of Eureka Housing Authority
725 West Everding Street, Eureka, CA 95503
Eureka, CA 95503

Re: PHA Plan Approval – City of Eureka Housing Authority FYB 2021

Dear Ms. Churchill:

This letter is to inform you that the City of Eureka Housing Authority's 5-Year Plan (Plan) submission for the PHA Fiscal Year (FY) 2021 beginning January 1, 2021, is approved. The Plan approved is **version 2**. This approval of the Plan submission does not constitute an endorsement of the strategies and policies outlined in the Plan. In providing assistance to families under programs covered by this Plan, the City of Eureka Housing Authority will comply with the rules, standards, and policies established in its Plan, as provided in 24 CFR §903 and other applicable regulations.

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

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

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

Sincerely,

A handwritten signature in blue ink, appearing to read "Gerard Windt".

Gerard Windt
Director
Office of Public Housing



Housing Insider

Issue 2021.3

"Communication leads to community."

Enjoy Your Autumn Skies and Apple Pies Safely

As the pumpkins grow, the air cools, the days get shorter, and leaves begin to drop off the trees, there are some important autumn safety tips to keep in mind.

1. **Fire safety** – Be sure your heater is clean by regularly sweeping or vacuuming around it to remove dust and dirt that can collect near the base. If your heater was turned off for the summer, call PG&E or our maintenance department to have the heater inspected and re-lit. Allow at least three feet of space around your heater; do not put furniture or other items near or against a heater. Lastly, candles give a room a lovely glow, but they are also a fire danger. Never leave candles burning when you go to sleep or leave the house and be sure to keep them away from pets and kids.
2. **Road safety** – With increased fog and rain, and shorter daylight hours, visibility is reduced. Give yourself extra time to get places and slow down if you can't see well. Watch out for school buses and children walking to and from school. Be careful driving on wet pavement and be aware of early morning icy roads.
3. **Home safety** – Be sure to pick up and properly dispose of garbage, so it does not create a slip or trip hazard. If you notice a damp or musty smell, you may have mold growing, which occurs naturally in warm, damp areas with little air movement. Clean any spills immediately, keep surfaces in your home dry, allow ventilation, and clean any mold off non-porous surfaces with a weak solution of bleach and water.

Protect yourself and your family by keeping these safety tips in mind. By taking proper precautions, your household can enjoy the beauty of autumn while avoiding dangers that the season may bring.

General Information

Eureka Housing Authority office hours are Monday-Friday, 9:00-4:30, closed every other Friday. Please call our main line during business hours at (707) 443-4583 if you need assistance.

Our lobby is open Tuesday, Wednesday, and Thursday, 10 am – 3 pm, starting July 1st at 735 West Everding Street, Eureka, CA 95503.

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

Just around the corner....

October

11 – Indigenous Peoples' Day

12 – Farmer's Day

16 – World Food Day

31 – Halloween

November

7 – Daylight Savings ends

11 – Veteran's Day

25 – Thanksgiving

28 – Hanukkah begins

December

7 – Pearl Harbor Remembrance Day

21 – Winter begins

25 – Christmas

26 – Kwanzaa begins

EHA Mission Statement: *The mission of the Housing Authority of the City of Eureka 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.*

What's the Big Deal About Credit Scores?

Credit scores are a major factor in determining whether you can get a loan, for example to purchase a car or home, and the interest rate you will pay on that loan. Your credit score may also be considered by your insurance company in calculating your premiums, by utility companies in determining required deposits, by landlords when deciding who will get to rent their apartment, and even by employers when making hiring decisions. Simply put, the better your credit score, the more opportunities you may have.

However, many people don't have credit scores because they haven't used credit or haven't used it recently. Traditionally, applying for and securing a loan or a credit card were typical ways to build your credit. With recent changes in law, now you can establish credit history by having your rental payments reported to credit agencies.

When deciding whether to report your monthly rental payments, it's important to know what affects your credit score. Paying your bills on time is the most critical component affecting your credit score. For credit cards, minimal but regular use of credit accounts also helps to build your credit. Experts advise you should not have an outstanding balance exceeding 30% of what is available (e.g. for a \$1,000 credit limit, don't keep a balance over \$300, or 30%). Pay your balances on time and in full each month, or as quickly as possible. Remember that late utility payments and overdue medical bills are reported to credit agencies.

To learn more about reporting rental payments to credit bureaus, contact Stephanie at 707.443.4583 x221.

Q&A

Q – Is it really OK to put “flushable wipes” in the toilet?

A – No. While they will likely make it through the curved part of your toilet, they may get stuck in the drainpipe and build up over time, causing a clogged drain. Flushable wipes do not disintegrate when they are wet like toilet paper does. So, not only can they cause a clog, but they may result in a backup in the sewage system, causing flooding within your home.

Unfortunately, if a clog or flood happens, and it was caused by a tenant putting anything in the drain that shouldn't have been there, tenants are responsible for any costs associated with clearing the clog or repairing any damage occurring from flooding their units. The only thing that should be flushed is human waste and toilet paper. Everything else should be disposed of in a garbage can instead of being flushed.

REMINDER!!! Please do NOT drive or park on lawns/sidewalks.

City of Eureka utility assistance is still available! Find application at:
https://www.ci.eureka.ca.gov/depts/cm/ed/housing/housing_library.asp

Volunteer opportunity: Are you a Public Housing tenant who is interested in serving on our Board of Commissioners? Please contact Heather at heatherh@eurekahumboldtha.org or 443.4583 x219 with any questions and to obtain an application for tenant commissioner.



Who to Contact

Call our main line at (707) 443-4583, then:

Natalie for work orders.....x218

Neil for paperwork, certification, rent /income calculation questions.....x214

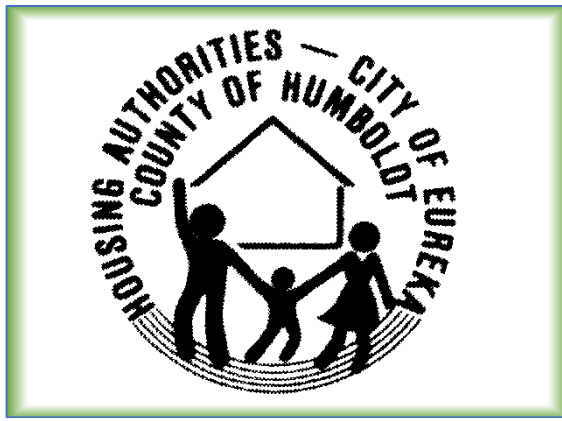
Stephanie for charges, account balance questions, and payments.....x221

Ty for questions, complaints, or concerns about the neighborhood.....x211

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

Emergency Maintenance phone.....444-1424

***In an emergency, please call 911
or the Eureka Police Department
at (707) 441-4060***



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

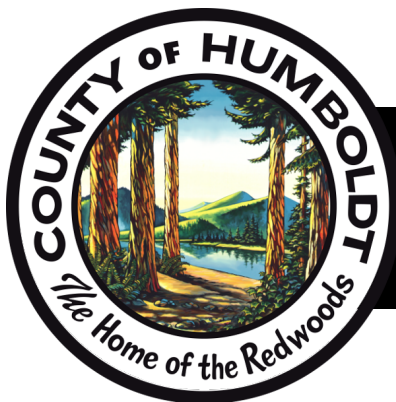
Or call in via phone: +1 669 900 9128

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

City of Eureka Housing Authority

Board of Commissioners Meeting

November 15, 2021

Agenda Item H1

Memorandum

To: Commissioners

From: Cheryl Churchill, Executive Director

Subject: Public Housing 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 City of Eureka. This survey is then used to determine the utility allowance granted each Public Housing 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 Public Housing Utility Allowances City of Eureka Housing Authority Allowances are rounded to nearest dollar				
Development	1 BR	2 BR	3 BR	4 BR
CAL 25-1				
CAL 25-1 - 1a Row		98.00	117.00	131.00
CAL 25-1 - 1b semi-detached	80.00	100.00		
CAL 25-2				
CAL 25-2 - 2a Row	81.00			
CAL 25-2 - 2b semi-detached		101.00	124.00	144.00
CAL 25-4		83.00	99.00	
CAL 25-5		76.00		

January 1, 2022 CHFA Housing Utility Allowances City of Eureka Housing Authority Allowances are rounded to nearest dollar				
Development	1 BR	2 BR	3 BR	4 BR
CalHFA Utility Type (Apt)	44.00	46.00	75.00	
CalHFA Utility Type (RH)		73.00	85.00	

2022 Public Housing Utility schedule proposed to the City Board of Commissioners on November 15, 2021

January 1, 2021 Public Housing Utility Allowances City of Eureka Housing Authority Allowances are rounded to nearest dollar				
Development	1 BR	2 BR	3 BR	4 BR
CAL 25-1				
CAL 25-1 - 1a Row		90.00	108.00	121.00
CAL 25-1 - 1b semi-detached	73.00	92.00		
CAL 25-2				
CAL 25-2 - 2a Row	74.00			
CAL 25-2 - 2b semi-detached		94.00	115.00	134.00
CAL 25-4		76.00	91.00	
CAL 25-5		76.00		

January 1, 2021 CHFA Housing Utility Allowances Housing Authority of the City of Eureka and the County of Humboldt Allowances are rounded to nearest dollar				
Development	1 BR	2 BR	3 BR	4 BR
CalHFA Utility Type (Apt)	42.00	44.00	73.00	
CalHFA Utility Type (RH)		69.00	81.00	

2021 Public Housing Utility schedule approved by City Board of Commissioners on November 16, 2020

RESOLUTION 1958

Adopt Updated Utility Schedule Public Housing – City of Eureka

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 Public Housing allowances for resident furnished utilities; and

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

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

NOW, THEREFORE, BE IT RESOLVED, that the Commissioners of the City of Eureka Housing Authority approve and adopt the September 2021 updated schedule for Public Housing Utility Allowances for Resident Furnished Utilities and Other Services, effective January 1, 2022.

(Name)

(Name)

(Name)

Title

Title

Title

Signature

Signature

Signature

City of Eureka Housing Authority

Board of Commissioners Meeting

November 15, 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 City of Eureka 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.

City of Eureka Housing Authority

Board of Commissioners Meeting

November 15, 2021

Agenda Item H3

Memorandum

To: Commissioners

From: Cheryl Churchill, Executive Director

Subject: 11/4/2021 Community Input Meeting Notes

BACKGROUND AND HISTORY:

As part of our repositioning planning, the City of Eureka Housing Authority has made a commitment to involve the community throughout the process by inviting their input. To that end, a Community Input Meeting was held via Zoom on Thursday, November 4th, from 6:00 to 7:30 p.m., to invite broad community input regarding affordable housing and the role of the City of Eureka Housing Authority in providing affordable housing to our community.

Three breakout rooms were hosted by facilitators during the meeting. In each room, there was a mixture of both open dialogue as well as discussion prompts utilized to draw out community input regarding values, perceptions, and other ideas around affordable housing. Though the aim was to focus on housing in Eureka, participants may have offered input as a county-wide concept as well. Attached are notes from the three breakout rooms that occurred during that meeting.

STAFF RECOMMENDATION:

None; informational only.

COMMUNITY INPUT MEETING NOTES

Thursday, November 4th, 6:00 - 7:30 p.m.

Via Zoom

DISCUSSION PROMPTS

- Thoughts about affordable housing
- Concerns about affordable housing
- What you like or don't like
- Vision for future
- Other suggestions

COMMUNITY MEMBER COMMENTS/INPUT – *notes gathered from 3 breakout rooms*

BARRIERS

- Based on poll, more people seemed more focused on low-income persons than on homeless or higher income residents
- A lot of challenges (in subsidized housing) with navigating paperwork, annual inspections, rules, requirements, etc. that creates a barrier
- Mental health issues, trauma also play a significant role; Need more housing combined with supportive services; won't succeed in housing without support (especially homeless)
- Frustration that rents are beyond what's affordable even for students and workforce
- Housing crisis (availability and affordability) across every level up through workforce
- A lot of money coming in (the County) but we don't see it going to development
- It's a complex issue
- Ever-present nimbyism
- Challenge to get developers (missing piece) and bring all the right pieces together
- Participant would like to see more support for tiny homes
- Countering the anti-small-house rhetoric, generally being more supportive across the board, but specifically for the houseless (as highest priority)
- Remove judgement, give support

AVAILABILITY

- Affordable housing is needed. There is not enough.
- People who could otherwise afford to pay (at higher levels) still can't find housing because there aren't available units
- Concern for increase in student population and resulting housing competition.
- Eureka didn't really build much after the '60's
- CEHA should put energy into creating more housing → important.
- Concern about housing for older adults (not enough available)
- Desire for the City of Eureka and the City of Eureka Housing Authority to work more collaboratively and synergistically (i.e. parking lot project).

REPOSITIONING CONCERNS

- Repositioning sounds good. Is there a downside?
- Redevelopment of the large site will require planning.
- Concern that repositioning means more reliance on private landlords and ultimately more barriers to those who need affordable housing (e.g. competition between programs?).
- Concern that current Public Housing residents would lose their affordable housing as a result of repositioning.
- Desire to use existing land in Eureka. New housing development will be essential to meet demand.
- Important to use existing land to provide more units.
- CEHA Role in providing affordable housing is an interesting question.
 - Goes to relationship with other providers of affordable housing.
 - Concern about CEHA being a competitor, while at the same time helping to create more housing.
- Partnering with others should be part of the implementation.

OTHER THOUGHTS & CONCERNS

- Affordable housing is good, and given the current systems, can lead to concentration of BIPOC in affordable housing. How to create housing that is more equitable. DEI should be part of the plan.
- Concern that not all constituents have adequate protections or general needs met (e.g. present housing may not meet current ADA code).
- Concern that subsidy-based housing assistance is a short-term and non-ideal solution to the long-term affordability of housing.
- Need to be creative with solutions
- Desire to help most needy constituents first.
- ADU for Humboldt County project approved, permitting will be easier (pre-approved ADU designs); Reference also container development in Fort Bragg