



HOUSING AUTHORITIES CITY OF EUREKA & COUNTY OF HUMBOLDT



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COUNTY OF HUMBOLDT HOUSING AUTHORITY REGULAR COMMISSION MEETING AGENDA

Monday – May 9, 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: 816 7040 0997 Passcode: 140848

(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.

(c) Minutes from the Regular Session of April 11, 2022
Recommendation: Staff recommends the Commissioners approve minutes.

(d) Bills and Communications: None

(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.
(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:

(h1) Resolution 482: Brown Act, Remote Session Authorization
Recommended Board Action: Accept and Adopt for Approval

(h2) Project Based Vouchers (PBV) at 7th St. & Myrtle Ave. Senior Housing
Informational only

(h3) Advancing Equity through Emergency Housing Vouchers (EHV) Community of Practice
Informational only

(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, April 11, 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, Vice Chairperson Fitzgerald, Commissioner Escarda, Commissioner Derooy, Commissioner Zondervan-Droz

Commissioners Absent:

Staff Present: Churchill, Humphreys, Orsini

Public Present: None

(b) Public Comment: None heard.

(c) Minutes of the Regular Session of February 14, 2022.

Motion to approve the minutes of the meeting of February 14, 2022, by Commissioner Escarda

Second – Commissioner Zondervan-Droz

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

NAYS: None

ABSTAIN: None

Chairperson Conner declared the motion carried and the February 14, 2022, minutes approved.

Minutes of the Regular Session of March 14, 2022.

Motion to approve the minutes of the meeting of March 14, 2022, by Vice Chairperson Fitzgerald

Second – Commissioner Derooy

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

NAYS: None

ABSTAIN: None

Chairperson Conner declared the motion carried and the March 14, 2022, minutes approved.

(d) Bills and Communications: None.

(e) Report of the Secretary:

(e1) Covid-19 Updates: Secretary Churchill notes that we have no changes to report. Secretary Churchill comments that an email will be sent out to the Commissioners to get an idea of their comfort level for returning to in person meetings.

(e2) Occupancy and Leasing Report: Secretary Churchill briefs the Commissioners on occupancy related to the City of Eureka Housing Authority properties.

(e3) HCV Utilization Reports: Secretary Churchill briefs the Commissioners on the report, noting that as of February 2022, we are just above 100% of budget utilization. Secretary Churchill states that for our Project Based Vouchers (PBV), we just received HUD approval to assist the senior only units that are being built on 7th St. and Myrtle Ave. We will have 35 PBV's for those senior units and will be leasing up in the second half of next year. Secretary Churchill briefly goes over other key points of the report and notes that we continue to screen and brief clients to get more vouchers leased up.

(f) Reports of the Commissioners: Chairperson Conner notes that Commissioner Blair Brown resigned from the Board due to a conflict of interest as she is employed by DanCo Properties, which the Housing Authority has several contracts with and will have more contracts with in the future. Chairperson Conner spoke with Commissioner Brown about this conflict of interest and Commissioner Brown has decided to resign from the County of Humboldt Housing Authority Board of Commissioners.

(g) Unfinished Business: None.

(h) New Business:

(h1) Annual Meeting and Election of Officers

Recommended Board Action: Elect Officers

Chairperson asks the Board if anyone would like to discuss or nominate someone to Chairperson and Vice Chairperson.

Vice Chairperson Fitzgerald motions to re-elect Elizabeth Conner as Chairperson.

Second – Commissioner Escarda

Chairperson Conner motions to re-elect Maureen Fitzgerald as Vice Chairperson.

Second – Commissioner Derooy

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

NAYS: None

ABSTAIN: None

Chairperson Conner declared the motion carried and confirmed re-election of the current Board of Commissioners officers.

(h2) City of Eureka Ad-Hoc Committee to Review Repositioning Reports
Recommended Board Action: Review and discuss

Secretary Churchill provides an overview of the report noting that the City of Eureka Housing Authority is working on a plan for the future of public housing units. This plan will include a conversion of some or all of the City of Eureka Housing Authority units from traditional public housing subsidy to Project Based Voucher subsidies. Secretary Churchill comments on the impact this will have on the County of Humboldt Housing Authority. Secretary Churchill notes that we have a need to create an Ad-Hoc Committee for Repositioning discussions and can have up to two members from each board, City of Eureka Housing Authority and County of Humboldt Housing Authority, for the Committee. The Ad-Hoc Committee will have three two-hour meetings to discuss Repositioning. Consultant Mike Andrews will be present at one or more of the meetings. Chairperson Elizabeth Conner and Vice Chairperson Maureen Fitzgerald volunteer for the Ad-Hoc Committee.

(i) Closing Statements: None heard.

There being no further business to come before the Commissioners, the meeting was adjourned at 12:34p.m.

Secretary

Chairperson

Occupancy and Leasing Report

Month: March 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 *	14 *	182	2	2	465
Eureka Family Housing	51	3	48	1	0	480
Eureka Senior Housing	22	2	20	0	0	159
	269		250			
Humboldt						
Housing Choice Vouchers	1217	N/A	864	10	8	1110
VASH Vouchers	73	N/A	23	0	1	N/A
Mainstream vouchers	75 ***	N/A	28	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 **				3	
PBV-HCV - Sorrell Place (Arcata)	5 **	N/A	N/A	N/A	N/A	N/A
Emergency Housing Vouchers (EHV)	182 ‡	N/A	15	0	3	N/A ‡
	1577		951			
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 March 2022

<u>HAP (per VMS):</u>	<u>January</u>	<u>February</u>	<u>March</u>	<u>Total</u>
HUD Budget Authority Income (HAP)	487,240.00	490,302.00	492,693.00	1,470,235.00
HUD Additional VO Funding				-
Less: HUD Recapture				-
Draw from HUD-held reserves				-
Other HAP income	209.00	279.00	289.00	777.00
HAP expenses	<u>(491,122.00)</u>	<u>(489,495.00)</u>	<u>(495,675.00)</u>	<u>(1,476,292.00)</u>
Surplus (Deficit)	<u>(3,673.00)</u>	<u>1,086.00</u>	<u>(2,693.00)</u>	<u>(5,280.00)</u>
% Total income utilized	100.75%	99.78%	100.55%	100.36%
% Budget Authority utilized	100.80%	99.84%	100.61%	100.41%
# of Households Assisted	866	860	864	2,590
Average HAP Payment	567.12	569.18	573.70	570.00
<u>ADMIN & OPERATIONS (per G/L):</u>				
Administrative Fee income (HUD)	69,755.00	69,755.00	69,755.00	209,265.00
HUD Additional AF Funding			12,042.00	
Other Admin income	1,336.90	1,406.90	1,416.90	4,160.70
Port-in HAP income	1,820.00	1,820.00	1,820.00	5,460.00
Port-in HAP expense	(1,820.00)	(1,820.00)	(1,820.00)	(5,460.00)
Operating expenses	<u>(62,590.66)</u>	<u>(57,222.10)</u>	<u>(62,223.09)</u>	<u>(182,035.85)</u>
Surplus (Deficit)	<u>8,501.24</u>	<u>13,939.80</u>	<u>20,990.81</u>	<u>31,389.85</u>
Remaining HAP Cash	18,124.17	19,052.17	10,666.67	
Remaining Non-HAP Cash	<u>385,078.79</u>	<u>409,050.32</u>	<u>425,906.83</u>	
Total HCV Cash	403,202.96	428,102.49	436,573.50	
Cash Increase/(Decrease)	6,455.33	24,899.53	8,471.01	

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

HAP:	January	February	March	Total
HUD Budget Authority Income (HAP)	7,833.00	12,284.00	15,469.00	35,586.00
HUD Additional VO Funding				-
Less: HUD Recapture				-
Draw from HUD-held reserves				-
Other HAP income				-
HAP expenses	<u>(17,543.00)</u>	<u>(18,014.00)</u>	<u>(18,864.00)</u>	<u>(54,421.00)</u>
Surplus (Deficit)	<u><u>(9,710.00)</u></u>	<u><u>(5,730.00)</u></u>	<u><u>(3,395.00)</u></u>	<u><u>(18,835.00)</u></u>
% Total income utilized	223.96%	146.65%	121.95%	152.93%
% Budget Authority utilized	223.96%	146.65%	121.95%	152.93%
# of Households Assisted	27	27	28	82
Average HAP Payment	649.74	667.19	673.71	663.67
ADMIN & OPERATIONS (per G/L):				
Administrative Fee income (HUD)	55.00	55.00	55.00	165.00
HUD Additional AF Funding			1,453.00	1,453.00
Other Admin income				-
Port-in HAP income				-
Port-in HAP expense				-
Operating expenses	<u>(1,575.17)</u>	<u>(1,067.93)</u>	<u>(1,291.34)</u>	<u>(3,934.44)</u>
Surplus (Deficit)	<u><u>(1,520.17)</u></u>	<u><u>(1,012.93)</u></u>	<u><u>216.66</u></u>	<u><u>(2,316.44)</u></u>
Remaining HAP Cash	69,131.00	63,950.00	60,703.00	
Remaining Non-HAP Cash	<u>(1,406.79)</u>	<u>(2,295.69)</u>	<u>(2,052.07)</u>	
Total Mainstream Voucher Cash	67,724.21	61,654.31	58,650.93	
Cash Increase/(Decrease)	(12,190.79)	(6,069.90)	(3,003.38)	
	A	A	A	

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

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

HAP:	January	February	March	Total
HUD Budget Authority Income (HAP)				-
HUD Additional VO Funding				
Less: HUD Recapture				
Draw from HUD-held reserves				
Other HAP income				
HAP expenses	(4,749.00)	(11,739.00)	(15,752.00)	(32,240.00)
Surplus (Deficit)	(4,749.00)	(11,739.00)	(15,752.00)	(32,240.00)
% 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	5	11	15	
Average HAP Payment	949.80	1,067.18	1,050.13	
ADMIN & OPERATIONS (per G/L):				
Administrative Fee income (HUD)				-
HUD Additional AF Funding				
Other Admin income	6,939.97	13,451.28	11,274.91	31,666.16
Port-in HAP income				
Port-in HAP expense				
Operating expenses	(6,063.57)	(12,924.29)	(10,910.03)	(29,897.89)
Surplus (Deficit)	876.40	526.99	364.88	1,768.27
Remaining HAP Cash	512,371.00	500,567.00	485,216.00	
Remaining Non-HAP Cash	426,639.42	414,688.14	404,613.23	
Total Emergency Housing Voucher Cash	939,010.42	915,255.14	889,829.23	
Cash Increase/(Decrease)	(12,024.97)	(23,755.28)	(25,425.91)	
		A	A	

Cash decrease due to timing of HUD stopping
EHV HAP and Admin Fee disbursements from
A December 2021-March 2022. Expecting cash to
continue to decrease until disbursements
continue.

HOUSING AUTHORITY - COUNTY OF HUMBOLDT
Housing Choice Vouchers Only
For the month of March 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%
February	490,581.00	(489,495.00)	99.78%
March	492,982.00	(495,675.00)	100.55%
Year to Date Total	<u>\$ 1,471,012.00</u>	<u>\$ (1,476,292.00)</u>	<u>100.36%</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%
February	71,161.90	(57,222.10)	80.41%
March	71,171.90	(62,223.09)	87.43%
Year to Date Total	<u>\$ 213,425.70</u>	<u>\$ (182,035.85)</u>	<u>85.29%</u>

Households Served

<u>Month</u>	<u>Number of Households Leased</u>	<u>Average Housing Assistance Payment</u>
January	866	\$ 567.12
February	860	569.18
March	864	573.70

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

Housing Choice Vouchers

	<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>	<u>2022</u>
January	945	966	939	918	888	931	985	913	889	917	918	903	882	866	884	866
February	935	960	936	911	884	933	983	906	901	921	919	898	894	867	875	860
March	921	953	940	910	881	944	977	899	908	923	918	896	897	861	875	864
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	863
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	2,590

Mainstream Vouchers

																<u>2021</u>	<u>2022</u>
January																	27
February																	27
March																	28
April																	
May																	
June																	
July																	
August																4	
September																15	
October																18	
November																24	
December																27	
Average																21	27
UML's																88	82

Emergency Housing Vouchers

																<u>2021</u>	<u>2022</u>
January																	5
February																	11
March																	15
April																	
May																	
June																	
July																	
August																	
September																	
October																	
November																	
December																4	
Average																4	10
UML's																4	31

Total All Voucher Programs

	<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>	<u>2022</u>
January	945	966	939	918	888	931	985	913	889	917	918	903	882	866	884	898
February	935	960	936	911	884	933	983	906	901	921	919	898	894	867	875	898
March	921	953	940	910	881	944	977	899	908	923	918	896	897	861	875	907
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	868	
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	901
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	10,518	2,703

County of Humboldt Housing Authority

Board of Commissioners Meeting

May 9, 2022

Agenda Item H1

Memorandum

To: Commissioners

From: Cheryl Churchill, Executive Director

Subject: Brown Act, Meetings Held Virtually

I. Background and Issue

The purpose of this Memorandum is to provide an update and recommendations regarding the state of the Brown Act and the Executive Orders relaxing certain of its provisions due to the pandemic.

On September 15, 2021, the California Legislature passed two separate bills providing varying degrees of relief from the Brown Act. Each bill is discussed below and awaits the Governor's signature.

II. Discussion

A. Teleconferencing under the Brown Act.

The Brown Act allows for meetings to occur via teleconferencing subject to certain requirements, particularly that the legislative body notice each teleconference location of each member that will be participating in the public meeting, that each teleconference location be accessible to the public, that members of the public be allowed to address the legislative body at each teleconference location, that the legislative body post an agenda at each teleconference location, and that at least a quorum of the legislative body participate from locations within the boundaries of the local agency's jurisdiction.

The teleconferencing option under the Brown Act has long been underutilized because it is impractical.

B. Assembly Bill 361

Assembly Bill 361 passed both houses of the Legislature on September 15, 2021, and on September 16, 2021 was signed into law by the Governor. This Bill allows a public entity to conduct a meeting without complying with the teleconferencing requirements of the Brown Act under any of the following circumstances:

- The legislative body holds a meeting during a proclaimed state of emergency, and state or local officials have imposed or recommended measures to promote social distancing.
or

- The legislative body holds a meeting during a proclaimed state of emergency for the purpose of determining, by majority vote, whether as a result of the emergency, meeting in person would present imminent risks to the health or safety of attendees.
- The legislative body holds a meeting during a proclaimed state of emergency and has determined, by majority vote, that, as a result of the emergency, meeting in person would present imminent risks to the health or safety of attendees.

A “state of emergency” means a state of emergency proclaimed by the Governor pursuant to Section 8625 of the California Emergency Services Act. The state of emergency proclaimed on March 4, 2020, by the Governor remains in effect.

If either of the above two circumstances is present, the legislative body may suspend the teleconferencing provisions under the Brown Act provided it complies with the following requirements: (Requirements not contained in the Executive Orders are shown in *italics* below.)

1. The legislative body shall give notice of the meeting and post agendas as otherwise required by the Brown Act, i.e., post 72 hours before regular meeting or 24 hours before special meeting.
2. The legislative body must allow members of the public to participate in the meeting and the agenda shall also give notice of the means by which members of the public may access the meeting and offer public comment.
3. *The legislative body shall not require public comments to be submitted in advance of the meeting and must provide an opportunity for the public to address the legislative body and offer comment in real time.*
4. The agenda shall identify and include an opportunity for all persons to attend via a call-in option and/or an internet-based service option.
5. *In the event of a disruption which prevents the public agency from broadcasting the meeting to members of the public using the call-in option or internet-based service option, or in the event of a disruption within the local agency’s control which prevents members of the public from offering public comments using the call-in option or internet-based service option, the body shall take no further action on items appearing on the meeting agenda until public access to the meeting via the call-in option or internet-based service option is restored.*
6. *If a public entity provides for a timed public comment period, the legislative body shall not close the public comment period until the time period has expired.*
7. *If a public entity does not provide a timed public comment period, it shall allow a reasonable amount of time per agenda item to allow public members the opportunity to provide public comment, including time for members of the public to register with the video service provider.*
8. All votes shall be by roll call vote.

In addition to the above requirements, the legislative body must within 30-days after first utilizing the relaxed teleconferencing option under AB 361 and every 30 days thereafter so long as the option is utilized, make the following findings by resolution:

1. The legislative body has reconsidered the circumstances of the state of emergency.
2. That any of the following circumstances exist:
 - a. The state of emergency continues to directly impact the ability of the members to meet safely in person.
 - b. State or local officials continue to impose or recommend measures to promote social distancing.

III. Summary and Recommendation

AB 361 contains an urgency clause, meaning it became effective immediately upon approval by the Governor. Accordingly, the relaxed teleconferencing option became available starting October 1, 2021, after the Executive Order expired.

As of the date of this memorandum, the necessary circumstances exist allowing our public entity to take advantage of the relaxed teleconferencing options under AB 361. In particular, the state of emergency continues to exist, and the County Health Officer has imposed or recommended measures to promote social distancing.

Accordingly, the following is recommended:

1. Provide direction to staff whether there is a collective desire to continue using the relaxed teleconferencing option under AB 361. If so, approve a resolution allowing such practice.
2. Within 30-days of the first meeting in which the teleconferencing option is authorized under AB 361, the legislative body will need to make the findings described above if it desires to continue using the teleconference option.
3. For so long as the option is available and utilized by the legislative body, the legislative body will need to make the findings described above every 30 days.

STAFF RECOMMENDATION:

If the need to continue meetings remotely is acknowledged by the board and meets the requirements as noted above, approve a resolution allowing such practice to continue moving forward until such time as it is no longer necessary or no longer allowed.

RESOLUTION NO. 482

**A RESOLUTION OF THE BOARD OF DIRECTORS OF THE COUNTY OF HUMBOLDT HOUSING
AUTHORITY MAKING FINDINGS PURSUANT TO GOVERNMENT CODE SECTION 54953, AS
AMENDED BY ASSEMBLY BILL 361, AND AUTHORIZING THE CONTINUED USE OF VIRTUAL
MEETINGS**

WHEREAS, as a result of the COVID-19 pandemic, the Governor issued Executive Order Nos. N-08-21, N-25-20 and N-29-20, which suspended certain provisions of the Ralph M. Brown Act to allow the County of Humboldt Housing Authority Board of Commissioners to conduct public meetings without strict compliance with the teleconferencing provisions of the Brown Act;

WHEREAS, Assembly Bill 361, which was signed into law on September 17, 2021, amended Government Code section 54953, to provide relief from the teleconferencing provisions of the Brown Act under certain circumstances provided the County of Humboldt Housing Authority Board of Commissioners makes certain findings;

WHEREAS, as a result of the COVID-19 pandemic, the Governor proclaimed a state of emergency on March 4, 2020, in accordance with the section 8625 of the California Emergency Services Act, and the state of emergency remains in effect;

WHEREAS, as a result of the COVID-19 pandemic, the Humboldt County Health Officer has imposed and has recommended measures to promote social distancing;

NOW, THEREFORE, the County of Humboldt Housing Authority Board of Commissioners does hereby find and resolve as follows:

1. That the Board has reconsidered the circumstances of the previously declared and existing state of emergency arising from the COVID-19 pandemic;
2. That the state of emergency continues to directly impact the ability of the members of the Board to meet safely in person, and further that local officials continue to impose or recommend measures to promote social distancing;
3. That the Board and its subordinate Committees, Commissions, and Boards may continue to conduct public meetings in accordance with Government Code section 54953(e);
4. That the Board will reconsider the above findings within 30-days of this Resolution.

PASSED AND ADOPTED on the _____ day of _____ 2022 by the following vote:

AYES:

NAYS:

ABSENT:

ABSTAIN:

ATTEST:

Name

Name

Title

Title

County of Humboldt Housing Authority

Board of Commissioners Meeting

May 9, 2022

Agenda Item H2

Memorandum

To: Commissioners

From: Cheryl Churchill, Executive Director

Subject: Project Based Vouchers Approved for Senior Housing

BACKGROUND AND HISTORY:

The County of Humboldt Housing Authority desires to grow its voucher program both by addition of new programs and by increased utilization of currently allocated vouchers. One method of increasing utilization and promoting new construction and long-term unit affordability is allocating vouchers to specific projects, assisting those units with project-based vouchers (PBVs).

The City of Eureka published an RFP in 2017 for development proposals for the city-owned lot at 7th Street & Myrtle Avenue. Danco Communities submitted a proposal to the City for the development of affordable senior housing. Subsequently, Danco went through a series of tax-credit applications and in October 2021 was awarded low-income housing tax credits for this project. Additionally, Danco requested assistance through PBVs for these senior units. The California Tax Credit Allocation Committee completed a subsidy layering review on March 24, 2022, approving PBV subsidy for these units.

This will add 35 PBVs to the County of Humboldt Housing Authority's offerings, and it will be our first senior project. Construction is expected to be completed in 2023. Attached is summary information regarding this development.

STAFF RECOMMENDATION:

None; informational only.

EUREKA 7TH & MYRTLE AVE SENIOR HOUSING PROJECT SUMMARY

Overall Project Vision

The proposed project, Eureka 7th & Myrtle Avenue Senior Housing, includes a new three-story apartment building for seniors. The design is approached with a focus on the respect to the functional and social needs of the senior citizen population, including the principles of accessibility and Universal Design. Special attention is given to the following Vision and goals:

- Attractive and dignified living opportunities for senior citizens
- Small coastal-town charm, with community connections
- Welcoming and safe, layering of public to private, “eyes on the street”
- Within the context of neighboring buildings both in scale and material expression
- A fresh & positive environment, vibrant landscaping and textures
- Graceful and economical, with special areas of interest & artistry
- Sustainability is evident and celebrated

Building Typology, Unit Mix, and Common Spaces

Eureka 7th & Myrtle is a single new building with three-stories and 36 apartment units total. It is not part of a phased project and will be completed all as one construction contract. The building is served by an elevator and is accessed by a “V” shaped central corridor circulation system. There are 2 studio units, 27 one-bedroom units, 6 two-bedroom units, and one two-bedroom manager’s unit. The manager’s unit is reserved for the on-site manager and is a split-level unit with the entry located on the second floor.

The ground floor level contains 8 one-bedroom units and 2 two-bedroom units. The ground floor also includes the manager's office and common spaces including an entry lobby, mailbox area, a community room for social gatherings, and 2 single accommodation restrooms, a laundry room with accessible washers and dryers, as well as circulation and mechanical space. There are 2 stairwells, and a single elevator near the main common spaces.

The second-floor level includes 13 dwelling units including 1 studio unit, 9 one-bedroom units, 2 two-bedroom units, and the main level of the manager's unit. Common spaces on the second floor include a fitness room with senior appropriate equipment located near the elevator, a laundry room with accessible washer and dryer, circulation, and mechanical space.

The third-floor level includes 13 dwelling units including 1 studio unit, 9 one-bedroom units, 2 two-bedroom units, and the upper level of the manager's unit. Common spaces include a sitting room, a laundry room with accessible washer and dryer, circulation, and mechanical space.

The design, having various types of common spaces distributed throughout all three floor levels, is specifically intended to serve the targeted senior population. This arrangement provides options for socializing or spending time in different places that fit the needs of the individual. The building also

encloses a south facing deck and courtyard that will include landscaping and seating areas and provide access to the series of trails and recreation available in adjoining Cooper Gulch Park.

Site Design & Community Engagement

Myrtle is located on an existing 1.6-acre infill parcel. There are no existing structures to be removed. The site is located very near to the city center of Eureka, and within short distance of multiple basic services and community amenities such as bus stops, veterans' services, churches, sports fields, dining, banks, professional services, medical services, pharmacy, grocery stores, community center, farmers' market, and museums. This is a great location for senior housing in that it allows full engagement with community resources. There are also many various activities associated with nature in the area, including bird watching, hiking, and walking in the adjoining park area. All of this provides opportunities for living a healthy and full lifestyle.

The building is situated with its south facing deck and courtyard benefiting from its solar orientation and with the main entry close to the main street intersection. From there, the building is approached by a concrete pathway lined with native landscaping and entered through a light filled main entry. The parking area includes 18 parking spaces total, including 3 accessible parking stalls. A new driveway entrance and monument sign with landscaping is planned and a trash and recycling enclosure will be located near the parking area. Rainwater is managed with bio-swales, for pre-treatment prior to going into the storm drain system. Exterior lighting will provide both adequate way-finding as well as protection of night sky.

Living Unit Design and Accessibility

These senior living apartments are all designed specifically to meet the needs of seniors. All units will comply with the most restrictive applicable accessibility and adaptability requirements among the California Building Code Chapter 11A, Chapter 11B, Unruh Civil Rights Act, and the Fair Housing Act. All units are located on an accessible route and elevator service is provided to all floors.

Kitchens will be efficient and functional, with well-planned storage, countertops, energy star refrigerator and dishwasher, sink with a spray wand and garbage disposal, and a range with front controls, oven, and heat indicator warning light, and an energy star range hood ducted to the outdoors. The dining area will be located adjacent to the kitchen and living area to create comfortable social environment.

Bathrooms will be ample in size to meet the maneuvering space requirements and be fitted with a lavatory with removable base cabinet and toe kick, mirror, toilet with reinforcement for grab bars, and tub/shower enclosure with grab bars installed and adaptable controls, with a removable seat available upon request by any resident. The flooring will be durable and impervious to moisture to provide a clean and functional space.

Each unit will contain storage for clothing, linen, and bulk miscellaneous items. Experience with the targeted population demonstrates a real appreciation for easily accessed storage. The units are designed to maximize energy efficiency to minimize utility bills and create predictable monthly expenses for tenants on fixed incomes.

Common laundry facilities are located on each floor level of the building with efficient commercial grade washers and dryers, with fully accessible controls and maneuvering clearances. Having common laundry facilities instead of in-unit laundry has been proven to save water and energy, as well as provide opportunities for unstructured social interaction in a safe and comfortable setting.

Construction Systems, Energy Efficiency, & Sustainability

The proposed building will be a slab-on-grade foundation with wood-framed 2x6 wall framing and a truss roof system. Acoustic separation between units will be detailed carefully. This aspect of reducing sound transmission between units has been found to be especially important to the target population and will be addressed in the construction systems implemented. Exterior finishes will be selected for durability and aesthetics.

Windows will be vinyl framed with easy latching mechanisms and specified with an optimal U-value and solar heat gain coefficient (SHGC). All doors will be constructed with no added urea formaldehyde wood and use accessible lever-type hardware.

Indoor air quality is maintained with local exhaust to the outdoors from each bathroom and kitchen range hood. In addition, each dwelling unit will meet the performance requirements for whole house ventilation per the ASHRAE 62.2 standard.

All plumbing fixtures will meet the 2019 CA Green Building Code requirements as well as the EPA WaterSense criteria. Plumbing piping will be insulated with a minimum of one-inch thick (R-4) cellular foam wrap for all hot water piping and for cold water piping within exterior wall cavities or within five feet of the water heater.

Space heating will be provided by electric central boilers with hydronic fan coil units in each dwelling. Operable windows will further allow residents to adjust the temperature of their dwelling. An electric central boiler system will provide domestic water heating. This all-electric design enables the complete elimination of natural gas utilities and provides the opportunity to meet a net zero energy rating with the possible future increased size of the planned photovoltaic solar array.

The combination of these strategies will result in a building that is energy efficient and maintains minimal utility costs for the residents while exceeding the 2019 California Title 24 Building Energy Code compliance standards.

Eureka 7th & Myrtle Senior Housing

COMING SOON! SUMMER 2023

- 35 AFFORDABLE SENIOR HOUSING UNITS
- COMMUNITY SPACES



- FITNESS ROOM & ON-SITE LAUNDRY
- LANDSCAPED OPEN-SPACE

THIS PROJECT HAS BEEN MADE POSSIBLE BY FINANCING FROM VOTER-APPROVED PROPOSITION 1C INFILL INFRASTRUCTURE GRANT PROGRAM THROUGH THE CALIFORNIA DEPARTMENT OF HOUSING AND COMMUNITY DEVELOPMENT



RAYMOND JAMES



DANCO

For more information & interest list visit www.danco-group.com or call (707) 822 9000



PROJECT INFORMATION

PROJECT TITLE:	MYRTLE AVENUE SENIOR HOUSING
APPLICANT:	DANCO COMMUNITIES 5251 ERICSON WAY ARCAATA, CA 95521 PHONES: 707-822-9000
PROJECT ADDRESS:	7TH STREET AND MYRTLE AVENUE EUREKA, CA 95501
ASSESSOR'S PARCEL NO:	001-261-020 & 001-261-022
LAND USE DESIGNATION:	CC - COMMUNITY COMMERCIAL
ZONE:	RM 2500 AR - MULTI FAMILY RESIDENTIAL
IN COASTAL ZONE:	NO
COASTAL JURISDICTION:	NA
IN 100 YEAR FLOOD ZONE:	YES
ALQUIST PRIOLO ZONE:	NO
RELATIVE SLOPE STABILITY:	0
AIRPORT COMPATIBILITY ZONE:	NO
STATE FIRE RESPONSIBILITY AREA:	NO
LOT SIZE:	0.75 ACRES (32,670 SF) 0.85 ACRES (37,026 SF) TOTAL: 69,696 SF
SETBACKS:	FRONT: 15 FT SIDE (INTERIOR): 5 FT SIDE (STREET): 15 FT REAR: 5 FT
MAX FAR:	50% 50% OF 69,696 SF = 34,848 SF PROPOSED BUILDING GROSS SF = 28,141 SF PROPOSED FAR = 41%
MAX HEIGHT:	35 FT
PARKING:	PER CAL GOV CODE 65915 (P)(3)(B), BECAUSE THE DEVELOPMENT IS A FOR-RENT HOUSING DEVELOPMENT FOR INDIVIDUALS WHO ARE 62 AND OLDER, THE PARKING RATIO SHALL NOT EXCEED 0.5 SPACES PER UNIT. THE DEVELOPMENT HAS UNOBSTRUCTED ACCESS WITHIN A 1/2 MILE TO A FIXED BUS ROUTE SERVICE THAT OPERATES AT LEAST 8 TIMES PER DAY (REDWOOD TRANSIT AUTHORITY). PARKING REQUIRED: 18 SPACES PARKING PROVIDED: 19 SPACES ADDITIONAL PARKING OFF-SITE: 9 SPACES
UNITS:	PER EUREKA MUNICIPAL CODE MAX DWELLING UNITS IS 34 FOR SITE 001-261-020. PER CAL GOV CODE 65915, HOUSING DEVELOPMENTS THAT MEET THE CRITERIA OF SUB-PARAGRAPH (A) OF PARAGRAPH (1) OF SUBDIVISION (b), THE DENSITY BONUS SHALL APPLY. PER PROJECT SPECIFICATIONS, UP TO 46 UNITS ARE ALLOWABLE. PROPOSED PROJECT CONSISTS OF 36.

PROJECT AREAS

DWELLING UNITS:				COMMON AREAS:	
LEVEL	UNIT #	BEDRMS	LIVING AREA*	LEVEL	SPACE
1ST	MANAGER	2	101 SF	1ST	ENTRY
	1	1	547 SF		LOBBY
	2	1	547 SF		STAIR 1
	3	2	760 SF		STAIR 2
	4	1	547 SF		STAIR 3
	5	1	547 SF		ELEVATOR
	6	1	547 SF		FITNESS ROOM
	7	1	547 SF		SITTING ROOM
	8	1	547 SF		LAUNDRY
	9	2	792 SF		RESTROOM
2ND	STUDIO	2	427 SF	2ND	UTILITY
	11	1	547 SF		MECHANICAL
	12	1	547 SF		LOBBY
	13	1	547 SF		SITTING ROOM
	14	1	547 SF		STAIR 1
	15	2	760 SF		STAIR 2
	16	1	500 SF		STAIR 3
	17	1	547 SF		ELEVATOR
	18	1	547 SF		LAUNDRY
	19	1	547 SF		LOBBY
3RD	STUDIO	2	427 SF	3RD	SITTING ROOM
	24	1	547 SF		STAIR 1
	25	1	547 SF		STAIR 2
	26	1	547 SF		STAIR 3
	27	1	547 SF		ELEVATOR
	28	2	760 SF		LAUNDRY
	29	1	500 SF		
	30	1	547 SF		
	31	1	547 SF		
	32	1	547 SF		
OVERALL:					
FIRST FLOOR:				8,877 GROSS SF	
SECOND FLOOR:				9,632 GROSS SF	
THIRD FLOOR:				9,632 GROSS SF	
TOTAL:				28,141 SF GROSS SF	

* DWELLING UNIT & COMMON AREAS ABOVE ARE TO INSIDE FACE OF EXT WALLS, & TO FACE OF DIVIDING WALLS.

KEY

SITE PLAN KEY	
	PROJECT SITE PROPERTY LINE
	SETBACK
	EASEMENT
	PROPERTY LINE
	FENCE
	TOPOGRAPHY LINE - MAJOR
	TOPOGRAPHY LINE - MINOR
	APPROXIMATE PATH OF FUTURE TRAIL
	SITE AREA
	APPROXIMATE (E) VEGETATION LINE
	NEW LANDSCAPE AREA
	NEW PERMEABLE PAVING
	NEW PAVING
	FRESHWATER FORESTED/ SHRUB WETLAND
	FRESHWATER EMERGENT WETLAND
	RIVERINE
	ACCESSIBLE PARKING SPACE SYMBOL
	ACCESS AISLE

PRELIMINARY - NOT FOR CONSTRUCTION

K. BOODJEH ARCHITECTS
ARCHITECTURE AND PLANNING
707.798.6107 551 3RD STREET EUREKA CA 95501
ALL DESIGN CONCEPTS, IDEAS AND ARRANGEMENTS DEPICTED WITHIN THESE DRAWINGS AND SPECIFICATIONS ARE THE PROPERTY OF K. BOODJEH ARCHITECTS AND SHALL REMAIN THE PROPERTY OF K. BOODJEH ARCHITECTS. NO PART OF THESE DRAWINGS OR SPECIFICATIONS SHALL BE REPRODUCED OR TRANSMITTED IN ANY FORM OR BY ANY MEANS, ELECTRONIC OR MECHANICAL, WITHOUT THE WRITTEN CONSENT OF K. BOODJEH ARCHITECTS ARCHITECTURE AND PLANNING.

MYRTLE AVENUE SENIOR HOUSING
DANCO COMMUNITIES
7TH STREET & MYRTLE AVENUE EUREKA, CA
A.P.N. 001-261-020 & 001-261-022

REVISIONS

DATE
19 OCTOBER 2017

SHEET
A1.3



SECOND FLOOR:

- (1) STUDIO UNIT
- (10) 1-BEDROOM UNITS
- (2) 2-BEDROOM UNITS
- (13) TOTAL UNITS

THIRD FLOOR:

- (1) STUDIO UNIT
- (10) 1-BEDROOM UNITS
- (2) 2-BEDROOM UNITS
- (13) TOTAL UNITS

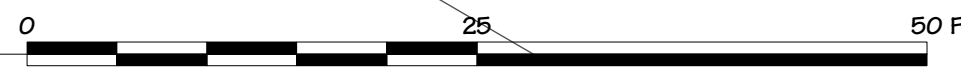
2 SECOND & THIRD FLOOR PLAN
Scale: 3/32" = 1'-0"



FIRST FLOOR:

- (1) MANAGER'S UNIT
- (7) 1-BEDROOM UNITS
- (2) 2-BEDROOM UNITS
- (10) TOTAL UNITS

1 FIRST FLOOR PLAN
Scale: 3/32" = 1'-0"



PRELIMINARY -
NOT FOR
CONSTRUCTION

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707.798.6107 531 3RD STREET EUREKA CA 95501
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PHOTOCOPYING, RECORDING, OR BY ANY INFORMATION STORAGE AND RETRIEVAL SYSTEM, WITHOUT THE WRITTEN
CONSENT OF K. BOODJEH ARCHITECTS AND PLANNING.

MYRTLE AVENUE SENIOR HOUSING
DANCO COMMUNITIES
7TH STREET & MYRTLE AVENUE EUREKA, CA
A.P.N. 001-261-020 & 001-261-022

FLOOR PLANS

REVISIONS

DATE
19 OCTOBER 2017

SHEET

A1.4



CALIFORNIA TAX CREDIT ALLOCATION COMMITTEE

915 Capitol Mall, Suite 485
Sacramento, CA 95814
p (916) 654-6340
f (916) 654-6033
www.treasurer.ca.gov/ctcac

MEMBERS

FIONA MA, CPA, CHAIR
State Treasurer

BETTY YEE
State Controller

KEELY MARTIN BOSLER
Director of Finance

GUSTAVO VELASQUEZ
Director of HCD

TIENA JOHNSON HALL
Executive Director of CalHFA

EXECUTIVE DIRECTOR
Nance Robles

March 24, 2022

Gerard Windt, Director
U.S. Department of Housing and Urban Development
San Francisco Office of Public Housing
One Sansome Street, Suite 1200
San Francisco, CA 94104

Re: Project Name: Eureka 7th & Myrtle Affordable Housing
Project Address: 7th Street and Myrtle Avenue, Eureka, CA 95501
CTCAC #: CA-21-070
Housing Authority: County of Humboldt Housing Authority
Owner: Eureka Myrtle Ave LP
General Partner: Johnson & Johnson Investments, LLC (sole member – Danco Communities) and Community Revitalization and Development Corporation and Danco Communities
Developer: Danco Communities

Dear Mr. Windt:

Enclosed is a HERA Section 2835 Subsidy Layering Certification executed by Nancee Robles, Executive Director of the California Tax Credit Allocation Committee (CTCAC) for the captioned project. The review was conducted in accordance with Federal Register Volume 85, No. 40, published on Friday, February 28, 2020.

The project is receiving assistance under the HUD Section 8 Project-based Voucher program, City of Eureka loan and land loan, HCD – IIG grant, and federal low-income housing tax credits.

Project Description: The project is being developed by Danco Communities with vouchers from County of Humboldt Housing Authority. This project involves the new construction of 36 units of which 35 units are affordable tax-credit housing units and 1 unit is manager's unit. This project will serve low-income seniors. County of Humboldt Housing Authority plans to attach project-based vouchers to 35 units, with 2 studio units, 27 one-bedroom units and 6 two-bedroom units.

The CTCAC review is based upon documentation submitted by the project owner and County of Humboldt Housing Authority. The proposed rents set by County of Humboldt Housing Authority for the project-based voucher assisted units do not exceed 110% of the 2022 HUD Fair Market Rents for the Humboldt County, CA HUD Metro FMR Area, and are deemed reasonable in comparison to market rents at:

<u>BR Size</u>	<u>Number of Units</u>	<u>Contract Rent</u>	<u>Utility Allowance*</u>	<u>Gross Rent</u>
0	2	\$815	\$0	\$815
1	27	\$948	\$0	\$948
2	6	\$1,223	\$0	\$1,223

*Owner has committed to paying all utilities

Please contact me at (916) 654-0015 or Brett.Andersen@treasurer.ca.gov if you have any questions regarding this certification.

Sincerely,



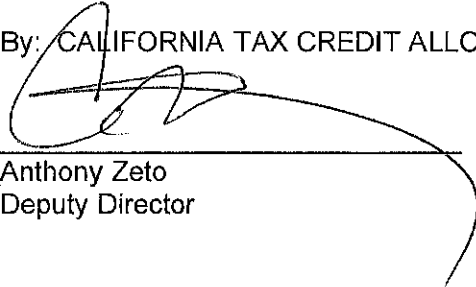
 Brett Andersen
Program Analyst

Attachments:

**CALIFORNIA TAX CREDIT ALLOCATION COMMITTEE
HOUSING AND ECONOMIC RECOVERY ACT OF 2008 (HERA)
SECTION 2835(a)(1)(M)(i) SUBSIDY LAYERING CERTIFICATION**

For purposes of the provision of Section 8 Project Based Voucher Assistance authorized pursuant to 42 U.S.C. 8(o)(13), pursuant to section 2835(a)(1)(M)(i) of the Housing and Economic Recovery Act of 2008 (HERA), Section 102 of the Department of Housing and Urban Development Reform Act of 1989, and in accordance with HUD's Administrative Guidelines, all of which address the prevention of excess governmental subsidy, I hereby certify that the Section 8 project-based voucher assistance provided by the United States Department of Housing and Urban Development to the Housing Authority of the County of Humboldt, located in the city of Eureka, for **Eureka 7th & Myrtle Affordable Housing, CTCAC #CA-21-070**, located in the city of Eureka, is not more than is necessary to provide affordable housing after taking into account other government assistance.

By: CALIFORNIA TAX CREDIT ALLOCATION COMMITTEE (CTCAC)



Anthony Zeto
Deputy Director

March 24, 2022
Date

County of Humboldt Housing Authority

Board of Commissioners Meeting

May 9, 2022

Agenda Item H3

Memorandum

To: Commissioners

From: Cheryl Churchill, Executive Director

Subject: Advancing Equity through EHV, Community of Practice

BACKGROUND AND HISTORY:

Homebase is a national nonprofit agency that works with communities to develop customized responses to their most challenging issues. They facilitate collaborations and assist with designing implementation to achieve sustainable results.

Homebase accepted applications for PHAs with EHV programs to apply for an upcoming Community of Practice. Our local cohort will include three housing authority representatives and one Continuum of Care representative. The six-week series between May 26th and August 4th will cover:

1. Introductions/purpose
2. History of racism
3. Root causes of disparities in homeless
4. Centering black, indigenous, and people of color
5. How is your community doing?
6. Wrap up and next steps

While this COP is focused on outcomes with the EHV program, we believe it is crucial information that will apply across the board as we work toward furthering equity in our programs and community.

STAFF RECOMMENDATION:

None; informational only.

Advancing Equity Through EHV Community of Practice (CoP) Workshop

Summary

This Workshop is focused on supporting PHAs as they make system adjustment to ensure efforts to advance equity through the Emergency Housing Vouchers Program. This collective approach to technical assistance (TA) delivery draws on the strengths of communities and their expertise in the field to foster a space that encourages resource sharing, innovative out-of-the-box thinking, and connections across Public Housing Authorities (PHAs). Participants will use data to review, process, and reflect on the continued implementation of the EHV program. Sessions will focus on data; exploring key terms, concepts, and definitions; examining racism and its historic and present-day impact on housing; and possible solutions to move forward and revitalize PHA systems to advance equity.

Goals and Objectives

Through the establishment of a representative team that operates throughout the six-session Workshop and the incorporation of the lessons learned from both Workshop facilitator and peer community participants during Workshop sessions, each community will develop an Action Plan for implementation. In this Community of Practice, participants will:

- Better understand the current strengths and challenges within their PHA through data
- Create an action plan to improve their systems through group brainstorming and resource sharing
- Engage in peer-to-peer learning environment
- Examine the racist structures and policies that established housing inequality

Target Audience

Communities (PHA / CoC Team of up to 4 people) that are a good fit for this workshop will have, at a minimum, the following traits:

- Committed to meeting regularly throughout the six-session Workshops;
- Committed to review data/processes and develop/implement appropriate modifications and refinements;
- Committed to create an action plan to improve systems;
- Similar commitment to advancing equity in the community;
- Select a diverse representation of the following:
 - o PHA Leadership
 - o PHA Policy Staff
 - o CoC EHV Coordinator
 - o PHA EHV Coordinator