



HOUSING AUTHORITIES

CITY OF EUREKA & COUNTY OF HUMBOLDT



735 WEST EVERDING STREET, EUREKA CA 95503
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AGENDA

REGULAR MEETING OF THE COUNTY OF HUMBOLDT HOUSING AUTHORITY BOARD OF COMMISSIONERS

DATE AND TIME
Tuesday – October 11, 2022
12:00pm

LOCATION

Pursuant to Assembly Bill No.361 (Chapter 165, Statutes of 2021) approved by the Governor on September 16, 2021) codified at Government Code Section 54953 a local legislative body is authorized to hold public meetings remotely via teleconferencing without complying with the teleconferencing requirements imposed by the Ralph M. Brown Act when, among other requirements, a legislative body of a local agency holds a meeting during a proclaimed state emergency, and makes the public meeting accessible “via a call-in option or an internet-based service option” to all members of the public seeking to access and attend the meeting, offer public comment, and address the legislative body.

PUBLIC PARTICIPATION

Public access to this meeting is available as follows:

Join Zoom meeting:

<https://us02web.zoom.us/j/81824513867?pwd=UXd6NFJrN251Z2YyWEVja0F5aGZJdz09>

Meeting ID: 818 2451 3867

Passcode: 361070

Join Zoom meeting via phone: (669) 900-6833

Persons wishing to address the Board of Commissioners are asked to submit comments for the public speaking portion of the agenda as follows:

- Send an email with your comment(s) to heatherh@eurekahumboldtha.org prior to the Board of Commissioners meeting.
- Call and leave a message at (707) 443-4583 ext. 219.

When addressing the Board, on agenda items or business introduced by Commissioners, members of the public may speak for a maximum of five minutes per agenda item when the subject is before the Board.

1. Roll Call

2. Brown Act, Remote Session Authorization, Resolution 488 (pages 3- 4)
Recommended Board Action: Accept and Adopt for Approval



The Housing Authorities are Equal Housing Opportunity Organizations



3. Public Comment (Non-Agenda):

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.

4. Approve Minutes of the Board of Commissioners Meeting held August 08, 2022. (pages 5- 8)

5. Bills and Communications:

(5a) HUD Communication dated September 23, 2022: Update to Housing Choice Voucher Award Allocation; *informational* (pages 9- 10)

6. 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.

(6a) Covid-19 Updates

(6b) Occupancy and Leasing Report (page 11)

(6c) HCV Utilization Reports (pages 12- 13)

7. Reports of the Commissioners:

This time is reserved for Commissioners to share any relevant news or Housing related endeavors undertaken by Commissioners.

8. Unfinished Business:

This time is reserved for any business that has been carried over from previous meetings and/or discussions.

9. New Business:

(9a) Resolution 489, CA086 5-Year and Annual Plan 2022-2026

Recommended Board Action: Accept and Adopt for Approval (pages 14- 29)

(9b) Resolution 490, Annual Operating Budget for Fiscal Year Ending December 31, 2023

Recommended Board Action: Accept and Adopt for Approval (pages 30- 56)

10. Closed Session – If needed.

11. Adjournment

* * * Note * * *

Documents related to this agenda are available on-line at:

<https://eurekahumboldtha.org/governance/>

Know Your RIGHTS Under The Ralph M. Brown Act: Government's duty is to serve the public, reaching its decisions in full view of the public. The Board of Commissioners exists to conduct the business of its constituents. Deliberations are conducted before the people and are open for the people's review.

County of Humboldt Housing Authority

Board of Commissioners Meeting

October 11, 2022

Agenda Item 2

Memorandum

To: Commissioners

From: Cheryl Churchill, Executive Director

Subject: Brown Act, Meetings Held Virtually

BACKGROUND:

The Brown Act allows for meetings to occur via teleconferencing subject to certain requirements, particularly that:

- the teleconference be accessible to the public;
- members of the public be allowed to address the legislative body;
- the legislative body post an agenda; and
- at least a quorum of the legislative body participate from locations within the boundaries of the local agency's jurisdiction.

STAFF RECOMMENDATION:

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

RESOLUTION NO. 488

**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

MINUTES

MEETING OF THE COUNTY OF HUMBOLDT HOUSING AUTHORITY BOARD OF COMMISSIONERS

MONDAY, SEPTEMBER 12, 2022

Chairperson Conner declared a quorum present and called the meeting to order at 12:06pm.

1. Roll Call:

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

Absent: Vice Chairperson Fitzgerald

Staff: Churchill, Humphreys, Wiesner

Public: None in attendance

2. Brown Act, Remote Session Authorization, Resolution 486

Recommended Board Action: Accept and Adopt for Approval

RESOLUTION NO. 486

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

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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.

Motion to approve the Resolution 486 by Commissioner Derooy

Second - Commissioner Zondervan-Droz

Roll Call:

Ayes: Conner, Escarda, Derooy, Zondervan-Droz

Nays: None

Abstain: None

Chairperson Conner declared the motion carried and the Resolution 486 approved.

3. Public Comment (Non-Agenda): None heard.

4. Approve minutes of the board of commissioners meeting held August 08, 2022.

Motion to approve the minutes of the meeting of August 08, 2022, made by Commissioner Zondervan-Droz

Second – Commissioner Derooy

Roll call:

Ayes: Conner, Escarda, Derooy, Zondervan-Droz

Nays: None

Abstain: None

Chairperson Conner declared the motion carried to approve the minutes of August 08, 2022.

5. Bills and Communication:

5a. HUD Communication dated August 29, 2022: Housing Choice Vouchers, Fair Share Voucher Allocation; *informational*

This item was informational and was not discussed at the meeting.

6. Report of the Secretary:

6a. Covid-19 Updates

Secretary Churchill updates the board stating that we have no changes to report and all staff are currently Covid free.

6b. Occupancy and Leasing Report

Secretary Churchill briefs the board on this report. Staff continues to pull off the waitlist and are receiving applications for Public Housing.

6c. HCV Utilization Reports

Secretary Churchill goes over this report noting that our Emergency Housing Voucher (EHV) numbers show as 38 vouchers. However, Secretary Churchill states that the EHV Specialist provided an update that morning, informing Secretary Churchill that we currently have 111 of 182 EHV's which are either leased, searching or in process. Secretary Churchill goes on to note that for every program, we are at 100% of spending or better, which is our target.

7. Reports of the Commissioners: None heard.

8. Unfinished Business: None.

9. New Business:

(9a) Resolution 487, 2022 Salary Comparability Study

Recommended Board Action: Approve and adopt proposed salary study

Resolution No. 487

Adopt Salary Comparability Study and Schedule

WHEREAS, In accordance with the U. S Department of Housing and Urban Development (HUD) PIH Notice 2011-48 dated August 26, 2011, and subsequent updates to said notice; and

WHEREAS, The Housing Authorities have contracted with the National Association of Housing and Redevelopment Officials (NAHRO) to complete a Salary Comparability Study; and

WHEREAS, The study demonstrates a need to adjust the present salary schedule to bring the schedule in line with present cost of living figures; and

WHEREAS, The County of Humboldt Housing Authority Board of Commissioners have reviewed the Salary Comparability Study completed May 2022; and

NOW, THEREFORE, BE IT RESOLVED that the County of Humboldt Housing Authority Board of Commissioners hereby approve the NAHRO Salary Study and adopt the proposed salary schedule for the County of Humboldt Housing Authority.

Motion to approve the Resolution 487 by Commissioner Derooy

Second - Commissioner Escarda

Roll Call:

Ayes: Conner, Escarda, Derooy, Zondervan-Droz

Nays: None

Abstain: None

Chairperson Conner declared the motion carried and the Resolution 487 approved.

10. Closed Session: None needed.

11. Adjournment

There being no further business to come before the Commissioners, the meeting was adjourned at 12:38p.m.

Secretary

Chairperson



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

OFFICE OF PUBLIC AND INDIAN HOUSING

September 23, 2022

Cheryl Churchill
Executive Director
COUNTY OF HUMBOLDT HSG AUTH
735 WEST EVERDING STREET
EUREKA, CA 95503-0000

Dear Executive Director:

This is your final award notification for Housing Choice Voucher (HCV) Program vouchers under the Consolidated Appropriations Act 2022 (P.L. 117-103). Based on vouchers that were declined by other housing agencies, the number of vouchers may have increased minimally. Please contact us at NewHCVS@hud.gov no later than seven calendar days following the date of this letter if you do not want to accept the additional vouchers.

Purpose and Main Activities:

The Consolidated Appropriations Act 2022 (P.L. 117-103) appropriated \$200 million for new incremental vouchers pursuant to a method, as determined by HUD, which may include a formula that may include such factors as severe cost burden, overcrowding, substandard housing for very low-income renters, homelessness, and administrative capacity. The allocation method is required to include rural and urban areas. These vouchers will increase the authorized vouchers for your PHA, and fees can be used to expedite the leasing of these vouchers. PHAs seeking to use administrative fees to encourage owner participation and leasing of these vouchers, are encouraged to consult PIH Notice 2022-18.

<https://www.hud.gov/sites/dfiles/PIH/documents/PIH2022-18.pdf>.

Expected Outcomes, Beneficiaries and Subrecipients:

These vouchers will provide housing assistance to approximately 19,300 individuals and/or families eligible under the HCV Program; however, the Act further provides HUD with the discretion to specify additional terms and conditions for the use of these vouchers to ensure that PHAs provide vouchers for use by survivors of domestic violence, or individuals and families who are homeless, as defined in section 103(a) of the McKinney-Vento Homeless Assistance Act (42 U.S.C. 11302(a)), or at risk of homelessness, as defined in section 401(1) of such Act (42 U.S.C. 11360(1)).

These funds cannot be sub-awarded

The following table provides the details for your agency's Housing Choice Vouchers award:

HCV Award -->	12
Housing Assistance Payments	Special Fees
\$89,694	\$9,000
Effective: October 1st, 2022	Effective: October 1st, 2022

Schedule of Obligations and Disbursements:

HUD will obligate 12 months (October 2022 – September 2023) of Housing Assistance Payments (HAP) but will only advance three months of monthly HAP beginning in October 2022. Subsequently, monthly HAP and ongoing administrative fee disbursements will be based on actual HAP expenses and leasing reported in the Voucher Management System (VMS), respectively. If your PHA requires additional HAP funds beyond this schedule, please contact your Financial Management Center (FMC) Financial Analyst.

In addition, the Department will obligate Special Fees for each individual voucher, from which will advance 100% in a lump sum during the first week in October 2022.

Finally, the FMC will provide your agency with an amended Consolidated Annual Contributions Contract (CACC) that reflects the new incremental vouchers and funding. Your agency must follow applicable Housing Choice Voucher (HCV) program requirements, when administering these vouchers, including the regulations at 24 CFR part 982, and operating requirements set forth in PIH Notices 2022-29. For reporting requirement in VMS and FDS, please follow PIH Notice 2021-08 and corresponding REAC Accounting Briefs. These vouchers financial activity will be reported under Assistance Listing 14.871.

Should you have questions about this award, please do not hesitate to contact us at NewHCVS@hud.gov.

Sincerely

Danielle L. Bastarache

Digitally signed by Danielle L. Bastarache
DN: CN = Danielle L. Bastarache,
C = US,
Reason: I am approving this document

Danielle Bastarache
Deputy Assistant Secretary for
Public Housing and Voucher Programs

Enclosure

Occupancy and Leasing Report 2022

Housing Authorities of the City of Eureka and County of Humboldt

Program	Total Units Available	Jan-22	Feb-22	Mar-22	Apr-22	May-22	Jun-22	Jul-22	Aug-22	Wait List End of Month
Eureka										
Public Housing	196 *	177	180	182	181	180	180	180	180	433
Eureka Family Housing	51	48	48	48	47	44	44	46	46	481
Eureka Senior Housing	22	20	20	20	20	21	21	21	19	180
	269	245	248	250	248	245	245	247	245	
Humboldt										
<u>Tenant Based Vouchers</u>										
Housing Choice Vouchers	1137	822	816	820	812	813	814	806	796	958
VASH Vouchers	73	23	23	23	26	26	28	28	29	N/A
Mainstream vouchers	75 ***	27	27	28	29	31	32	36	36	N/A
Emergency Housing Vouchers (EHV)	182	5	11	15	18	23	30	38	42	N/A ‡
<u>Project Based Vouchers</u>										
PBV-VASH - Bayview Heights (Eureka)	22 **	21	21	21	22	22	22	22	22	
PBV-HCV - Bayview Heights (Eureka)	3 **	-	-	-	3	3	3	3	3	
PBV-HCV - Sorrell Place (Arcata)	5 **	-	-	-	-					
PBV-HCV - Providence (Eureka)	42 †	-	-	-	-					
PBV-HCV - 7th & Myrtle Senior (Eureka)	35 †	-	-	-	-					
Total All Vouchers	1574	898	898	907	910	918	929	933	928	
Vouchers issued but not under contract, end of month (aka "Searching")										82

*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 Vouchers at Bayview Heights Veteran's housing at 4th & C Street, Eureka; contract signed 6/30/2020.

5 Project Based HCV vouchers at Sorrell Place, extremely low income units at 7th & I Street, Arcata; effective 6/1/2022.

*** Mainstream vouchers were awarded December 2020. Funding and voucher issuance began April 2021.

25 Mainstream vouchers will be allocated via waitlist pulls; 50 will be via referral from CoC partners.

‡ No PHA waitlist for EHVs; all are issued based on referral from HHHHC or HDVS. Referrals began Q4 2021.

† HUD-approved PBVs; project expected to complete construction in 2023.

COUNTY OF HUMBOLDT HOUSING AUTHORITY
All Voucher Programs
For the month of August 2022

	January	February	March	April	May	June	July	August	Total
Traditional HCV & VASH (includes PBVs)									
HAP income	\$ 487,449	\$ 490,581	\$ 492,982	\$ 492,810	\$ 492,002	\$ 485,420	\$ 516,667	499,159.00	\$ 3,957,070
HAP expenses	(491,882)	(489,328)	(494,790)	(489,895)	(496,352)	(500,284)	(499,124)	(514,768.00)	(3,976,423)
Surplus (Deficit)	(4,433)	1,253	(1,808)	2,915	(4,351)	(14,864)	17,543	(15,609.00)	(19,354)
% Total income utilized	100.91% A	99.74%	100.37%	99.41%	100.88% A	103.06%	96.60%	103.13% A	100.49%
Administrative/Other Income	71,092	71,162	83,214	69,268	112,267	77,092	74,183	73,199.40	631,477
Operating expenses	(62,591)	(57,222)	(62,223)	(64,273)	(83,268)	(60,183)	(100,329)	(72,497.28)	(562,585)
Surplus (Deficit)	8,501	13,940	20,991	4,995	29,000	16,909	(26,146)	702	68,892
Remaining HAP Cash	18,124	19,052	10,667	12,533	12,110	2,092	14,037	560	
Remaining Non-HAP Cash	385,079	409,050	425,907	432,218	464,707	473,027	489,409	501,522	
Total HCV Cash	403,203	428,102	436,574	444,751	476,818	475,119	503,447	502,082	
Cash Increase/(Decrease)	6,455	24,900	8,471	8,177	32,067	(1,699)	28,328	(1,365)	
# of Households Assisted	866	858	862	858	861	864	856	854	6,879
Average HAP Payment	\$ 567.99	\$ 570.31	\$ 574.00	\$ 570.97	\$ 576.48	\$ 579.03	\$ 583.09	602.77	\$ 578.05
Mainstream (disabled & non-elderly)									
HAP income	\$ 7,833	\$ 12,284	\$ 15,469	\$ 15,469	\$ 15,469	\$ -	\$ -	19,100.00	\$ 85,624
HAP expenses	(17,543)	(18,014)	(18,864)	(19,822)	(21,360)	(21,567)	(24,421)	(24,465.00)	(166,056)
Surplus (Deficit)	(9,710)	(5,730)	(3,395)	(4,353)	(5,891)	(21,567)	(24,421)	(5,365.00)	(80,432)
% Total income utilized	223.96%	146.65%	121.95%	128.14%	138.08%	N/A	N/A	128.09%	193.94%
Administrative/Other Income	55	55	1,508	647	6,011	885	885	885	10,931
Operating expenses	(1,575)	(1,068)	(1,291)	(1,301)	(2,763)	(2,440)	(3,754)	(2,703)	(16,895)
Surplus (Deficit)	(1,520)	(1,013)	217	(654)	3,248	(1,555)	(2,869)	(1,818)	(5,964)
Remaining HAP Cash	69,131	63,950	60,703	56,106	53,175	31,360	8,261	2,512	
Remaining Non-HAP Cash	(1,407)	(2,296)	(2,052)	(2,669)	647	(702)	(2,104)	(3,734)	
Total MSV Cash	67,724	61,654	58,651	53,437	53,822	30,658	6,157	(1,222)	
Cash Increase/(Decrease)	(12,191)	(6,070)	(3,003)	(5,214)	385	(23,164)	(24,501)	(7,379) B	
# of Households Assisted	27	27	28	29	31	32	36	36	246
Average HAP Payment	\$ 649.74	\$ 667.19	\$ 673.71	\$ 683.52	\$ 689.03	\$ 673.97	\$ 678.36	679.58	\$ 675.02
Emergency Housing Vouchers (EHVs)									
HAP income	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-	\$ -
HAP expenses	(4,749)	(11,739)	(15,752)	(17,535)	(24,957)	(30,246)	(36,868)	(41,451.00)	(183,297)
Surplus (Deficit)	(4,749)	(11,739)	(15,752)	(17,535)	(24,957)	(30,246)	(36,868)	(41,451.00)	(183,297)
% Total income utilized	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Administrative/Other Income	6,940	13,451	11,275	12,862	18,644	15,136	21,921	22,840	123,070
Operating expenses	(6,064)	(12,924)	(10,910)	(12,457)	(18,645)	(15,141)	(28,275)	(22,481)	(126,898)
Surplus (Deficit)	876	527	365	405	(1)	(5)	(6,354)	358	(3,828)
Remaining HAP Cash	512,371	500,567	485,216	467,681	442,929	412,584	375,210	334,859	
Remaining Non-HAP Cash	426,639	414,688	404,613	392,951	374,709	360,770	339,649	317,910	
Total EHV Cash	939,010	915,255	889,829	860,632	817,638	773,354	714,859	652,769	
Cash Increase/(Decrease)	(12,025)	(23,755)	(25,426)	(29,197)	(42,993)	(44,284)	(58,495)	(62,091) C	
# of Households Assisted	5	11	15	18	23	30	38	42	182
Average HAP Payment	\$ 949.80	\$ 1,067.18	\$ 1,050.13	\$ 974.17	\$ 1,085.09	\$ 1,008.20	\$ 970.21	986.93	\$ 1,007.13
Total All Voucher Programs									
HAP income	\$ 495,282	\$ 502,865	\$ 508,451	\$ 508,279	\$ 507,471	\$ 485,420	\$ 516,667	\$ 518,259	\$ 4,042,694
HAP expenses	(514,174)	(519,081)	(529,406)	(527,252)	(542,669)	(552,097)	(560,413)	(580,684)	(4,325,776)
Surplus (Deficit)	(18,892)	(16,216)	(20,955)	(18,973)	(35,199)	(66,677)	(43,746)	(62,425.00)	(283,083)
% Total income utilized	103.81%	103.22%	104.12%	103.73%	106.94%	113.74%	108.47%	112.05%	107.00%
Administrative/Other Income	78,087	84,668	95,997	82,777	136,923	93,113	96,989	96,924	765,478
Operating expenses	(70,229)	(71,214)	(74,424)	(78,031)	(104,676)	(77,764)	(132,357)	(97,682)	(706,378)
Surplus (Deficit)	7,857	13,454	21,572	4,747	32,247	15,349	(35,368)	(758)	59,100
Remaining HAP Cash	599,626	583,569	556,586	536,320	508,214	446,036	397,508	337,931	
Remaining Non-HAP Cash	810,311	821,443	828,468	822,499	840,064	833,095	826,955	815,698	
Total Program Cash	1,409,938	1,405,012	1,385,054	1,358,819	1,348,278	1,279,131	1,224,463	1,153,629	
Cash Increase/(Decrease)	(17,760)	(4,926)	(19,958)	(26,235)	(10,541)	(69,147)	(54,668)	(70,834)	
# of Households Assisted	898	896	905	905	915	926	930	932	7,307
Average HAP Payment	\$ 572.58	\$ 579.33	\$ 584.98	\$ 582.60	\$ 593.08	\$ 596.22	\$ 602.59	623.05	\$ 592.00

Notes

A Spending above 100% indicates full utilization of monthly funding plus spending down of HUD-held reserves (which is encouraged/required by HUD).

B Cash decrease due to timing of HUD stopping MSV payments in 06/2022; expecting cash to increase as payments continue this year.

C Cash decrease due to timing of HUD stopping EHV HAP and Admin Fee disbursements from 12/2021-06/2022; expecting cash to continue to decrease as preliminary program funding is utilized per HUD program mandate. Once initial program funding gets below a certain level, HUD will initiate monthly funding again.

Housing Choice Vouchers

	<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	985	913	889	917	918	903	882	866	884	866
February	983	906	901	921	919	898	894	867	875	858
March	977	899	908	923	918	896	897	861	875	862
April	979	896	920	928	919	908	895	859	873	858
May	977	890	920	927	917	905	895	850	873	861
June	976	890	922	930	914	898	892	853	868	864
July	969	891	929	924	919	895	882	873	865	856
August	962	891	929	923	917	888	879	872	864	854
September	956	896	931	927	913	888	872	883	864	
October	946	897	918	934	906	888	866	888	862	
November	939	900	913	928	903	887	881	890	866	
December	927	890	910	925	902	882	877	887	857	
Average	965	897	916	926	914	895	884	871	869	860
UML's	11,576	10,759	10,990	11,107	10,965	10,736	10,612	10,449	10,426	6,879

Mainstream Vouchers

									<u>2021</u>	<u>2022</u>
January										27
February										27
March										28
April										29
May										31
June										32
July										36
August									4	36
September									15	
October									18	
November									24	
December									27	
Average									21	31
UML's									88	246

Emergency Housing Vouchers

									<u>2021</u>	<u>2022</u>
January										5
February										11
March										15
April										18
May										23
June										30
July										38
August										42
September										
October										
November										
December									4	
Average									4	23
UML's									4	182

Total All Voucher Programs

	<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	985	913	889	917	918	903	882	866	884	898
February	983	906	901	921	919	898	894	867	875	896
March	977	899	908	923	918	896	897	861	875	905
April	979	896	920	928	919	908	895	859	873	905
May	977	890	920	927	917	905	895	850	873	915
June	976	890	922	930	914	898	892	853	868	926
July	969	891	929	924	919	895	882	873	865	930
August	962	891	929	923	917	888	879	872	868	932
September	956	896	931	927	913	888	872	883	879	
October	946	897	918	934	906	888	866	888	880	
November	939	900	913	928	903	887	881	890	890	
December	927	890	910	925	902	882	877	887	888	
Average	965	897	916	926	914	895	884	871	894	913
UML's	11,576	10,759	10,990	11,107	10,965	10,736	10,612	10,449	10,518	7,307

County of Humboldt Housing Authority

Board of Commissioners Meeting

October 11, 2022

Agenda Item 9a

Memorandum

To: Commissioners

From: Cheryl Churchill, Executive Director

Subject: Annual Agency Plan Updates

BACKGROUND AND HISTORY:

As required by HUD, the Housing Authority must annually update the PHA Plan.

The resident advisory board met on September 14, 2022, via conference call, to discuss the PHA goals and objectives and provide input to the annual plan.

The Board has had opportunity to review goals and progress updates, and to offer input at regularly scheduled board meetings relative to the annual plan.

The PHA Plan must be submitted to HUD by October 31, 2021.

STAFF RECOMMENDATION:

Staff recommend that the Board approve and adopt the updated agency five year and annual plan.

5-Year PHA Plan (for All PHAs)

U.S. Department of Housing and Urban Development
Office of Public and Indian Housing

OMB No. 2577-0226
Expires: 02/29/2016

Purpose. The 5-Year and Annual PHA Plans provide a ready source for interested parties to locate basic PHA policies, rules, and requirements concerning the PHA's operations, programs, and services, and informs HUD, families served by the PHA, and members of the public of the PHA's mission, goals and objectives for serving the needs of low- income, very low- income, and extremely low- income families

Applicability. Form HUD-50075-5Y is to be completed once every 5 PHA fiscal years by all PHAs.

A.	PHA Information.																																
A.1	<p>PHA Name: <u>Housing Authority County of Humboldt</u> PHA Code: <u>CA086</u></p> <p>PHA Plan for Fiscal Year Beginning: (MM/YYYY): <u>01/2022</u> PHA Plan Submission Type: <input type="checkbox"/> 5-Year Plan Submission <input checked="" type="checkbox"/> Revised 5-Year Plan Submission</p> <p>Availability of Information. In addition to the items listed in this form, PHAs must have the elements listed below readily available to the public. A PHA must identify the specific location(s) where the proposed PHA Plan, PHA Plan Elements, and all information relevant to the public hearing and proposed PHA Plan are available for inspection by the public. Additionally, the PHA must provide information on how the public may reasonably obtain additional information on the PHA policies contained in the standard Annual Plan, but excluded from their streamlined submissions. At a minimum, PHAs must post PHA Plans, including updates, at each Asset Management Project (AMP) and main office or central office of the PHA. PHAs are strongly encouraged to post complete PHA Plans on their official websites. PHAs are also encouraged to provide each resident council a copy of their PHA Plans.</p> <p><input type="checkbox"/> PHA Consortia: (Check box if submitting a Joint PHA Plan and complete table below)</p> <table border="1"> <thead> <tr> <th rowspan="2">Participating PHAs</th> <th rowspan="2">PHA Code</th> <th rowspan="2">Program(s) in the Consortia</th> <th rowspan="2">Program(s) not in the Consortia</th> <th colspan="2">No. of Units in Each Program</th> </tr> <tr> <th>PH</th> <th>HCV</th> </tr> </thead> <tbody> <tr> <td>Lead PHA:</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table>	Participating PHAs	PHA Code	Program(s) in the Consortia	Program(s) not in the Consortia	No. of Units in Each Program		PH	HCV	Lead PHA:																							
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		PH	HCV																														
Lead PHA:																																	

B.	5-Year Plan. Required for <u>all</u> PHAs completing this form.
B.1	<p>Mission. State the PHA's mission for serving the needs of low- income, very low- income, and extremely low- income families in the PHA's jurisdiction for the next five years.</p> <p>The mission of the County of Humboldt Housing Authority (CHHA) 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. CHHA will achieve this mission by providing Housing Choice Vouchers, including VASH, Mainstream, and EHV vouchers, and Project Based Vouchers, as options to our clients and community, as well as other assistance opportunities that may come along from time to time. 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.</p>
B.2	<p>Goals and Objectives. Identify the PHA's quantifiable goals and objectives that will enable the PHA to serve the needs of low- income, very low- income, and extremely low- income families for the next five years.</p> <p>See attached 5-year Plan Goals.</p>
B.3	<p>Progress Report. Include a report on the progress the PHA has made in meeting the goals and objectives described in the previous 5-Year Plan.</p> <p>See attached progress report.</p>
B.4	<p>Violence Against Women Act (VAWA) Goals. Provide a statement of the PHA's goals, activities objectives, policies, or programs that will enable the PHA to serve the needs of child and adult victims of domestic violence, dating violence, sexual assault, or stalking.</p> <p>The Administrative Plan for the Housing Choice Voucher Program of the County of Humboldt Housing Authority prohibits the denial of admission to an otherwise qualified applicant on the basis that the applicant is or has been a victim of domestic violence. The Violence Against Women Act (VAWA), Administrative Plan, was approved by the Board of Commissioners, on December 14, 2009, Resolution #386. Additionally, the PHA maintains a preference for families that include victims of domestic violence, dating violence, sexual assault, or stalking who have either been referred by a partnering service agency or consortia or is seeking an emergency transfer under VAWA from the PHA's public housing program or other covered housing program operated by the PHA.</p>
B.5	<p>Significant Amendment or Modification. Provide a statement on the criteria used for determining a significant amendment or modification to the 5-Year Plan.</p> <p>A Significant Amendment or modification is defined as an action that will have a financial impact of at least \$500,000 in any fiscal year.</p>
B.6	<p>Resident Advisory Board (RAB) Comments.</p> <p>(a) Did the RAB(s) provide comments to the 5-Year PHA Plan?</p> <p>Y N <input type="checkbox"/> <input checked="" type="checkbox"/></p> <p>(b) If yes, comments must be submitted by the PHA as an attachment to the 5-Year PHA Plan. PHAs must also include a narrative describing their analysis of the RAB recommendations and the decisions made on these recommendations.</p>

B.7	<p>Certification by State or Local Officials.</p> <p>Form HUD 50077-SL, <i>Certification by State or Local Officials of PHA Plans Consistency with the Consolidated Plan</i>, must be submitted by the PHA as an electronic attachment to the PHA Plan.</p> <p>See attached Form 50077-SL.</p>
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Instructions for Preparation of Form HUD-50075-5Y 5-Year PHA Plan for All PHAs

A. PHA Information [24 CFR §903.23\(4\)\(e\)](#)

A.1 Include the full **PHA Name**, **PHA Code**, **PHA Fiscal Year Beginning** (MM/YYYY), **PHA Plan Submission Type**, and the **Availability of Information**, specific location(s) of all information relevant to the hearing and proposed PHA Plan.

PHA Consortia: Check box if submitting a Joint PHA Plan and complete the table.

B. 5-Year Plan.

B.1 Mission. State the PHA's mission for serving the needs of low- income, very low- income, and extremely low- income families in the PHA's jurisdiction for the next five years. ([24 CFR §903.6\(a\)\(1\)](#))

B.2 Goals and Objectives. Identify the PHA's quantifiable goals and objectives that will enable the PHA to serve the needs of low- income, very low- income, and extremely low- income families for the next five years. ([24 CFR §903.6\(b\)\(1\)](#)) For Qualified PHAs only, if at any time a PHA proposes to take units offline for modernization, then that action requires a significant amendment to the PHA's 5-Year Plan.

B.3 Progress Report. Include a report on the progress the PHA has made in meeting the goals and objectives described in the previous 5- Year Plan. ([24 CFR §903.6\(b\)\(2\)](#))

B.4 Violence Against Women Act (VAWA) Goals. Provide a statement of the PHA's goals, activities objectives, policies, or programs that will enable the PHA to serve the needs of child and adult victims of domestic violence, dating violence, sexual assault, or stalking. ([24 CFR §903.6\(a\)\(3\)](#))

B.5 Significant Amendment or Modification. Provide a statement on the criteria used for determining a significant amendment or modification to the 5-Year Plan.

B.6 Resident Advisory Board (RAB) comments.

(a) Did the public or RAB provide comments?

(b) If yes, submit comments as an attachment to the Plan and describe the analysis of the comments and the PHA's decision made on these recommendations. ([24 CFR §903.17\(a\)](#), [24 CFR §903.19](#))

This information collection is authorized by Section 511 of the Quality Housing and Work Responsibility Act, which added a new section 5A to the U.S. Housing Act of 1937, as amended, which introduced the 5-Year PHA Plan. The 5-Year PHA Plan provides the PHA's mission, goals and objectives for serving the needs of low- income, very low- income, and extremely low- income families and the progress made in meeting the goals and objectives described in the previous 5-Year Plan.

Public reporting burden for this information collection is estimated to average .76 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. HUD may not collect this information, and respondents are not required to complete this form, unless it displays a currently valid OMB Control Number.

Privacy Act Notice. The United States Department of Housing and Urban Development is authorized to solicit the information requested in this form by virtue of Title 12, U.S. Code, Section 1701 et seq., and regulations promulgated thereunder at Title 12, Code of Federal Regulations. Responses to the collection of information are required to obtain a benefit or to retain a benefit. The information requested does not lend itself to confidentiality.

PHA 5 Year Plan Goals

County of Humboldt Housing Authority

Goal One: **Maximize Voucher Utilization**

The County of Humboldt Housing Authority (“The PHA”) makes every effort to utilize up to 100% of the Annual Contributions Contract, or more as allowed based on draws of HUD-held reserves.

To achieve this, the PHA shall maintain a waiting list of size sufficient to issue vouchers and lease-up clients to utilize at least 96% 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: **Increase Landlord Participation**

When adequate funding is available, the PHA will offer landlord incentives in order to bring in new landlords and/or new units to the HCV program. Additionally, the PHA will continue to enhance and encourage communication with landlords via periodic newsletters, and work to maintain regular contact with landlords via outreach and education 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: **Utilize Project Based Vouchers to Expand the Supply of Assisted Housing**

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”) in support of the City’s repositioning of its Public Housing stock and retaining or increasing affordable units. A resolution of support for the City of Eureka Housing Authority’s Repositioning Plan was approved at a regularly scheduled board meeting on July 11, 2022.

Goal Four: **HUD Performance Evaluation & Quality of Assistance**

In its last scored year for SEMAP (based on 2019 operations), the PHA maintained a SEMAP rating of High Performer. The PHA aims to continue receiving the highest possible score under Section 8 Management Assessment Program (SEMAP) and strives to maintain “High Performer” status.

1. The PHA will continue to perform quality control checks on tenant files, income calculations, and inspections as allowed.
2. Upon receipt of HUD certified SEMAP scoring, results will be presented to the Board of Commissioners.
3. For any score less than “High Performer” a remediation plan will be implemented and presented with the scoring.

Goal Five: **Compliance**

Management will periodically review internal controls to verify appropriate policies and procedures remain in place, up to date, and operating effectively. 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: **Employee Morale**

The PHA will promote and maintain a motivating work environment that attracts highly talented applicants and acknowledges a capable team of employees.

1. Budget will be allocated, approved and available to send appropriate staff to training seminars that will allow employees to gain new knowledge and/or enhance staff skills for their particular job classification and responsibilities.
2. On-demand training will be available to all staff and periodically assigned by management through a contract with HTVN.
3. Management will review training progress quarterly to identify possible opportunities for training that align with agency needs and support gaps in employee skills or knowledge.
4. 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 online in order to remove barriers to accessibility, better meet our client's needs to access and complete paperwork remotely, and offer multiple methods to successfully communicate with agency staff.

We will periodically assess the need to add data to the website. The following documents will be available online, at a minimum:

1. Application
2. Notice of Change
3. Recertification paperwork
4. Board meeting agendas
5. Administrative Plan
6. PHA Plan

Goal Eight: **Mainstream Vouchers**

The Mainstream Vouchers program was added in 2020 to bring more opportunity to the disabled community. A limited preference was added which allows for voucher placement based on referrals from Continuum of Care participating agencies 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.

Per HUD's program requirements, the PHA aims to have at least 80% of these vouchers leased annually. 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 Emergency Housing Vouchers (EHV) program was added in 2021 to bring more opportunity to community members most affected by the COVID-19 pandemic. This program requires that referrals for the 182 vouchers be made from the local Continuum of Care, Humboldt Housing and Homeless Coalition (HHHC), or by a domestic violence service provider, Humboldt Domestic Violence Services (HDVS), 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 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
2. Caseworker outreach to landlords and actively seeking opportunities to pair voucher holders with open units in the rental market.

Goal Ten **Customer Feedback**

In order to provide for continuous improvement, the PHA will use various methods to invite feedback from interested parties, including voucher clients, landlords, 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.

PHA 5 Year Plan Goals

County of Humboldt Housing Authority

Progress Report – August 2022

Goal One: **Maximize Voucher Utilization**

The County of Humboldt Housing Authority (“The PHA”) makes every effort to utilize up to 100% of the Annual Contributions Contract, or more as allowed based on draws of HUD-held reserves.

To achieve this, the PHA shall maintain a waiting list of size sufficient to issue vouchers and lease-up clients to utilize at least 96% 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.

Update:

As of June 2022, our year-to-date budget utilization exceeds 100% of our annual contributions contract. This is possible by drawing on our HUD-held reserves to fund expenses above 100% of what is funded monthly. The agency continues to do quarterly advertisements regarding our open waitlists.

Our Housing Advocate has established solid working relationships with Eureka UPLIFT, DHHS/HOME Program staff, DHHS Outreach, Food for People, Betty Chinn, St. Vincent De Paul, and other service providers. She continues to do outreach with landlords, educating new and prospective landlords about our programs and the benefits of participating.

Goal Two: **Increase Landlord Participation**

When adequate funding is available, the PHA will offer landlord incentives in order to bring in new landlords and/or new units to the HCV program. Additionally, the PHA will continue to enhance and encourage communication with landlords via periodic newsletters, and work to maintain regular contact with landlords via outreach and

education 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.

Update:

1. *Landlord newsletter issue 2022-01 sent in May 2022. Second newsletter to be issued Q3/Q4.*
2. *Housing Advocate actively calls current and prospective landlords to discuss our programs and answer questions.*
3. *Landlord appreciation luncheon is scheduled for August 24, 2022 at the Wharfinger, to thank current landlords, introduce potential new landlords, and share news/updates.*

Goal Three: **Utilize Project Based Vouchers to Expand the Supply of Assisted Housing**

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 and retaining or increasing affordable units.

Update: The first 25 PBVs went live in 2020 and continue to be utilized. Five more PBVs were added 6/2022 to support extremely low income units in Arcata. The PHA has set aside allocations for future PBVs, but due to COVID, development has been slow and affordable housing projects in Humboldt are largely behind schedule. Currently, we're planning to add 42 PBVs of supportive housing in Eureka and 35 PBVs of senior housing in Eureka in late 2023.

Goal Four: **HUD Performance Evaluation & Quality of Assistance**

In its last scored year for SEMAP (based on 2019 operations), the PHA maintained a SEMAP rating of High Performer. The PHA aims to continue receiving the highest possible score under Section 8 Management Assessment Program (SEMAP) and strives to maintain “High Performer” status.

1. The PHA will continue to perform quality control checks on tenant files, income calculations, and inspections as allowed.
2. Upon receipt of HUD certified SEMAP scoring, results will be presented to the Board of Commissioners.
3. For any score less than “High Performer” a remediation plan will be implemented and presented with the scoring.

Update: Though HUD did not request SEMAP scoring for 2021 due to the COVID-19 pandemic, our core business practices and procedures subject to SEMAP scoring have not changed substantially through the pandemic, and the PHA expects to again attain High Performer status with the 2022 SEMAP scoring (to be done in 2023).

Goal Five: **Compliance**

Management will periodically review internal controls to verify appropriate policies and procedures remain in place, up to date, and operating effectively. 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.

*Update:
The 2021 audit is still in process and will be presented at a future board meeting; no findings are expected at this time.*

Goal Six: **Employee Morale**

The PHA will promote and maintain a motivating work environment that attracts highly talented applicants and acknowledges a capable team of employees.

1. Budget will be allocated, approved and available to send appropriate staff to training seminars that will allow employees

- to gain new knowledge and/or enhance staff skills for their particular job classification and responsibilities.
2. On-demand training will be available to all staff and periodically assigned by management through a contract with HTVN.
 3. Management will review training progress quarterly to identify possible opportunities for training that align with agency needs and support gaps in employee skills or knowledge.
 4. The PHA will acknowledge staff monthly for their achievements by providing an employee recognition award to an employee selected by the management team.

Update:

1. *Staff have attended online or in person trainings as relevant opportunities become available.*
2. *All staff have access to HTVN. Managers have begun using HTVN to assign and follow up on department-specific trainings.*
3. *Quarterly training update reports are provided to management to review utilization of training budget and plan for further staff training.*
4. *Management continues to select and recognize an employee each month for their contributions to the agencies.*

Goal Seven: **Technology and Accessibility**

The PHA will add to our selection of resources available online in order to remove barriers to accessibility, better meet our client's needs to access and complete paperwork remotely, and offer multiple methods to successfully communicate with agency staff.

We will periodically assess the need to add data to the website. The following documents will be available online, at a minimum:

1. Application
2. Notice of Change
3. Recertification paperwork
4. Board meeting agendas
5. Administrative Plan
6. PHA Plan

Update: The above noted documents are available on our website. We add relevant documents and update existing forms as necessary.

Goal Eight: **Mainstream Vouchers**

The Mainstream Vouchers program was added in 2020 to bring more opportunity to the disabled community. A limited preference was added which allows for voucher placement based on referrals from Continuum of Care participating agencies 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.

Per HUD's program requirements, the PHA aims to have at least 80% of these vouchers leased annually. 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.

Update:

1. *Housing Advocate, as main contact for Mainstream referrals from partner agencies, is in contact with referring agencies on a daily/weekly basis to do follow-up and status updates.*
2. *Housing Advocate follows up with social workers and applicants to ensure completion of paperwork before passing on to Tenant Services for voucher processing. See Goal #2 for Landlord Outreach activities. Additionally, Housing Advocate continues to do trainings for caseworkers at referring agencies to help them better understand how to complete paperwork and has met with landlords to help them understand program requirements.*
3. *PHA has been receiving referrals from partner agencies, and vouchers have been issued to eligible referral applicants. Mainstream eligible applicants will continue to be pulled from the waitlist for voucher issuance.*
4. *Additional HUD Mainstream admin fees were requested and awarded in 2022 that will allow incentives to be offered under this program (so long as funds are available).*

Goal Nine: **Emergency Housing Vouchers**

The Emergency Housing Vouchers (EHV) program was added in 2021 to bring more opportunity to community members most affected by the COVID-19 pandemic. This program requires that referrals for the 182 vouchers be made from the local Continuum of Care, Humboldt Housing and Homeless Coalition (HHHC), or by a domestic violence service provider, Humboldt Domestic Violence Services (HDVS), 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 EHVs 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
2. Caseworker outreach to landlords and actively seeking opportunities to pair voucher holders with open units in the rental market.

Update:

1. *Program metrics are reviewed monthly. One dedicated caseworker works closely with referring parties and with clients to accept and process paperwork and assist in housing searches.*
2. *In order to expedite referrals going forward, the PHA has contracted with homeless service provider 2-1-1 Humboldt to locate and assist homeless persons on the Coordinated Entry System list to get necessary and relevant paperwork into the Housing Authority for processing and voucher issuance.*

Goal Ten

Customer Feedback

In order to provide for continuous improvement, the PHA will use various methods to invite feedback from interested parties, including voucher clients, landlords, 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.

Update: This item is in process. HR Specialist has trained in setting up online surveys. An online survey request will be sent to clients and

staff, with hardcopy also provided to tenants, to request input and feedback. To be completed by 12/31/2022.

RESOLUTION NO. 489

RESOLUTION TO APPROVE FIVE YEAR AND ANNUAL AGENCY PLAN

WHEREAS, In order to be in compliance with regulations of the United States Department of Housing and Urban Development, the County of Humboldt Housing Authority must submit a 5 year Plan every 5 years and an agency plan on an annual basis; and

WHEREAS, The Agency Plans have been reviewed for accuracy and completeness; and

WHEREAS, A Public Notice stating the Agency Plans were available for review at the Housing Authority offices with a Public Hearing to be held on September 14, 2022 was published on the County of Humboldt Housing Authority website and front lobby of the Housing Authority office; and

WHEREAS, The Public Hearing was held on September 14, 2022; and

WHEREAS, There were no changes or corrections to the agency plans suggested.

NOW, THEREFORE, BE IT RESOLVED, That the Commissioners of the County of Humboldt Housing Authority do hereby approve the 5 Year and Annual Agency Plan for 2022-2026 and 2022 respectively as submitted for review.

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

October 11, 2022

Agenda Item 9b

Memorandum

To: Commissioners

From: Dustin Wiesner, Director of Finance, Administration and Technology

Subject: County of Humboldt Housing Authority's 2023 Budget

BACKGROUND AND HISTORY:

Presented is the City of Eureka and County of Humboldt Housing Authority's 2023 Budget. Below are financial highlights specific to the County of Humboldt Housing Authority.

**Please note that the 2021 County audited net income (pg. 16) of \$1,075,929 is much higher than previous years due to COVID funding, startup funding for the new Emergency Housing Voucher and Mainstream Voucher programs, and a large favorable pension adjustment. These items will be reviewed in more detail during the presentation of the 2021 audit.*

**All comparative figures compare approved 2022 budget to the presented 2023 budget*

Highlights

County Budget (pg. 15-16)

- Net income is projected to increase from (\$31,604) to \$30,746.
 - Most of the change is due an increase in revenue due to continued voucher growth from our Emergency Housing Voucher and Mainstream Voucher programs.
 - Administrative expenses are projected to increase due to the newly approved salary schedule based on an independent salary study, regularly scheduled performance raises, a 2% Cost of Living Adjustment (COLA)*, a 33% increase in our benefit dollars, from \$600 to \$800 per month, per employee, and a planned landlord luncheon event.

-
- *The salary study was completed based on data from early-mid 2022, but we have continued to see increases in inflation. A COLA ensures our new salary schedule remains competitive to continue to attract highly qualified personnel in an incredibly competitive labor market.
 - Reserves are expected to decrease from \$1,276,126 to \$1,183,461
 - The overall decrease is primarily due to a decrease in restricted reserves due to the continued planned spending of Emergency Housing Voucher start-up fees to support rapid utilization of vouchers in the form of landlord incentives, security deposit assistance, etc. to support long-term program growth. Offsetting the decrease in restricted reserves is an increase in unrestricted reserves due to the increase in administrative fees, from voucher growth, that outpaces our increase in administrative expenses.

STAFF RECOMMENDATION:

Staff recommends that the Board approve and adopt the County of Humboldt Housing Authority's 2023 Budget.

City of Eureka and County of Humboldt Housing Authorities

Annual Budget - City and County Combined

For the Year Ending 12/31/2023

Description	2021 Audit	2022 Budget	2023 Budget
Revenue & Expenses			
INCOME			
TENANT INCOME			
Total Rental Income	1,744,157	1,852,489	1,850,865
Total Other Tenant Income	68,216	88,963	70,617
NET TENANT INCOME	1,812,373	1,941,452	1,921,482
GRANT INCOME			
TOTAL GRANT INCOME	8,607,830	8,930,845	10,930,830
OTHER INCOME			
TOTAL OTHER INCOME	366,145	321,245	326,405
TOTAL INCOME	10,786,348	11,193,542	13,178,717
EXPENSES			
ADMINISTRATIVE			
Total Administrative Salaries	1,212,042	1,724,806	1,917,153
Total Legal Expense	56,547	45,806	69,634
Total Other Admin Expenses	211,087	170,767	168,964
Total Miscellaneous Admin Expenses	159,775	145,299	134,938
TOTAL ADMINISTRATIVE EXPENSES	1,639,450	2,086,678	2,290,689
TENANT SERVICES			
TOTAL TENANT SERVICES EXPENSES	74,503	80,520	382,753
UTILITIES			
TOTAL UTILITY EXPENSES	456,858	465,004	513,909
MAINTENANCE AND OPERATIONS			
Total General Maint Expense	405,538	496,532	534,322
Total Materials	138,893	132,719	132,614
Total Contract Costs	175,813	216,172	240,352
TOTAL MAINTENANCE EXPENSES	720,244	845,423	916,256
GENERAL EXPENSES			
TOTAL GENERAL EXPENSES	328,430	347,016	292,039
HOUSING ASSISTANCE PAYMENTS			
TOTAL HOUSING ASSISTANCE PAYMENTS	5,807,447	6,892,838	8,275,165

City of Eureka and County of Humboldt Housing Authorities

Annual Budget - City and County Combined

For the Year Ending 12/31/2023

Description	2021 Audit	2022 Budget	2023 Budget
FINANCING EXPENSE			
TOTAL FINANCING EXPENSE	264,151	266,593	269,190
NON-OPERATING ITEMS			
TOTAL NON-OPERATING ITEMS	511,914	516,896	526,215
TOTAL EXPENSES	9,802,996	11,500,967	13,466,616
NET INCOME	983,352	(307,425)	(287,899)
Add Back:			
Subtotal additions			1,182,981
Deductions:			
Subtotal deductions			(948,975)
Adjusted Surplus (Deficit)			(53,892)
Estimated Reserves @ 1/1/2023			2,481,861
Estimated Reserves @ 12/31/2023			2,428,005

City of Eureka and County of Humboldt Housing Authorities

Annual Budget - City of Eureka Housing Authority

For the Year Ending 12/31/2023

Description	2021 Audit	2022 Budget	2023 Budget
Revenue & Expenses			
INCOME			
TENANT INCOME			
Total Rental Income	1,744,157	1,852,489	1,850,865
Total Other Tenant Income	68,216	88,963	70,617
NET TENANT INCOME	1,812,373	1,941,452	1,921,482
GRANT INCOME			
TOTAL GRANT INCOME	1,126,992	1,033,578	1,227,715
OTHER INCOME			
TOTAL OTHER INCOME	319,028	277,326	289,295
TOTAL INCOME	3,258,393	3,252,357	3,438,492
EXPENSES			
ADMINISTRATIVE			
Total Administrative Salaries	892,563	923,767	1,012,614
Total Legal Expense	35,660	24,215	40,049
Total Other Admin Expenses	133,224	142,364	143,204
Total Miscellaneous Admin Expenses	67,246	51,798	52,689
TOTAL ADMINISTRATIVE EXPENSES	1,128,694	1,142,144	1,248,556
TENANT SERVICES			
TOTAL TENANT SERVICES EXPENSES	70,170	80,433	82,813
UTILITIES			
TOTAL UTILITY EXPENSES	447,598	454,266	500,454
MAINTENANCE AND OPERATIONS			
Total General Maint Expense	405,538	496,532	534,322
Total Materials	138,292	132,319	132,214
Total Contract Costs	161,957	196,650	233,088
TOTAL MAINTENANCE EXPENSES	705,787	825,501	899,625
GENERAL EXPENSES			
TOTAL GENERAL EXPENSES	224,404	246,236	235,470
HOUSING ASSISTANCE PAYMENTS			
TOTAL HOUSING ASSISTANCE PAYMENTS	2,267	0	3,447

City of Eureka and County of Humboldt Housing Authorities

Annual Budget - City of Eureka Housing Authority

For the Year Ending 12/31/2023

Description	2021 Audit	2022 Budget	2023 Budget
FINANCING EXPENSE			
TOTAL FINANCING EXPENSE	264,151	266,593	269,190
NON-OPERATING ITEMS			
TOTAL NON-OPERATING ITEMS	507,899	513,005	517,583
TOTAL EXPENSES	3,350,970	3,528,177	3,757,137
NET INCOME	(92,577)	(275,820)	(318,645)
Add Back:			
Subtotal additions			1,101,614
Deductions:			
Subtotal deductions			(744,160)
Adjusted Surplus (Deficit)			38,809
Estimated Reserves @ 1/1/2023			1,205,734
Estimated Reserves @ 12/31/2023			1,244,543

City of Eureka and County of Humboldt Housing Authorities

Annual Budget - Public Housing

For the Year Ending 12/31/2023

Description	2021 Audit	2022 Budget	2023 Budget
Revenue & Expenses			
INCOME			
TENANT INCOME			
Total Rental Income	935,427	956,152	942,674
Total Other Tenant Income	57,869	70,128	58,573
NET TENANT INCOME	993,296	1,026,280	1,001,247
GRANT INCOME			
TOTAL GRANT INCOME	1,126,992	1,033,578	1,227,715
OTHER INCOME			
TOTAL OTHER INCOME	69,720	19,552	22,644
TOTAL INCOME	2,190,008	2,079,410	2,251,606
EXPENSES			
ADMINISTRATIVE			
Total Administrative Salaries	797,879	812,312	895,258
Total Legal Expense	33,671	21,062	32,658
Total Other Admin Expenses	33,768	41,089	40,580
Total Miscellaneous Admin Expenses	53,881	39,792	41,593
TOTAL ADMINISTRATIVE EXPENSES	919,199	914,255	1,010,090
TENANT SERVICES			
TOTAL TENANT SERVICES EXPENSES	54,126	62,849	63,320
UTILITIES			
TOTAL UTILITY EXPENSES	320,784	330,855	363,051
MAINTENANCE AND OPERATIONS			
Total General Maint Expense	327,901	411,762	443,765
Total Materials	111,038	101,962	105,466
Total Contract Costs	106,775	119,871	161,219
TOTAL MAINTENANCE EXPENSES	545,714	633,595	710,451
GENERAL EXPENSES			
TOTAL GENERAL EXPENSES	162,613	190,173	168,448
HOUSING ASSISTANCE PAYMENTS			
TOTAL HOUSING ASSISTANCE PAYMENTS	2,223	0	3,347

City of Eureka and County of Humboldt Housing Authorities

Annual Budget - Public Housing

For the Year Ending 12/31/2023

Description	2021 Audit	2022 Budget	2023 Budget
FINANCING EXPENSE			
TOTAL FINANCING EXPENSE	0	0	0
NON-OPERATING ITEMS			
TOTAL NON-OPERATING ITEMS	233,314	235,160	242,097
TOTAL EXPENSES	2,237,973	2,366,887	2,560,804
NET INCOME	(47,965)	(287,477)	(309,198)
Add Back:			
Subtotal additions			438,761
Deductions:			
Subtotal deductions			(254,500)
Adjusted Surplus (Deficit)			(124,937)
Estimated Reserves @ 1/1/2023			667,864
Estimated Reserves @ 12/31/2023			542,927

City of Eureka and County of Humboldt Housing Authorities

Annual Budget - Eureka Family Housing

For the Year Ending 12/31/2023

Description	2021 Audit	2022 Budget	2023 Budget
Revenue & Expenses			
INCOME			
TENANT INCOME			
Total Rental Income	625,227	707,753	713,722
Total Other Tenant Income	4,914	14,735	7,544
NET TENANT INCOME	630,141	722,489	721,266
GRANT INCOME			
TOTAL GRANT INCOME	0	0	0
OTHER INCOME			
TOTAL OTHER INCOME	2,765	3,681	3,606
TOTAL INCOME	632,906	726,170	724,872
EXPENSES			
ADMINISTRATIVE			
Total Administrative Salaries	33,903	33,852	38,678
Total Legal Expense	1,417	2,360	6,756
Total Other Admin Expenses	68,754	75,187	73,395
Total Miscellaneous Admin Expenses	7,112	6,581	5,819
TOTAL ADMINISTRATIVE EXPENSES	111,186	117,980	124,648
TENANT SERVICES			
TOTAL TENANT SERVICES EXPENSES	13,322	15,016	16,646
UTILITIES			
TOTAL UTILITY EXPENSES	91,658	88,958	100,319
MAINTENANCE AND OPERATIONS			
Total General Maint Expense	35,500	38,007	41,387
Total Materials	18,418	22,994	19,025
Total Contract Costs	25,234	48,706	43,611
TOTAL MAINTENANCE EXPENSES	79,151	109,708	104,023
GENERAL EXPENSES			
TOTAL GENERAL EXPENSES	51,969	46,960	55,603
HOUSING ASSISTANCE PAYMENTS			
TOTAL HOUSING ASSISTANCE PAYMENTS	44	0	100

City of Eureka and County of Humboldt Housing Authorities

Annual Budget - Eureka Family Housing

For the Year Ending 12/31/2023

Description	2021 Audit	2022 Budget	2023 Budget
FINANCING EXPENSE			
TOTAL FINANCING EXPENSE	219,300	221,398	226,378
NON-OPERATING ITEMS			
TOTAL NON-OPERATING ITEMS	230,420	233,710	230,942
TOTAL EXPENSES	797,050	833,729	858,659
NET INCOME	(164,144)	(107,559)	(133,788)
Add Back:			
Subtotal additions			575,059
Deductions:			
Subtotal deductions			(244,643)
Adjusted Surplus (Deficit)			196,629
Estimated Reserves @ 1/1/2023			245,592
Estimated Reserves @ 12/31/2023			442,221

City of Eureka and County of Humboldt Housing Authorities

Annual Budget - Eureka Senior Housing

For the Year Ending 12/31/2023

Description	2021 Audit	2022 Budget	2023 Budget
Revenue & Expenses			
INCOME			
TENANT INCOME			
Total Rental Income	183,503	188,583	194,469
Total Other Tenant Income	5,433	4,100	4,500
NET TENANT INCOME	188,936	192,683	198,969
GRANT INCOME			
TOTAL GRANT INCOME	0	0	0
OTHER INCOME			
TOTAL OTHER INCOME	199	254	273
TOTAL INCOME	189,135	192,937	199,242
EXPENSES			
ADMINISTRATIVE			
Total Administrative Salaries	17,506	19,243	20,663
Total Legal Expense	558	793	635
Total Other Admin Expenses	25,896	26,642	25,621
Total Miscellaneous Admin Expenses	3,336	2,694	2,489
TOTAL ADMINISTRATIVE EXPENSES	47,295	49,372	49,408
TENANT SERVICES			
TOTAL TENANT SERVICES EXPENSES	2,718	2,568	2,847
UTILITIES			
TOTAL UTILITY EXPENSES	34,962	34,213	36,801
MAINTENANCE AND OPERATIONS			
Total General Maint Expense	17,591	18,262	19,498
Total Materials	8,734	7,313	7,715
Total Contract Costs	28,952	27,423	27,364
TOTAL MAINTENANCE EXPENSES	55,277	52,997	54,576
GENERAL EXPENSES			
TOTAL GENERAL EXPENSES	6,263	5,739	8,293
HOUSING ASSISTANCE PAYMENTS			
TOTAL HOUSING ASSISTANCE PAYMENTS	0	0	0

City of Eureka and County of Humboldt Housing Authorities

Annual Budget - Eureka Senior Housing

For the Year Ending 12/31/2023

Description	2021 Audit	2022 Budget	2023 Budget
FINANCING EXPENSE			
TOTAL FINANCING EXPENSE	44,852	45,195	42,811
NON-OPERATING ITEMS			
TOTAL NON-OPERATING ITEMS	36,233	36,202	36,612
TOTAL EXPENSES	227,601	226,286	231,348
NET INCOME	(38,466)	(33,349)	(32,106)
Add Back:			
Subtotal additions			79,862
Deductions:			
Subtotal deductions			(56,890)
Adjusted Surplus (Deficit)			(9,134)
Estimated Reserves @ 1/1/2023			50,728
Estimated Reserves @ 12/31/2023			41,594

City of Eureka and County of Humboldt Housing Authorities

Annual Budget - Eureka Housing Development Corporation

For the Year Ending 12/31/2023

Description	2021 Audit	2022 Budget	2023 Budget
Revenue & Expenses			
INCOME			
TENANT INCOME			
Total Rental Income	0	0	0
Total Other Tenant Income	0	0	0
NET TENANT INCOME	0	0	0
GRANT INCOME			
TOTAL GRANT INCOME	0	0	0
OTHER INCOME			
TOTAL OTHER INCOME	7,500	7,500	7,500
TOTAL INCOME	7,500	7,500	7,500
EXPENSES			
ADMINISTRATIVE			
Total Administrative Salaries	0	0	0
Total Legal Expense	0	0	0
Total Other Admin Expenses	3,528	2,025	1,889
Total Miscellaneous Admin Expenses	0	0	0
TOTAL ADMINISTRATIVE EXPENSES	3,528	2,025	1,889
TENANT SERVICES			
TOTAL TENANT SERVICES EXPENSES	0	0	0
UTILITIES			
TOTAL UTILITY EXPENSES	0	0	0
MAINTENANCE AND OPERATIONS			
Total General Maint Expense	0	0	0
Total Materials	0	0	0
Total Contract Costs	0	0	0
TOTAL MAINTENANCE EXPENSES	0	0	0
GENERAL EXPENSES			
TOTAL GENERAL EXPENSES	1,352	820	820
HOUSING ASSISTANCE PAYMENTS			
TOTAL HOUSING ASSISTANCE PAYMENTS	0	0	0

City of Eureka and County of Humboldt Housing Authorities

Annual Budget - Eureka Housing Development Corporation

For the Year Ending 12/31/2023

Description	2021 Audit	2022 Budget	2023 Budget
FINANCING EXPENSE			
TOTAL FINANCING EXPENSE	0	0	0
NON-OPERATING ITEMS			
TOTAL NON-OPERATING ITEMS	0	0	0
TOTAL EXPENSES	4,880	2,845	2,709
NET INCOME	2,620	4,655	4,791
Add Back:			
Subtotal additions			0
Deductions:			
Subtotal deductions			(7,500)
Adjusted Surplus (Deficit)			(2,709)
Estimated Reserves @ 1/1/2023			8,331
Estimated Reserves @ 12/31/2023			5,621

City of Eureka and County of Humboldt Housing Authorities

Annual Budget - Marine View Terrace

For the Year Ending 12/31/2023

Description	2021 Audit	2022 Budget	2023 Budget
Revenue & Expenses			
INCOME			
TENANT INCOME			
Total Rental Income	0	0	0
Total Other Tenant Income	0	0	0
NET TENANT INCOME	0	0	0
GRANT INCOME			
TOTAL GRANT INCOME	0	0	0
OTHER INCOME			
TOTAL OTHER INCOME	238,844	246,340	255,272
TOTAL INCOME	238,844	246,340	255,272
EXPENSES			
ADMINISTRATIVE			
Total Administrative Salaries	43,275	54,214	58,014
Total Legal Expense	15	0	0
Total Other Admin Expenses	1,278	1,568	1,718
Total Miscellaneous Admin Expenses	2,917	2,731	2,789
TOTAL ADMINISTRATIVE EXPENSES	47,485	58,513	62,521
TENANT SERVICES			
TOTAL TENANT SERVICES EXPENSES	4	0	0
UTILITIES			
TOTAL UTILITY EXPENSES	194	240	283
MAINTENANCE AND OPERATIONS			
Total General Maint Expense	24,546	28,501	29,672
Total Materials	102	50	9
Total Contract Costs	996	649	894
TOTAL MAINTENANCE EXPENSES	25,644	29,200	30,575
GENERAL EXPENSES			
TOTAL GENERAL EXPENSES	2,206	2,544	2,306
HOUSING ASSISTANCE PAYMENTS			
TOTAL HOUSING ASSISTANCE PAYMENTS	0	0	0

City of Eureka and County of Humboldt Housing Authorities

Annual Budget - Marine View Terrace

For the Year Ending 12/31/2023

Description	2021 Audit	2022 Budget	2023 Budget
FINANCING EXPENSE			
TOTAL FINANCING EXPENSE	0	0	0
NON-OPERATING ITEMS			
TOTAL NON-OPERATING ITEMS	7,932	7,932	7,932
TOTAL EXPENSES	83,466	98,429	103,617
NET INCOME	155,379	147,910	151,655
Add Back:			
Subtotal additions			7,932
Deductions:			
Subtotal deductions			(180,627)
Adjusted Surplus (Deficit)			(21,039)
Estimated Reserves @ 1/1/2023			233,220
Estimated Reserves @ 12/31/2023			212,180

City of Eureka and County of Humboldt Housing Authorities

Annual Budget - County of Humboldt Housing Authority

For the Year Ending 12/31/2023

Description	2021 Audit	2022 Budget	2023 Budget
Revenue & Expenses			
INCOME			
TENANT INCOME			
Total Rental Income	0	0	0
Total Other Tenant Income	0	0	0
NET TENANT INCOME	0	0	0
GRANT INCOME			
TOTAL GRANT INCOME	7,480,838	7,897,267	9,703,115
OTHER INCOME			
TOTAL OTHER INCOME	47,117	43,918	37,110
TOTAL INCOME	7,527,955	7,941,185	9,740,225
EXPENSES			
ADMINISTRATIVE			
Total Administrative Salaries	319,478	801,039	904,539
Total Legal Expense	20,887	21,592	29,586
Total Other Admin Expenses	77,863	28,403	25,760
Total Miscellaneous Admin Expenses	92,529	93,501	82,248
TOTAL ADMINISTRATIVE EXPENSES	510,757	944,534	1,042,133
TENANT SERVICES			
TOTAL TENANT SERVICES EXPENSES	4,333	87	299,940
UTILITIES			
TOTAL UTILITY EXPENSES	9,260	10,737	13,455
MAINTENANCE AND OPERATIONS			
Total General Maint Expense	0	0	0
Total Materials	601	400	400
Total Contract Costs	13,856	19,522	16,630
TOTAL MAINTENANCE EXPENSES	14,457	19,922	17,030
GENERAL EXPENSES			
TOTAL GENERAL EXPENSES	104,026	100,780	56,569
HOUSING ASSISTANCE PAYMENTS			
TOTAL HOUSING ASSISTANCE PAYMENTS	5,805,180	6,892,838	8,271,718

City of Eureka and County of Humboldt Housing Authorities

Annual Budget - County of Humboldt Housing Authority

For the Year Ending 12/31/2023

Description	2021 Audit	2022 Budget	2023 Budget
FINANCING EXPENSE			
TOTAL FINANCING EXPENSE	0	0	0
NON-OPERATING ITEMS			
TOTAL NON-OPERATING ITEMS	4,015	3,891	8,632
TOTAL EXPENSES	6,452,027	7,972,789	9,709,479
NET INCOME	1,075,929	(31,604)	30,746
Add Back:			
Subtotal additions			81,367
Deductions:			
Subtotal deductions			(204,815)
Adjusted Surplus (Deficit)			(92,701)
Estimated Reserves @ 1/1/2023			1,276,126
Estimated Reserves @ 12/31/2023			1,183,461

City of Eureka and County of Humboldt Housing Authorities

Annual Budget - Housing Choice Voucher

For the Year Ending 12/31/2023

Description	2021 Audit	2022 Budget	2023 Budget
Revenue & Expenses			
INCOME			
TENANT INCOME			
Total Rental Income	0	0	0
Total Other Tenant Income	0	0	0
NET TENANT INCOME	0	0	0
GRANT INCOME			
TOTAL GRANT INCOME	6,718,716	6,713,630	7,242,024
OTHER INCOME			
TOTAL OTHER INCOME	34,587	31,331	23,850
TOTAL INCOME	6,753,303	6,744,961	7,265,874
EXPENSES			
ADMINISTRATIVE			
Total Administrative Salaries	298,675	680,776	733,181
Total Legal Expense	18,898	19,159	17,784
Total Other Admin Expenses	65,608	26,014	22,356
Total Miscellaneous Admin Expenses	87,660	85,975	67,752
TOTAL ADMINISTRATIVE EXPENSES	470,841	811,924	841,074
TENANT SERVICES			
TOTAL TENANT SERVICES EXPENSES	40	87	40
UTILITIES			
TOTAL UTILITY EXPENSES	9,239	9,954	11,182
MAINTENANCE AND OPERATIONS			
Total General Maint Expense	0	0	0
Total Materials	560	371	332
Total Contract Costs	13,773	18,097	14,554
TOTAL MAINTENANCE EXPENSES	14,333	18,468	14,886
GENERAL EXPENSES			
TOTAL GENERAL EXPENSES	103,778	98,242	50,812
HOUSING ASSISTANCE PAYMENTS			
TOTAL HOUSING ASSISTANCE PAYMENTS	5,745,216	5,894,175	6,320,713

City of Eureka and County of Humboldt Housing Authorities

Annual Budget - Housing Choice Voucher

For the Year Ending 12/31/2023

Description	2021 Audit	2022 Budget	2023 Budget
FINANCING EXPENSE			
TOTAL FINANCING EXPENSE	0	0	0
NON-OPERATING ITEMS			
TOTAL NON-OPERATING ITEMS	3,112	2,988	2,988
TOTAL EXPENSES	6,346,558	6,835,837	7,241,696
NET INCOME	406,744	(90,876)	24,178
Add Back:			
Subtotal additions			75,658
Deductions:			
Subtotal deductions			(7,980)
Adjusted Surplus (Deficit)			91,856
Estimated Reserves @ 1/1/2023			503,840
Estimated Reserves @ 12/31/2023			595,696

City of Eureka and County of Humboldt Housing Authorities

Annual Budget - Mainstream Voucher

For the Year Ending 12/31/2023

Description	2021 Audit	2022 Budget	2023 Budget
Revenue & Expenses			
INCOME			
TENANT INCOME			
Total Rental Income	0	0	0
Total Other Tenant Income	0	0	0
NET TENANT INCOME	0	0	0
GRANT INCOME			
TOTAL GRANT INCOME	147,240	344,250	581,799
OTHER INCOME			
TOTAL OTHER INCOME	0	0	0
TOTAL INCOME	147,240	344,250	581,799
EXPENSES			
ADMINISTRATIVE			
Total Administrative Salaries	2,595	18,839	47,852
Total Legal Expense	262	952	1,568
Total Other Admin Expenses	12,024	407	910
Total Miscellaneous Admin Expenses	205	2,645	4,931
TOTAL ADMINISTRATIVE EXPENSES	15,086	22,843	55,261
TENANT SERVICES			
TOTAL TENANT SERVICES EXPENSES	0	0	0
UTILITIES			
TOTAL UTILITY EXPENSES	20	307	816
MAINTENANCE AND OPERATIONS			
Total General Maint Expense	0	0	0
Total Materials	0	11	24
Total Contract Costs	83	558	1,063
TOTAL MAINTENANCE EXPENSES	84	569	1,087
GENERAL EXPENSES			
TOTAL GENERAL EXPENSES	148	933	2,013
HOUSING ASSISTANCE PAYMENTS			
TOTAL HOUSING ASSISTANCE PAYMENTS	52,867	303,129	516,549

City of Eureka and County of Humboldt Housing Authorities

Annual Budget - Mainstream Voucher

For the Year Ending 12/31/2023

Description	2021 Audit	2022 Budget	2023 Budget
FINANCING EXPENSE			
TOTAL FINANCING EXPENSE	0	0	0
NON-OPERATING ITEMS			
TOTAL NON-OPERATING ITEMS	0	0	0
TOTAL EXPENSES	68,205	327,781	575,726
NET INCOME	79,035	16,469	6,073
Add Back:			
Subtotal additions			0
Deductions:			
Subtotal deductions			0
Adjusted Surplus (Deficit)			6,073
Estimated Reserves @ 1/1/2023			41,917
Estimated Reserves @ 12/31/2023			48,026

City of Eureka and County of Humboldt Housing Authorities

Annual Budget - Emergency Housing Voucher

For the Year Ending 12/31/2023

Description	2021 Audit	2022 Budget	2023 Budget
Revenue & Expenses			
INCOME			
TENANT INCOME			
Total Rental Income	0	0	0
Total Other Tenant Income	0	0	0
NET TENANT INCOME	0	0	0
GRANT INCOME			
TOTAL GRANT INCOME	612,939	839,387	1,879,292
OTHER INCOME			
TOTAL OTHER INCOME	0	0	0
TOTAL INCOME	612,939	839,387	1,879,292
EXPENSES			
ADMINISTRATIVE			
Total Administrative Salaries	14,567	97,381	119,381
Total Legal Expense	1,726	1,481	10,234
Total Other Admin Expenses	0	1,550	2,095
Total Miscellaneous Admin Expenses	4,521	4,834	9,518
TOTAL ADMINISTRATIVE EXPENSES	20,814	105,246	141,227
TENANT SERVICES			
TOTAL TENANT SERVICES EXPENSES	4,293	0	299,900
UTILITIES			
TOTAL UTILITY EXPENSES	0	477	1,457
MAINTENANCE AND OPERATIONS			
Total General Maint Expense	0	0	0
Total Materials	40	18	43
Total Contract Costs	0	867	1,014
TOTAL MAINTENANCE EXPENSES	40	885	1,057
GENERAL EXPENSES			
TOTAL GENERAL EXPENSES	0	1,451	3,590
HOUSING ASSISTANCE PAYMENTS			
TOTAL HOUSING ASSISTANCE PAYMENTS	5,314	695,534	1,434,456

City of Eureka and County of Humboldt Housing Authorities

Annual Budget - Emergency Housing Voucher

For the Year Ending 12/31/2023

Description	2021 Audit	2022 Budget	2023 Budget
FINANCING EXPENSE			
TOTAL FINANCING EXPENSE	0	0	0
NON-OPERATING ITEMS			
TOTAL NON-OPERATING ITEMS	0	0	4,742
TOTAL EXPENSES	30,461	803,594	1,886,429
NET INCOME	582,478	35,793	(7,137)
Add Back:			
Subtotal additions			4,807
Deductions:			
Subtotal deductions			(196,835)
Adjusted Surplus (Deficit)			(199,165)
Estimated Reserves @ 1/1/2023			390,403
Estimated Reserves @ 12/31/2023			191,237

City of Eureka and County of Humboldt Housing Authorities

Annual Budget - Humboldt Management

For the Year Ending 12/31/2023

Description	2021 Audit	2022 Budget	2023 Budget
Revenue & Expenses			
INCOME			
TENANT INCOME			
Total Rental Income	0	0	0
Total Other Tenant Income	0	0	0
NET TENANT INCOME	0	0	0
GRANT INCOME			
TOTAL GRANT INCOME	1,943	0	0
OTHER INCOME			
TOTAL OTHER INCOME	12,530	12,587	13,260
TOTAL INCOME	14,474	12,587	13,260
EXPENSES			
ADMINISTRATIVE			
Total Administrative Salaries	3,642	4,042	4,125
Total Legal Expense	0	0	0
Total Other Admin Expenses	231	431	399
Total Miscellaneous Admin Expenses	143	47	47
TOTAL ADMINISTRATIVE EXPENSES	4,016	4,520	4,571
TENANT SERVICES			
TOTAL TENANT SERVICES EXPENSES	0	0	0
UTILITIES			
TOTAL UTILITY EXPENSES	0	0	0
MAINTENANCE AND OPERATIONS			
Total General Maint Expense	0	0	0
Total Materials	0	0	0
Total Contract Costs	0	0	0
TOTAL MAINTENANCE EXPENSES	0	0	0
GENERAL EXPENSES			
TOTAL GENERAL EXPENSES	100	154	154
HOUSING ASSISTANCE PAYMENTS			
TOTAL HOUSING ASSISTANCE PAYMENTS	1,783	0	0

City of Eureka and County of Humboldt Housing Authorities

Annual Budget - Humboldt Management

For the Year Ending 12/31/2023

Description	2021 Audit	2022 Budget	2023 Budget
FINANCING EXPENSE			
TOTAL FINANCING EXPENSE	0	0	0
NON-OPERATING ITEMS			
TOTAL NON-OPERATING ITEMS	903	903	903
TOTAL EXPENSES	6,802	5,577	5,628
NET INCOME	7,671	7,010	7,632
Add Back:			
Subtotal additions			903
Deductions:			
Subtotal deductions			0
Adjusted Surplus (Deficit)			8,535
Estimated Reserves @ 1/1/2023			339,967
Estimated Reserves @ 12/31/2023			348,502

RESOLUTION NO. 490
TO APPROVE ANNUAL OPERATING BUDGET
FOR COUNTY OF HUMBOLDT HOUSING AUTHORITY, INCLUDING
SECTION 8 HOUSING CHOICE VOUCHER, CA086
FOR FISCAL YEAR ENDING DECEMBER 31, 2023

WHEREAS, The County of Humboldt Housing Authority Board of Commissioners directed the Executive Director to prepare an Operating Budget for Section 8 Housing Choice Voucher program, CA086, for fiscal year ending December 31, 2023; and

WHEREAS, The Operating Budget has been submitted for the Board's review and has been found to be substantially correct.

NOW, THEREFORE, BE IT RESOLVED, That the Commissioners of the County of Humboldt Housing Authority do hereby approve and adopt the Operating Budget for the County of Humboldt Housing Authority, including the CA086 Section 8 Housing Choice Voucher program, for fiscal year ending December 31, 2023.

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

AYES:

NAYS:

ABSENT:

ABSTAIN:

ATTEST:

Name

Name

Title

Title