



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

COUNTY OF HUMBOLDT HOUSING AUTHORITY REGULAR COMMISSION MEETING AGENDA

Monday – March 14, 2022
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: 849 8134 0366 Passcode: 166557

(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 County of Humboldt Housing Authority 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.

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- (c) Minutes from the Regular Session of February 14, 2022
Recommendation: Staff recommends the Commissioners approve minutes.

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- (d) Bills and Communications:
(d1) HUD letter, Approval of Expedited Pandemic Regulatory Waiver Request.
Dated February 14, 2022.

- (e) Report of the Secretary: The report of the Secretary is intended to brief the Commission on items, issues, key dates, etc., that do not require specific action, and are not separate items on the Board of Commissioners Agenda.

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



The Housing Authorities are Equal Housing Opportunity Organizations



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

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

(h) New Business:

15 - 20 (h1) Annual Meeting and Election of Officers
Recommended Board Action: Elect Officers

21 - 24 (h2) Special Housing Types
Recommended Board Action: Discuss and provide direction

(i) Closing Comments: Any other business to properly come before the Commission

(j) Executive Session (if necessary)

Adjournment

The Commissioners of the County of Humboldt Housing Authority met in a Regular Session on Monday, February 14, 2022, 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 12:05pm

(a) Roll call

Commissioners Present: Chairperson Conner, Commissioner Escarda, Commissioner Zondervan-Droz

Commissioners Absent: Vice Chairperson Fitzgerald, Commissioner Derooy

Staff Present: Churchill, Humphreys, Wiesner, Orsini, McCullough

Public Present: Linda Evans

(b) Public Comment: Linda Evans commented that she would like the Housing Authority to add a "special housing types" option into the Administrative Plan.

Chairperson Conner asks if a commissioner would like to motion to request staff prepare a report and put this "special housing types" policy question on a future agenda item.

Motion to request staff prepare a report and put this "special housing types" policy question on a future agenda item made by Commissioner Escarda.

Second – Commissioner Zondervan-Droz

AYES: Conner, Escarda, Zondervan-Droz

NAYS: None

ABSTAIN: None

Chairperson Conner declared the motion carried and approved.

(c) Minutes of the Regular Session of January 10, 2022.

Motion to approve the minutes of the meeting of January 10, 2022 by Commissioner Zondervan-Droz

Second – Commissioner Escarda

AYES: Conner, Escarda, Zondervan-Droz

NAYS: None

ABSTAIN: None

Chairperson Conner declared the motion carried and the January 10, 2022, minutes approved.

(d) Bills and Communications: None

(e) Report of the Secretary:

(e1) Covid-19 Updates: Secretary Churchill notes that the State Covid Mask Mandate is being lifted this week. Some staff may choose to go without a mask; however, most staff will continue to wear their mask for safety. Any public who enters the lobby are required to wear a mask. We continue to monitor the Covid office protocols to keep our employees safe.

(e2) Occupancy and Leasing Report: Secretary Churchill briefs the Commissioners on this report noting that there were 24 vacancies at end of last year. Since then, we have leased up 6 units, with 9 units currently in process of leasing up and 9 units that are being made ready for leasing by the maintenance department.

(e3) HCV Utilization Reports: Secretary Churchill updates the Commissioners on the report, noting that for the Project Based Voucher program, we have 25 vouchers for veterans, and will have all 25 vouchers leased up by the end of the month. Secretary Churchill notes that we are around 96% of budget utilization.

(f) Reports of the Commissioners: None.

(g) Unfinished Business: None.

(h) New Business:

(h1) Resolution 481

Updated Personnel Policy

Recommended Board Action: Accept and Adopt for Approval

Resolution 481

Resolution to Approve and Accept
County of Humboldt Housing Authority
Update to Personnel Policy

WHEREAS, the County of Humboldt Housing Authority Board of Commissioners have determined that from time to time it is necessary to make certain changes to the Authorities Personnel Policy; and

WHEREAS, the Personnel Policy has been updated to maintain compliance with changes in California law; and

WHEREAS, all revisions have been reviewed by the County of Humboldt Housing Authority Board of Commissioners; therefore

BE IT RESOLVED, that the County of Humboldt Housing Authority does hereby approve revisions to Personnel Policy.

Motion to approve the Resolution 481 by Commissioner Escarda.

Second – Commissioner Zondervan-Droz

AYES: Conner, Fitzgerald, Escarda, Zondervan-Droz

NAYS: None

ABSTAIN: None

Chairperson Conner declared the motion carried and the Resolution 481 approved.

(h2) City of Eureka Housing Authority Repositioning Plan Executive Summary (for discussion): Secretary Churchill goes over the Executive Summary with the commissioners, and details key points of the summary. Secretary Churchill briefs the commissioners on the role the County of Humboldt Housing Authority would take regarding the Repositioning Plan. Secretary Churchill invites the commissioners to attend the City of Eureka Housing Authority board meeting on February 22, 2022 which will be focused on the Repositioning.

(i) Closing Statements: None heard.

There being no further business to come before the Commissioners, the meeting was adjourned at 12:51p.m.

Secretary

Chairperson



U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT
WASHINGTON, DC 20410-5000

OFFICE OF PUBLIC AND INDIAN HOUSING

February 14, 2022

Ms. Cheryl Churchill
Executive Director
County of Humboldt Housing Authority
735 West Everding Street
Eureka, CA 95503

Dear Ms. Churchill:

The Department of Housing and Urban Development (HUD) reviewed the County of Humboldt Housing Authority (CHHA) request submitted pursuant to **Notice PIH 2021-34, “Expedited Regulatory Waivers for the Public Housing and Housing Choice Voucher (including Mainstream and Mod Rehab) Programs.”** The Notice provided instructions on the expedited processing of public housing authority (PHA) requests to continue to use specific regulatory waivers for the Public Housing and Housing Choice Voucher (HCV) (including Mainstream and Mod Rehab) programs impacted by the COVID-19 pandemic. The waivers you requested are marked “Yes” in column one on the table below.

Background:

The Coronavirus Aid, Relief, and Economic Security (CARES) Act (Public Law 116-136) provided HUD with authority, in the context of the public health emergency, to waive statutes and regulations (except for requirements related to fair housing, nondiscrimination, labor standards, and the environment) for the HCV and Public Housing programs. Most CARES Act waivers and alternative requirements contained in notice PIH 2021-14 (published May 5, 2021) expire on December 31, 2021; specific previously exercised HCV waiver approvals may extend into 2022. Notice PIH 2021-34 provides instruction on expedited waiver processing that would allow for PHAs to continue to use specific CARES Act regulatory waivers for the Public Housing and Housing Choice Voucher (including Mainstream and Mod Rehab) programs. It also provides for an expedited approval process for one new waiver in the Housing Choice Voucher Program related to payment standards that will help facilitate leasing, which was not part of the CARES Act waivers. The regulatory waivers covered under Notice PIH 2021-34 are stated in the chart below.

CHHA’s application was submitted by an authorized official and included CHHA’s justifications for the waiver(s) to be granted. Notice PIH 2021-34 specifies that good cause justification must include: (a) why a PHA needs the waiver; (b) the impact on PHA operations or applicants if the waiver is not provided; and (c) the proposed waiver duration is limited to only the time necessary for a PHA to resume normal operations and not to exceed December 31, 2022.

Additionally, if requesting a waiver of Regulation 24 CFR § 982.503(b) Voucher Tenancy: New Payment Standard Amount, a PHA must certify that it meets one of the following good cause reasons (explained in further detail in Notice PIH 2021-34): (1) The PHA's jurisdiction is in a Fair Market Rent (FMR) area identified by HUD to have significant rental market fluctuations, where an increase in the PHA's payment standards up to 120 percent of the FMR may help the PHA more quickly respond to local circumstances (a list of these FMR areas is attached to Notice 2021-34); (2) Utilization Rate is lower than 98 percent for the current year-to-date or more than a 5 percent reduction between years 2019 and 2021; or (3) less than 85 percent of the PHA's vouchers issued in the last six months have leased. If your PHA adopts this waiver, please notify PIH_Expedited_Waivers@hud.gov if it elects to change its payment standards back to the basic range between 90 and 110 percent based on the FY 2022 FMR.

After reviewing the waiver request(s) and considering CHHA's stated justification(s) of good cause, HUD: (1) finds there is good cause to waive, and hereby waives, the regulations and/or requirements marked "APPROVED" in the "Waiver Status" column and/or (2) finds there is not good cause to waive, and therefore does not waive, the regulations and/or requirements marked "NOT APPROVED" in the "Waiver Status" column.

List of expedited regulatory waivers

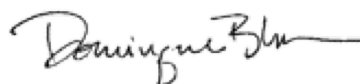
Waiver Requested	Waiver Status/Term Expiration	Waiver Name	Regulation	Summary of relief from HUD Requirements
		Increase in Payment Standard During Housing Assistance Payment (HAP) Contract Term	24 CFR § 982.505(c)(4)	PHAs have the option to increase the payment standard for the family at any time after the effective date of the increase, rather than waiting for the next regular reexamination.
		SEMAP Score	24 CFR § 985.105 24 CFR § 985.101	PHAs with a fiscal year end 3/31/22, 6/30/22, or 9/30/22, may request to waive the application of SEMAP in its entirety, only if the PHA has a SEMAP indicator affected directly or indirectly because of the disruption to PHA operations caused by its adoption of available CARES Act waivers.

Waiver Requested	Waiver Status/Term Expiration	Waiver Name	Regulation	Summary of relief from HUD Requirements
		Term of Voucher: Extensions of Term	24 CFR § 982.303(b)(1)	Allows PHAs to grant a family one or more extensions of the initial voucher term regardless of the policy described in the Administrative Plan. PHAs should ensure consistency with these requests and remain in compliance with the PHA's informally adopted interim standard.
		Homeownership: Max. Term of Assistance	24 CFR § 982.634(a)	Allows a PHA to extend homeownership assistance for up to one additional year.
Yes	APPROVED: Expiration 12/31/2022	Voucher Tenancy: New Payment Standard Amount	24 CFR § 982.503(b)	PHAs may request an expedited waiver to allow for establishment of payment standards from 111 to 120 percent of the FMR.

All waiver approvals are set to expire at the end of the term requested or December 31, 2022, whichever is earliest, unless an alternative limit is provided by HUD. If any provision of these waivers or their application to any HUD requirement is made invalid by PHA omission or is no longer needed due to changing circumstances, HUD reserves the right to revoke all or a portion of these waivers at any time.

Should you have any questions, please contact the Waiver Processing Team at ***PIH_Expedited_Waivers@hud.gov***.

Sincerely,



Dominique Blom
General Deputy Assistant Secretary

Occupancy and Leasing Report

Month: January 2022

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 *	19 *	177	0	3	436
Eureka Family Housing	51	3	48	0	0	463
Eureka Senior Housing	22	2	20	0	0	152
	269		245			
Humboldt						
Housing Choice Vouchers	1217	N/A	866	4	1	1095
VASH Vouchers	73	N/A	23	0	0	N/A
Mainstream vouchers	75 ***	N/A	27	0	0	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	5	0	0	N/A ‡
	1577		937			
Vouchers issued but not under contract, end of month (aka "Searching")						55

*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

*** 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
Housing Choice Vouchers Only
For the month of January 2022

<u>HAP (per VMS):</u>	<u>January</u>	<u>Total</u>
HUD Budget Authority Income (HAP)	487,240.00	487,240.00
HUD Additional VO Funding		-
Less: HUD Recapture		-
Draw from HUD-held reserves		-
Other HAP income	209.00	209.00
HAP expenses	<u>(491,122.00)</u>	<u>(491,122.00)</u>
Surplus (Deficit)	<u>(3,673.00)</u>	<u>(3,673.00)</u>
% Total income utilized	100.75%	100.75%
% Budget Authority utilized	100.80%	100.80%
# of Households Assisted	866	866
Average HAP Payment	567.12	567.12
<u>ADMIN & OPERATIONS (per G/L):</u>		
Administrative Fee income (HUD)	69,755.00	69,755.00
HUD Additional AF Funding		
Other Admin income	1,336.90	1,336.90
Port-in HAP income	1,820.00	1,820.00
Port-in HAP expense	(1,820.00)	(1,820.00)
Operating expenses	<u>(62,590.66)</u>	<u>(62,590.66)</u>
Surplus (Deficit)	<u>8,501.24</u>	<u>8,501.24</u>
Remaining HAP Cash	18,124.17	
Remaining Non-HAP Cash	<u>383,723.79</u>	
Total HCV Cash	401,847.96	
Cash Increase/(Decrease)	5,100.33	

HOUSING AUTHORITY - COUNTY OF HUMBOLDT
Mainstream Vouchers Only
For the month of January 2022

<u>HAP:</u>	<u>January</u>	<u>Total</u>
HUD Budget Authority Income (HAP)	7,833.00	7,833.00
HUD Additional VO Funding		-
Less: HUD Recapture		-
Draw from HUD-held reserves		-
Other HAP income		-
HAP expenses	<u>(17,543.00)</u>	<u>(17,543.00)</u>
Surplus (Deficit)	<u>(9,710.00)</u>	<u>(9,710.00)</u>
% Total income utilized	223.96%	223.96%
% Budget Authority utilized	223.96%	223.96%
# of Households Assisted	27	27
Average HAP Payment	649.74	649.74
<u>ADMIN & OPERATIONS (per G/L):</u>		
Administrative Fee income (HUD)	55.00	55.00
HUD Additional AF Funding		-
Other Admin income		-
Port-in HAP income		-
Port-in HAP expense		-
Operating expenses	<u>(1,575.17)</u>	<u>(1,575.17)</u>
Surplus (Deficit)	<u>(1,520.17)</u>	<u>(1,520.17)</u>
Remaining HAP Cash	69,131.00	
Remaining Non-HAP Cash	<u>(1,406.79)</u>	
Total Mainstream Voucher Cash	67,724.21	
Cash Increase/(Decrease)	(12,190.79)	
	A	

Cash decrease due to timing of HUD stopping
MSV payments from July 2021-December 2021.
A Expecting cash to increase as payments
continue this year.

HOUSING AUTHORITY - COUNTY OF HUMBOLDT
Emergency Housing Vouchers Only
For the month of January 2022

<u>HAP:</u>	<u>January</u>	<u>Total</u>
HUD Budget Authority Income (HAP)		-
HUD Additional VO Funding		
Less: HUD Recapture		
Draw from HUD-held reserves		
Other HAP income		
HAP expenses	<u>(4,749.00)</u>	<u>(4,749.00)</u>
Surplus (Deficit)	<u>(4,749.00)</u>	<u>(4,749.00)</u>
% Total income utilized	0.00%	0.00%
% Budget Authority utilized	0.00%	0.00%
# of Households Assisted	5	
Average HAP Payment	949.80	
<u>ADMIN & OPERATIONS (per G/L):</u>		
Administrative Fee income (HUD)		-
HUD Additional AF Funding		
Other Admin income	5,564.00	5,564.00
Port-in HAP income		
Port-in HAP expense		
Operating expenses	<u>(6,063.57)</u>	<u>(6,063.57)</u>
Surplus (Deficit)	<u>(499.57)</u>	<u>(499.57)</u>
Remaining HAP Cash	512,371.00	
Remaining Non-HAP Cash	<u>426,639.42</u>	
Total Emergency Housing Voucher Cash	939,010.42	
Cash Increase/(Decrease)	(12,024.97)	

HOUSING AUTHORITY - COUNTY OF HUMBOLDT
Housing Choice Vouchers Only
For the month of January 2022

Section 8 Program
County of Humboldt

Housing Assistance Payments

<u>Month</u>	<u>Income</u>	<u>Expense**</u>	<u>% Expended</u>
January	\$ 487,449.00	\$ (491,122.00)	100.75%
Year to Date Total	<u>\$ 487,449.00</u>	<u>\$ (491,122.00)</u>	<u>100.75%</u>

Administrative and Operating Expenses

<u>Month</u>	<u>Income</u>	<u>Expense</u>	<u>% Expended</u>
January	\$ 71,091.90	\$ (62,590.66)	88.04%
Year to Date Total	<u>\$ 71,091.90</u>	<u>\$ (62,590.66)</u>	<u>88.04%</u>

Households Served

<u>Month</u>	<u>Number of Households Leased</u>	<u>Average Housing Assistance Payment</u>
January	866	\$ 567.12

** Note that prior month HAP expenses/counts are subject to revision based on periodic retroactive adjustments.

Housing Choice Vouchers

	2007	2008	2009	2010	2011	2012	2013	2014	2015	2016	2017	2018	2019	2020	2021
January	945	966	939	918	888	931	985	913	889	917	918	903	882	866	884
February	935	960	936	911	884	933	983	906	901	921	919	898	894	867	875
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	873
May	929	930	932	903	907	949	977	890	920	927	917	905	895	850	873
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	865
August	969	923	931	880	902	938	962	891	929	923	917	888	879	872	864
September	967	924	926	884	903	944	956	896	931	927	913	888	872	883	864
October	971	937	923	880	898	953	946	897	918	934	906	888	866	888	862
November	979	934	917	879	912	968	939	900	913	928	903	887	881	890	866
December	995	940	919	885	922	973	927	890	910	925	902	882	877	887	857
Average	950	938	931	895	898	947	965	897	916	926	914	895	884	871	869
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	10,426

Mainstream Vouchers

															2021
January															
February															
March															
April															
May															
June															
July															
August															
September															15
October															18
November															24
December															27
Average															21
UML's															84

Emergency Housing Vouchers

															2021
January															
February															
March															
April															
May															
June															
July															
August															
September															
October															
November															
December															4
Average															4
UML's															4

Total All Voucher Programs

	2007	2008	2009	2010	2011	2012	2013	2014	2015	2016	2017	2018	2019	2020	2021
January	945	966	939	918	888	931	985	913	889	917	918	903	882	866	884
February	935	960	936	911	884	933	983	906	901	921	919	898	894	867	875
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	873
May	929	930	932	903	907	949	977	890	920	927	917	905	895	850	873
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	865
August	969	923	931	880	902	938	962	891	929	923	917	888	879	872	864
September	967	924	926	884	903	944	956	896	931	927	913	888	872	883	879
October	971	937	923	880	898	953	946	897	918	934	906	888	866	888	880
November	979	934	917	879	912	968	939	900	913	928	903	887	881	890	890
December	995	940	919	885	922	973	927	890	910	925	902	882	877	887	888
Average	950	938	931	895	898	947	965	897	916	926	914	895	884	871	894
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	10,514

County of Humboldt Housing Authority

Board of Commissioners Meeting

March 14, 2022

Agenda Item H1

Memorandum

To: Commissioners

From: Cheryl Churchill, Executive Director

Subject: Annual Election of Officers

BACKGROUND AND HISTORY:

In accordance with the bylaws of the Housing Authority, the Board of Commissioners must hold an annual meeting to elect officers for the following year and discuss the progress on meeting goals.

Attached are the “Ten Commandments for Commissioners”, from the commissioner handbook, as well as the goals established for 2022. The commandments serve as a reminder of the board duties you have pledged to carry out on behalf of the agency. As policy and goal setting are primary responsibilities of commissioners, the current year’s goals are also brought back for reference.

STAFF RECOMMENDATION:

Please be prepared to elect new officers and discuss Housing Authority goals as needed.

TEN COMMANDMENTS FOR COMMISSIONERS

1. KNOW HOUSING PROGRAMS. Don't let the jargon confuse you. Read Federal publications, Journal of Housing, etc. Attend NAHRO, and other housing conferences and training sessions (local as well as national). Be informed.
2. SEPARATE POLICY MAKING (YOUR JOB) FROM ADMINISTRATION (THE EXECUTIVE DIRECTOR AND STAFF'S JOB). The Commissioners are the policy makers and do not get involved with the administration of the programs. Policy sets the direction of the agency - the goals - and establishes and approves programs, reviews progress, but does not get involved in the implementation and the actual administration of these programs.
3. KNOW YOUR LOCAL OPERATIONS - visit projects and offices besides the board room. Attend project functions. Get statistics on occupancy, rent collections, maintenance costs, etc. Know the quality of your maintenance (if applicable), the financial status of your programs, and the operations of your staff. Be sure to request this information from the Executive Director.
4. SET GOALS AND OBJECTIVES. This should be done with your other Commissioners using staff input. Monitor progress in achieving goals and hold someone responsible for failure as well as success. Know where your Housing Authority is going.
5. MAKE POLICY DECISIONS BASED ON FACTS AND INFORMATION. See that you have adequate written data well before board meetings; study it, discuss it with others as needed, and then vote accordingly. A well planned, advance agenda with detailed backup information is essential to making sound decisions on important PHA policies.
6. BE INNOVATIVE. You weren't appointed to be a rubber stamp. Bring your own talents and experience into your Housing Authority Commissioner's role.
7. LET HUD KNOW YOUR THOUGHTS ABOUT HOUSING MATTERS. HUD publishes proposed policies in the Federal Register. They want comments from local policy makers as well as paid staff. At least know what your Executive Director is telling HUD.
8. KEEP IN TOUCH WITH LOCAL ELECTED OFFICIALS. They appointed you. They should be interested in your problems as well as your observations. Don't forget the City's or County's potential role in helping your Housing Authority, and vice versa.
9. LISTEN TO TENANTS. Don't forget that the tenants are your constituents.
10. SEE THAT YOUR PHA HAS AN ACTIVE PUBLIC RELATIONS PROGRAM. The taxpayers pay your bills. You need their support and confidence.

PHA Annual Goals 2022

County of Humboldt Housing Authority

Goal One: **Voucher Utilization**

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

Goal Two: **Landlord Outreach**

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

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

Goal Three: **Project Based Vouchers**

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

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

Goal Four: **HUD Performance Evaluation**

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

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

Goal Five: **Compliance**

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

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

Goal Six: **Staff Retention and Training**

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

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

Goal Seven: **Technology and Accessibility**

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

The following documents will be available online, at a minimum

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

Goal Eight: **Mainstream Vouchers**

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

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

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

Goal Nine: **Emergency Housing Vouchers**

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

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

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

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

Goal Ten

Customer Feedback

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

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

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

County of Humboldt Housing Authority

Board of Commissioners Meeting

March 14, 2022

Agenda Item H2

Memorandum

To: Commissioners

From: Cheryl Churchill, Executive Director

Subject: Introduction to Special Housing Types

BACKGROUND AND HISTORY:

At the February 14, 2022, Board of Commissioners meeting, it was requested that staff research Special Housing Types allowed to be assisted under the Housing Choice Voucher program. The County of Humboldt Housing Authority's Administrative Plan does not currently provide for assistance for Special Housing Types, other than as needed for reasonable accommodation.

Attached is a summary of HUD's Special Housing Types. Note that a housing authority may authorize none, any, or all of these. Additionally, authorization may be granted on a limited basis (e.g. a certain number of vouchers each year) or for a specific population (e.g. homeless).

STAFF RECOMMENDATION:

Commissioners are recommended to review the attached overview to understand the various housing types and make a recommendation on whether to further explore implementation, considering the local market, current PHA program offerings, and program implementation logistics. Whether or not Special Housing Types are authorized, we will at a minimum need to add in Chapter 15 Special Housing Types to our Administrative Plan, either with the standard wording that "Families will not be permitted to use any special housing types, unless use is needed as a reasonable accommodation so that the program is readily accessible to a person with disabilities" (most common with other PHAs) or with specific authorization and guidelines for authorized types.

Special Housing Types Overview

Public Housing Authorities, at their discretion, may allow participating households to use assistance in various Special Housing Types. The election to allow Special Housing Types should be based on:

1. The PHA's assessment of the difficulties encountered by households currently looking for housing
2. Applicant and participant demographics suggesting a need for specialized housing
3. Availability of suitable housing of the various types in the local market

Note: special housing types must always be allowed if needed as a reasonable accommodation, subject to program requirements.

Special housing types include:

1. Single room occupancy (SRO) housing
2. Shared Housing
3. Congregate housing
4. Group homes
5. Cooperative housing (excluding families that are not cooperative members)
6. Manufactured home (when the family owns the manufactured home and leases the space)

The PHA may limit the number of families who use special housing types (unless needed as a reasonable accommodation). The PHA may also allow special housing types for specific populations only (e.g. homeless, disabled, seniors, etc.).

Program Considerations:

1. Each special housing type requires a separate lease and HAP contract.
2. The PHA Administrative Plan must be updated to include policies regarding the use of special housing types.
3. Each special housing type has different rules and considerations.

Special Housing Types Explained

Single Room Occupancy (SRO)

- An SRO unit provides living and sleeping space for the exclusive use of the occupant but requires that the occupant share sanitary and/or food preparation facilities with others.
- An SRO unit may not be occupied by more than one person.
- There are no limits on the number of units in an SRO facility.
- An SRO unit must contain at least 110 square feet of floor space, and at least four square feet of closet space.
- SROs must have hard-wired smoke detectors
- The payment standard for SRO housing is 75% of the PHA's zero-bedroom payment standard: 2022 FMR \$741 x 120% payment standard x 75% for SRO = \$666
- Utility allowance is also 75% of the zero-bedroom utility allowance

Shared Housing

- Shared housing is a single housing unit occupied by an assisted family and another resident or residents who may be assisted or unassisted.
- The unit may be a house or an apartment.
- Owner may reside in the unit, but the owner may not be related by blood or marriage to the assisted family.
- The entire unit must meet Housing Quality Standards and pass inspection.
- A 0- or 1-bedroom unit may not be used for shared housing.

Congregate Housing

- Intended for use by elderly persons or persons with disabilities.
- Contains a shared central kitchen and dining area, and private living area with at least a living room, bedroom, and bathroom.
- Food service must be provided for residents.
- With PHA approval a live-in aide may live in the congregate unit.
- Each dwelling without a kitchen must have a refrigerator of appropriate size in the private living area
- Payment standard is based on the number of bedrooms in the private living area for the assisted family
 - 1 bedroom unit – use 0-bedroom payment standard
 - 2+ bedrooms – use 1-bedroom payment standard
- The residents' costs for food service should not be included in the rent for a congregate housing unit.

Group Homes

- State licensed, certified, or otherwise state-approved facility intended for occupancy by elderly persons and/or persons with disabilities.
- Bedrooms can be shared by no more than two people.
- A group home is for the exclusive residential use of 2 to 12 persons who are elderly and/or are persons with a disability.
- A live-in aide may live in the group home.
- Persons living in a group home must NOT require continual medical or nursing care.
- May contain private or common bathrooms; no more than 4 residents can be required to share a bathroom.
- Group homes must be located in a residential setting.
- Payment standard is 0- or 1-bedroom, depending on family size and any live-in aide.
- Utility allowance is the pro-rata share of utility allowance for the group home unit size.

Cooperative Housing

- Cooperative Housing is housing owned by a nonprofit corporation or association.
- Rather than being charged rent, a cooperative member is charged a carrying charge.
- The lease and related documents must provide that the monthly carrying charge is subject to Section 8 limitations on rent to owner (cannot exceed reasonable rent).

Manufactured Homes

- A manufactured home is a manufactured structure, built on a permanent chassis, designed for use as a principal place of residence, and meets HCV program HQS requirements.
- In order to be eligible for assistance, the home must be securely anchored by a tie-down device.
- Homeownership voucher assistance: Note – we do not have a homeownership program.
- Manufactured home space rental assistance: The family owns the home but is renting the space.
- Through HOTMA 2016, the definition of space rent for manufactured home space rental assistance was amended to include the monthly payments made by the family to amortize the loan for the purchase of the home. Rent is the total of:
 - The rent charged for the space.
 - Owner maintenance and management charges for the space the owner must provide under the lease.
 - Monthly payments made by the family to amortize the cost of purchasing the manufactured home, including any required insurance and property taxes.
 - Applicable PHA utility allowances for tenant-paid utilities.
- Payment standard must be the same payment standard used for regular rental units under the PHA's HCV program.

Considerations

- The County of Humboldt Housing Authority added two new voucher programs in 2021 to be able to assist more people.
- We are working to grow our PBV programs, which are still fairly new, but have already helped bring 25 subsidized new construction units to Eureka. We're in discussions with developers for an additional 5 very low income units, 42 supportive housing units, and 35 senior units.
- Effective 3/1/2022, our payment standard was increased to 120% of 2022 HUD published Fair Market Rents, which is intended to support more successful utilization of vouchers in Humboldt County.
- Changes like these take time. Adding any special housing types will require time to update our administrative plan, train staff on new requirements, add new forms, update software with plugins/changes, etc.