



Housing Insider

Issue 2021.4

"Communication leads to community."

Emergency Rental Assistance Program

As our country's economy struggles to recover from the effects of a now almost two-year pandemic in the U.S., we are doing what we can locally to ensure housing stability. Due to job losses, increased expenses, and other pandemic issues, numerous households have struggled to keep up on rents. In order to help clear rental debts, the City of Eureka Housing Authority has submitted applications to California's COVID-19 Rent Relief Program (ERAP) on behalf of our tenants.

However, in order for ERAP to complete a payment request, the tenant is responsible for completing their portion of documentation. You will need to provide: current income verification documents; proof of identity (birth certificate or current license/ID); a copy of your lease; and a list of unpaid rent charges (for which you are requesting payment).

If you have applied to ERAP independently (not initiated through the link provided by the Housing Authority), provide your case number to Stephanie (707.443.4583 x221) so she can prepare the information that ERAP requires from landlords. Be sure to check your spam and junk email folders as well as the Rent Relief app at least twice a week. The application may be cancelled if information is not received timely. If you have not received any messages or status updates after 21 days, call the hotline at 1.833.430.2122. Additionally, local community resource centers are available to help complete applications by appointment. Call 2-1-1 for help.

General Information

Lobby and Dumpster Hours: Open Tuesday, Wednesday, and Thursday, 10 am – 3 pm at 735 West Everding Street, Eureka, CA 95503.

Business hours are Monday-Thursday, 8:00-5:30; Fridays alternating weeks with closed days and business hours until 4:30. Please call our main line during business hours at (707) 443-4583 if you need assistance.

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

Reminder About Bins for Garbage and Recycling

We appreciate how our tenants have been using the blue bins for recyclables and grey trash cans to dispose of rubbish and keep units and properties clean and tidy. However, just as important as putting your bins out is bringing them back in once they have been emptied. If left in the street, they block tenant and visitor parking spaces. Additionally, if left on the sidewalk, they present a barrier for people trying to pass. This is especially cumbersome for anyone in a wheelchair or with mobility issues. Please be kind to others and bring your bins in when empty. Thank you!

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.

Incident Reporting – When, How, Who?

The City of Eureka Housing Authority (CEHA) works closely with the Eureka Police Department (EPD) to ensure our neighborhoods are receiving adequate services and the protection our communities need. Recently, we discussed the question of when tenants should be calling the Housing Authority regarding neighborhood complaints and when it would be more appropriate to call EPD. Please review the following guidelines to help your household know who to contact when, and how to make that contact.

Report to EPD

EPD's Community Concern Reporting Form should be used to document and report known or suspected criminal activity, such as drug related criminal activity or theft, to the Police. Completed forms can be emailed to bpowell@ci.eureka.ca.gov, or dropped off or mailed to: Eureka Police Department, Attn: POP, 604 C Street, Eureka, CA 95501.

Report to CEHA

Whenever you notice something that would fall under a lease infraction, such as something that disturbs the peaceful enjoyment of your home, you can report that to the Housing Authority. Examples of this might be when a neighbor smokes at their unit or regularly has a dog off-leash and is not cleaning up pet waste. Though these aren't criminal activities, they do go against your lease, and if they present a pattern of noncompliance, may be cause for eviction. Complaints should be made by completing the Tenant Complaint/Concern Form and returning it to the CEHA office. You may also email Tykeshia Leschke, Community Liaison, at tykeshial@eurekahumboldtha.org or call 707.443.4583 x211 with any concerns.

Q&A

Q – Is the eviction moratorium over?

A – Yes, the CDC Eviction Moratorium, which prevented eviction for nonpayment of rent, ended September 30, 2021. However, you cannot be evicted if you've paid at least 25% of the rent you owe for the past year. Additionally, the Housing Authority has been working diligently to submit applications for Emergency Rental Assistance for any household with overdue rents. Please contact Stephanie with any questions about balances due.

Q – Are late fees still being charged?

A – The last month late fees were charged was March 2020. Due to the COVID-19 pandemic, all late fees have been waived from April 2020 through December 2021. However, beginning January 2022, we will restart charging late fees, as stipulated in your lease. As a reminder, rents are due by the 5th of each month, or the next business day thereafter if the 5th falls on a weekend or holiday. Late fees will be charged thereafter if your rent has not been received as expected, and a notice of late fee will be sent to your mailing address. Sign up for the tenant portal at <https://portal.eurekahumboldtha.org>.

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***



EUREKA POLICE DEPARTMENT
Problem Oriented Policing (POP)



COMMUNITY CONCERN REPORTING FORM

Use to report drug dealers, drug houses, drug related crimes, or other problems within your neighborhood.

PROBLEM ADDRESS:

(Description of building or location if address is unknown)

Office use only

POP Case # _____

Officer Assigned _____

CHECK ONE OR MORE OF THE BELOW BOXES:

- ☐ Suspected Drug House
- ☐ Wanted Person
- ☐ Dealing in Stolen Property
- ☐ Transients ___ Trespasser ___ Prowler ___
- ☐ Trash/Garbage/Weeds
- ☐ Other (Specify) _____

PERSONS INVOLVED:

Name of suspect(s)(if known): _____

Description: Gender ___ Race ___ Est. Age _____

Height ___ Weight ___ Hair ___ Eyes ___ Facial Hair _____

Other description or frequently worn clothing: _____

Weapon carried by suspect? Yes ___ No ___ Type: _____

Additional Persons involved: Yes ___ No ___ Name: _____

Please provide the following information if known:

Property Owner's Name: _____ Phone: _____

Landlord or Property Manager's Name: _____ Phone: _____

DEFINE PROBLEM: (Use additional sheets of paper if necessary)

PROBLEM VEHICLES:

CHECK ONE OR MORE OF THE BOXES

- ☐ Involved in suspected drug activity
- ☐ Abandoned Vehicles
- ☐ People living in vehicle/trailer
- ☐ Loud vehicles/vehicles being worked on
- ☐ Other (describe above)

Vehicles Involved	Make	Model	Color(s)	Year	License	State
Vehicle #1						
Vehicle #2						

Date form completed ___/___/___ My information is: Personal Knowledge ☐ From Another Person ☐

Reporting Party Name: _____ Address: _____

Phone: _____ Email Address: _____



CEHA TENANT COMPLAINT/CONCERN FORM

Date: _____

Complaint/Concern Made By:

Name: _____ Phone: _____

Address: _____

Complaint/Concern Against:

Name: _____

Address: _____

Note any other parties involved:

Name: _____

Address: _____

Date of incident: _____ Time: _____ AM/PM

Location of incident: _____

Explanation of Complaint/Concern:

I certify the foregoing statement is accurate and true to the best of my knowledge. If the City of Eureka Housing Authority institutes legal proceedings against the tenant about whom I am complaining, I understand that I may be called as a witness at such proceedings.

Signature

Date