



HOUSING AUTHORITIES CITY OF EUREKA & COUNTY OF HUMBOLDT



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

AGENDA REGULAR MEETING OF THE CITY OF EUREKA HOUSING AUTHORITY BOARD OF COMMISSIONERS

DATE AND TIME
Monday – October 17, 2022
7:30pm

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/89560885873?pwd=bDJsaDNURFJsbnkKJsaC85ZTgyRzN2Zz09>

Meeting ID: 895 6088 5873

Passcode: 286432

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 1970 (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 meetings:

4a. Regular meeting, September 19, 2022 (pages 5- 8)

4b. Special meeting, October 05, 2022 (pages 9- 10)

5. Bills and Communications: None

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 9- 10)

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. Request for Qualifications (RFQ), Public Housing Repositioning Developer Partner;
informational (pages 14- 30)

9b. Resolution 1971, CA025 5-Year Agency Plan, Draft Plan Update for 2023
Recommended Board Action: Accept and Adopt for Approval (pages 31- 45)

9c. Resolution 1972, Annual Operating Budget for Fiscal Year Ending December 31, 2023
Recommended Board Action: Accept and Adopt for Approval (pages 46- 72)

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.

City of Eureka Housing Authority

Board of Commissioners Meeting

October 17, 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. 1970

**A RESOLUTION OF THE BOARD OF DIRECTORS OF THE CITY OF EUREKA 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 City of Eureka 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 City of Eureka 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 City of Eureka 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

REGULAR MEETING OF THE CITY OF EUREKA HOUSING AUTHORITY BOARD OF COMMISSIONERS

Monday, September 19, 2022

Chairperson Serotta declared a quorum present and called the meeting to order at 7:34pm.

1. Roll Call:

Present: Chairperson Serotta, Vice Chairperson Konkler, Commissioner Byers,
Commissioner Escarda, Commissioner Pittman

Absent: Commissioner Raymond

Staff: Churchill, Humphreys, Wiesner

Public: None in attendance

At the time the meeting was called to order, Commissioner Raymond was not in attendance. At 7:51pm, Commissioner Raymond joined the meeting.

2. Brown Act, Remote Session Authorization, Resolution 1967

Recommended Board Action: Accept and Adopt for Approval

RESOLUTION NO. 1967

**A RESOLUTION OF THE BOARD OF DIRECTORS OF THE CITY OF EUREKA 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 City of Eureka 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 City of Eureka 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 City of Eureka 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 1967 by Vice Chairperson Konkler.

Second - Commissioner Byers

Roll Call:

Ayes: Serotta, Konkler, Byers, Escarda, Pittman

Nays: None

Abstain: None

Chairperson Serotta declared the motion carried and the Resolution 1967 approved.

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

4. Approve Minutes of the Board of Commissioners Meeting held August 15, 2022.

Motion to approve the minutes of the meeting of August 15, 2022, made by Commissioner Byers

Second – Commissioner Escarda

Roll call:

Ayes: Serotta, Konkler, Byers, Escarda, Pittman

Nays: None

Abstain: None

Chairperson Serotta declared the motion carried to approve the minutes of August 15, 2022, 2022.

5. Bills and Communication: None

6. Report of the Secretary:

6a. Covid-19 Updates

Secretary Churchill updates the board stating that we have no changes to report.

The lobby is open to the public Tuesday through Thursday, 10:00am – 3:00pm.

6b. Occupancy and Leasing Report

Secretary Churchill updates the board on this report. Secretary Churchill comments that the tenant services and maintenance department are working to complete as many unit turns and lease ups as possible this month. Our goal is to get back to 96% or

higher for occupancy figures. Tenant services continues to hold briefings and pull from the wait list.

6c. HCV Utilization Reports

Secretary Churchill updates the board on this report noting that for every program, we are at our goal of spending 100% or better. In all, we are seeing an upward trend for all programs.

7. Reports of the Commissioners: None heard.

8. Unfinished Business: None.

9. New Business:

9a. Resolution 1968, 2022 Salary Comparability Study

Recommended Board Action: Approve and adopt proposed salary study

Dustin Wiesner briefs the board on the salary study.

Resolution No. 1968

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 City of Eureka Housing Authority Board of Commissioners have reviewed the Salary Comparability Study completed May 2022; and

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

Motion to approve the Resolution 1968 by Commissioner Escarda.

Second - Vice Chairperson Konkler

Roll Call:

Ayes: Serotta, Konkler, Byers, Escarda, Pittman, Raymond

Nays: None

Abstain: None

Chairperson Serotta declared the motion carried and the Resolution 1968 approved.

10. Closed Session: Closed session took place with Serotta, Konkler, Byers, Escarda and Pittman in attendance.

11. Adjournment

There being no further business to come before the Commissioners, the meeting was adjourned at 8:17pm.

Secretary

Chairperson

MINUTES

SPECIAL MEETING OF THE CITY OF EUREKA HOUSING AUTHORITY BOARD OF COMMISSIONERS

Wednesday, October 05, 2022

Chairperson Serotta declared a quorum present and called the meeting to order at 12:32pm.

1. Roll Call:

Present: Chairperson Serotta, Vice Chairperson Konkler, Commissioner Byers,
Commissioner Escarda

Absent: Commissioner Raymond, Commissioner Pittman

Staff: Churchill, Humphreys, Wiesner

Public: None in attendance

2. New Business: Resolution 1969, Purchase of property at 2335 Union Street, Eureka CA
Recommended Board Action: Approve and adopt the resolution for real estate purchase

Resolution No. 1969

Authorize Purchase of Real Estate

WHEREAS, the two Public Housing parcels at Buhne & Summer Street (APN #009-131-009, 0.41 acres) and Union Street (APN #009-131-011, 0.36 acres), would be contiguous except for the privately owned parcel #009-131-010 located at 2335 Union Street (0.11 acres), at the corner of Buhne & Union Street; and

WHEREAS, the parcel #009-131-010 has been listed for sale as of 09/23/2022; and

WHEREAS, ownership of said parcel would be advantageous as both an eligible rental currently and as available property to enhance future redevelopment increasing potential available units at this location; and

WHEREAS, the City of Eureka Housing Authority Board of Commissioners supports acquisition of the aforementioned property and deems it desirable and in the best interests of this agency to acquire that certain property located at 2335 Union Street, in the city of Eureka, county of Humboldt;

NOW, THEREFORE, BE IT RESOLVED, that this agency pursue acquisition of aforementioned Property for such price and upon such terms and conditions as the Executive Director and Director of Finance of this agency may, in their discretion, deem advisable.

RESOLVED FURTHER, that the Executive Director and/or Director of Finance are hereby authorized, directed, and empowered to execute, for and on behalf of this agency and in its name, any and all documents required in connection with the purchase of the Property, including but not limited to purchase agreements and escrow documents.

Motion to approve the Resolution 1969 by Commissioner Escarda.

Second - Commissioner Byers

Roll Call:

Ayes: Serotta, Konkler, Byers, Escarda

Nays: None

Abstain: None

Chairperson Serotta declared the motion carried and the Resolution 1969 approved.

3. Closed Session: None needed.

4. Adjournment

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

Secretary

Chairperson

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										
Tenant Based Vouchers										
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 ‡
Project Based Vouchers										
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

City of Eureka Housing Authority

Board of Commissioners Meeting

October 17, 2022

Agenda Item 9a

Memorandum

To: Commissioners

From: Cheryl Churchill, Executive Director

Subject: Repositioning Request for Qualifications

BACKGROUND AND HISTORY:

The City of Eureka Housing Authority Repositioning Plan was approved by the board in June 2022. The next step in this process was to issue a Request for Qualifications (RFQ) to assess developer interest and select a preferred development partner.

In collaboration with Enterprise Community Partners and Mike Andrews/Structure PDX, we developed an RFQ, which has been published as of 10/10/2022. The closing date for submissions is November 21, 2022. All other relevant dates are included in the RFQ. Additional Attachments and Exhibits (such as standard Forms, HUD disclosures, etc.) are provided on the CEHA website at <https://eurekahumboldtha.org/rfp/>.

This RFQ is being distributed via direct emails to developers, posted to community housing boards, shared with other housing authorities, and published on the CEHA website.

STAFF RECOMMENDATION:

Informational; board members should familiarize themselves with the RFQ and review the repositioning plan ahead of the January 2023 meeting when a recommendation for developer selection will be made.



REQUEST FOR QUALIFICATIONS

RFQ # 2022-03
October 2022

Developer Partner

To: Prospective developer partners

Issued by: City of Eureka Housing Authority (CEHA)

Project: Public Housing Repositioning

Services: Co-developer and partner for the repositioning of

Issue Date: October 10, 2022

Pre-Proposal Conference: October 26, 2022, at 1:00pm PST
<https://structurepdx.zoom.us/j/6124463297?from=addon>

Attendance is encouraged.

RFQ Questions Due: October 26, 2022

Attn: Heather Humphreys
City of Eureka Housing Authority
heatherh@eurekahumboldt.org

Proposals Due: November 21, 2022, 4:00pm PST
Late proposals will not be considered

Submit Proposals to: Heather Humphreys

Attn: City of Eureka Housing Authority
heatherh@eurekahumboldt.org

RFQ Contact: City of Eureka Housing Authority

Attn: Heather Humphreys
707.443.4583 x219
heatherh@eurekahumboldt.org

Document Availability: Electronic copies of the RFQ and all required forms may be obtained on the CEHA web site at:
<http://eureka-humboldt-hsg.org/>

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I. INTRODUCTION

A. Notice

CITY OF EUREKA HOUSING AUTHORITY

PUBLIC HOUSING REPOSITIONING

DEVELOPER PARTNER

RFQ NO. 2022-03

City of Eureka Housing Authority (CEHA) requests statements of qualifications from affordable housing developers ("Developer") to provide co-development services, partnership, and property management services related to repositioning public housing.

Proposals must be received by November 21, 2022, at 4:00pm PST. Proposals must be submitted via email to Heather Humphreys at heatherh@eurekahumboldtha.org. Proposals received after the deadline will not be considered.

The Request for Qualifications document is posted on the CEHA website at <http://eureka-humboldt-hsg.org/>. Proposal documents can be viewed and downloaded from that site. Proposers are responsible for checking the site for any addendums before submitting their proposal.

CEHA reserves the right to reject any and all proposals and to waive any and all formalities in the best interest of the organization.

Date Issued: October 10, 2022

CEHA Contact:
City of Eureka Housing Authority
Heather Humphreys
707.443.4583 x219
heatherh@eurekahumboldtha.org

B. City of Eureka Housing Authority

CEHA incorporated on August 6, 1946, a few years before the massive expansion in public housing under the Housing Act of 1949. CEHA is an independent agency, with operations separate from those of the City of Eureka. CEHA operated exclusively traditional public housing until the development of its first Low-Income Housing Tax Credit Project (LIHTC) in 2007. Currently CEHA owns and operates several housing projects throughout the City of Eureka, including Eureka Family Housing, Eureka Senior Housing, and Public Housing Projects.

The County of Humboldt Housing Authority (CHHA) was incorporated on December 1, 1970. CHHA was established to help obtain clean, decent, safe, sanitary, and affordable housing for low-income families. CHHA is an independent agency, with operations separate from those of the County of Humboldt and CEHA. Currently CHHA administers assistance through the Section 8, Housing Choice Voucher (HCV) program. The program allows income eligible individuals to receive vouchers for rental assistance payments for qualified housing throughout the County of Humboldt.

CEHA and CHHA operate together as the Housing Authorities of the City of Eureka and County of Humboldt, with two separate boards and one staff. The Board for the County of Humboldt Housing Authority is appointed by the Humboldt County Board of Supervisors. The Board for the City of Eureka Housing Authority is appointed by the mayor of the City of Eureka and confirmed by the City Council. There are currently five (5) Commissioners for the City of Eureka Housing Authority and five (5) Commissioners for the County of Humboldt Housing Authority.

The Eureka Housing Development Corporation (EHDC) also exists within the CEHA governing structure as a separate legal entity. EHDC remains a component of CEHA that has provided development support primarily to CEHA and collaborated with procured developers to do rehabilitation of affordable housing properties. CEHA envisions EHDC to be CEHA's representative on all development transactions, including repositioning.

C. Portfolio Repositioning: Overview and Goals

CEHA has set out to reposition all of its traditional public housing. CEHA owns and operates 196 traditional public housing units across 12 separate properties. Among the households served, there are approximately 500 total residents. Median income of households is \$17,604. Over half of the households served have incomes less than 30% of the area median income. CEHA provides a critical housing resource in the City of Eureka.

Buildings in the CEHA portfolio were constructed between 1952 and 1983. Given the age, expected capital needs and general maintenance needs exist. Additionally, due to changes in the zoning code, there are properties with capacity for more units on the same sites. This presents an opportunity to leverage CEHA's land resources for additional units.

An evaluation of physical, financial, and social information related to CEHA portfolio was completed to understand existing conditions and opportunities available. Details are provided in Repositioning Plan adopted by the CEHA board in June of 2022. This plan is the basis for seeking a developer partner.

The Repositioning Plan calls for CEHA to reposition the entire public housing portfolio. Implementation of this strategy would rely on a series of Section 18 Disposition applications to the U.S. Department of Housing and Urban Development (HUD), seeking incremental approvals for the desired project outcome. The table below outlines the recommendations.

Project Order	Name	Application Type	Strategy	Application No.	Project Type	Units		
						Existing	Additional	Future
1	1645 C Street	Section 18	Scattered Site	1	Preservation	3	0	3
2	25-1	Section 18	Obsolescence	2	Redevelop Site	96	78	174
3	Prospect Avenue	Section 18	Obsolescence	3	Redevelop Site	10	6	16
4	C & Clark	Section 18	Obsolescence	4	Redevelop Site	16	42	58
5	Buhne/Union/Summer	Section 18	Obsolescence	5	Preservation & Rehab	13	0	13
6	Spring & Garland	Section 18	Obsolescence	6	Redevelop Site	12	6	18
7	1335 B	Section 18	Very Small	7	Preservation & Rehab	5	9	14
8	2523 Albee	Section 18	Very Small	7	Preservation & Rehab	4	0	4
9	510 W. Harris	Section 18	Very Small	7	Preservation & Rehab	5	0	5
10	330 Grant Street	Section 18	Very Small	7	Preservation & Rehab	5	0	5
11	Albee & Del Norte	Section 18	Very Small	7	Preservation & Rehab	8	0	8
12	131 West Del Norte	Section 18	Very Small	7	Preservation & Rehab	19	14	33
Total						196	154	350

Creation of the Repositioning Plan relied upon input from residents, community advocates and stakeholders, City of Eureka, and County of Humboldt partners. Based on information learned from partners, analysis of local housing needs, and CEHA board's guidance, the following 5 policy guidelines were created. These policy guidelines will be used to inform Repositioning Plan implementation decisions.

1. Continue to serve very low-income populations in these communities.
2. Increase the supply of affordable housing.
3. Maintain ownership or control of the properties.
4. Improve the physical and financial condition of the properties.
5. Partner to optimize public and private resources on behalf of the properties and our residents.

D. RFQ Schedule

This schedule is subject to change. CEHA reserves the right to adjust the schedule as they deem necessary.

RFQ Schedule	
RFQ issue date	10/10/2022
Pre-proposal conference	10/26/2022
Deadline for written questions	11/2/2022
Last date to issue Addendum (if needed)	11/4/2022
Proposals due date	11/21/2022
Committee evaluation (including Interviews)	11/28/2022 – 12/12/2022
Notice of Award	1/12/2023
CEHA Board Approves Award	1/17/2023

E. Changes to RFQ

CEHA reserves the right to change this RFQ. Any change will occur by written addendum and shall be posted on CEHA website.

II. DEVELOPER SCOPE OF SERVICES

A. Statement of Work Pertaining to this RFQ

CEHA is inviting statements of qualifications from experienced Developers to participate in the development activities as described herein. CEHA development activities will focus on implementation of the Repositioning Plan adopted by its board in June 2022.

The developer(s) to be selected must have experience with developing housing with the Low Income Housing Tax Credits (LIHTCs) and converting public housing using HUD's Section 18 Disposition process. The Developer(s) will join CEHA in the co-development and sharing a stake in the ownership entity necessary to carry out the plans for redevelopment of CEHA properties. The selected developer(s) will be encouraged to offer creative development and financing options to achieve the goals established in the Repositioning Plan.

In keeping with the CEHA's Repositioning Plan, focus is on redevelopment and new construction on existing sites. Among the properties in CEHA's portfolio, the following locations are the focus of this request. CEHA reserves the right to add properties to this list as it deems necessary.

Project Order	Name	Application Type	Strategy	Application No.	Project Type	Units		
						Existing	Additional	Future
2	25-1	Section 18	Obsolescence	2	Redevelop Site	96	78	174
3	Prospect Avenue	Section 18	Obsolescence	3	Redevelop Site	10	6	16
4	C & Clark	Section 18	Obsolescence	4	Redevelop Site	16	42	58
5	Buhne/Union/Summer	Section 18	Obsolescence	5	Preservation & Rehab	13	0	13
6	Spring & Garland	Section 18	Obsolescence	6	Redevelop Site	12	6	18
7	1335 B	Section 18	Very Small	7	Preservation & Rehab	5	9	14

CEHA intends for 25-1 and Prospect Avenue to be combined and master planned as a single project, likely developed in multiple phases. Each of the remaining projects are standalone redevelopments, which could be bundled for financing and ownership.

CEHA may seek more than one developer to assist with the repositioning efforts. CEHA anticipates its role in projects may vary depending upon the size and complexity. CEHA is open to bundling projects for greater leverage or efficiency.

B. General Information Related to Development Goals and Process

- i. It is the mission of CEHA to reposition traditional public housing in order to transform our current communities, maximize affordable housing offerings via redevelopment of underutilized sites, and provide quality affordable housing units and a safe and healthy living experience to low-income households in Eureka.
- ii. CEHA's goal is to redevelop the properties as quickly as possible. Responses that demonstrate an ability to complete redevelopment on the earliest possible, realistic schedule will be favorably received by the Agency.
- iii. CEHA's vision is to create vibrant, attractive, quality properties. Curb appeal and integration into the surrounding neighborhood are important elements in the redevelopment. CEHA also values cost effective design, durable and simple building forms, and efficiency in operations and maintenance.
- iv. It is anticipated that CEHA and the Developer will enter into a Master Development Agreement ("MDA") defining the respective roles and responsibilities, fee structure and

provision of guarantees.

C. Development Partner Roles

CEHA is seeking a Developer partner to perform the following roles and responsibilities necessary to redevelop the properties defined in II.A.:

1. Staffing & Capacity: Provide the necessary staffing, expertise, supervision, and organizational capacity required to implement all aspects of the redevelopment, in Eureka, CA. Developer must have the experience and track record necessary to meet any threshold and competitive requirements of California Tax Credit Allocation Committee (TCAC), California Department of Housing and Community Development (HCD), California Debt Limit Allocation Committee (CDLAC), U.S. Department of Housing and Urban Development (HUD).
2. Capacity Building: Support capacity-building opportunities for CEHA staff during the predevelopment and construction, conversion to permanent financing, and management of the redevelopment.
3. Development Team & Consultants: Provide all consultants and contractors necessary to implement the redevelopment. These should include full service architectural and engineering team, general contractor, geotechnical, survey, market study and appraisal, environmental (Environmental Site Assessments, National Environmental Policy Act and California Environmental Quality Act),
4. Communication: Establish regular team meetings with CEHA, and members of the consulting team as needed, submit periodic progress reports on project status, budget, and schedule.
5. Scheduling Management: Create and maintain a project schedule that includes critical tasks from predevelopment through permanent loan conversion. Specific schedules focused on discrete tasks, such as LIHTC applications, design process, relocation, will also be necessary.
6. Resident Engagement: Foster a positive working relationship with residents necessary to successfully implement the redevelopment plans. CEHA will maintain the primary relationship with residents during the development process, and the Developer is expected to have interactions with residents during the development process. Maintaining a positive relationship with residents is important to CEHA.
7. Master Planning & Design Development: Lead the effort to create a master plan for each site which reflects CEHA's policy principles and general development goals, land use requirements, public or franchise utility requirements, right of way requirements and financial feasibility. Developer will work with CEHA to create a program for each site that includes unit mix, parking, non-residential space needs, open space, and outdoor play areas. For 25-1 and Prospect, the Master Plan and program must consider the future location for CEHA administrative office and maintenance facility. CEHA and Developer will jointly participate in design meetings with the consultant team, community and resident meetings, and other meetings necessary during this phase of the project. Developer and CEHA will review and approve the final master plan, housing program, and building designs.
8. Land Use, Permits and Regulatory Approvals: Seek and obtain all necessary approvals related to: CEQA, NEPA (Part 58), land use and entitlements, public works, building permits.
9. Finance & Guarantees: Prepare and update a financial plan for individual redevelopments that includes reasonable cost estimates for the preferred master plan, building designs, relocation, and all other necessary soft costs. Sources of funds anticipated are LIHTC, permanent debt, seller financing, HCD funding, other state and local funding as is available, other federal funding as available. Revenues for the property will include a Project Based Voucher contract with CHHA for all replacement housing units. Operating expenses to

reflect a 3rd party management model and TCAC limits. Developer is responsible for understanding current market conditions reflecting pricing and terms of financing, technique to optimally structure financing, identifying newly created or otherwise available development subsidy, and creating and implementing a viable financial plan.

Developer is responsible for completing and submitting applications for development subsidy. These include:

Financing plan to reflect any phased development of 25-1 and Prospect Avenue and the relocation strategy necessary to support a phased development.

Solicit and negotiate pricing and terms with lenders and investors for a construction loan, permanent loan, and equity investment. CEHA and Developer will review and approve investment terms. Developer responsible for securing the necessary commitments and closing financing.

Developer to provide guarantees required by lenders and investor.

10. Construction: Responsible to the successful completion of construction. This includes all pre-construction management work with the general contractor, negotiating a construction contract with a guaranteed maximum price, responsible for all change management during construction, responsible for delivering the approved project on schedule and on budget.
11. HUD Approvals: Support CEHA with obtaining Section 18 Disposition approvals for properties identified in II.A. This will include assisting with information or due diligence needs to complete the application submittal and responding to additional information request from HUD. Type of information likely needed include existing conditions, redevelopment schedule, development team credentials, updates to deal terms as negotiated with investor and lender and anticipated cash proceeds to CEHA and developer.

Provide all information to support a Subsidy Layering Review (SLR) application necessary for a local Project Based Voucher (PBV) Housing Assistance Payment (HAP) contract.
12. Ownership: Developer to participate in the ownership entity in a form acceptable to Developer and CEHA.
13. Operations and Property Management: Developer to be responsible for securing property management services. This could be provided by the Developer's internal property management function or a third party. CEHA to review and approve property management company and property management plan.

D. CEHA Roles

1. Staffing & Capacity: Assign a lead contact to the Developer to allow for clear engagement. Be response to requests and make decisions timely in support of the project schedule.
2. Capacity Building: Engage in the development process with a focus on building organization skills and capacity necessary to understand decisions about the subject properties and to successfully complete future developments.
3. Development Team: Approve the following key members of the development team: architect, master planner (if separate from architect), general contractor, partnership legal counsel.
4. Communication: Participate in project meetings throughout the development process. Provide timely responses and convey important information relevant to a successful development.
5. Resident Engagement: CEHA will be the primary point of contact and lead resident engagements. Since CEHA has both an existing tenant /landlord relationship and resident services relationship with residents, it is important CEHA maintain this relationship during the development process. In collaboration, the developer and other members of the development team will need to present information and develop a relationship with residents. The resident relationship is important to CEHA.

6. Relocation: CEHA will be responsible for relocation of residents. This will include creating the relocation plan, producing and delivering any required notice or communication to residents, carrying out the PHA responsibilities defined in 24 CFR 970.21, and facilitating the physical relocation. CEHA will define the reasonable assistance to be provided residents and providing working capital to support relocation. Any relocation working capital would be repaid to CEHA from construction period financing. CEHA may elect to hire temporary staff or outside technical support to facilitate relocation.
7. Master Plan & Design Development: Participate in developing a housing program that reflects the policy guidelines and affordable housing needs in Eureka. Participate in the community outreach related to developing the master plan for 25-1 and Prospect Avenue. Define the program, space and operational requirements for new administrative offices and maintenance facility. Developer and CEHA will review and approve the final master plan, housing program and building designs
8. Land Use, Permits and Regulatory Approvals: Assist in the production of CEQA, land use and entitlements, public works, building permits. Produce the NEPA (Part 58) application and submit to the Responsible Entity. As owner, file applications as needed.
9. Finance & Guarantee: Provide working capital related to relocation requirements. Provide seller finance in an amount and terms to be determined as part of the financing plan development. Work with CHHA to provide PBVs at least equal to the number of existing qualifying units on site.
10. HUD Approval: Submit Section 18 Disposition application for each property. Facilitate the removal of properties from the federal public housing inventory and conversion to the Section 8 platform.
11. Ownership: CEHA to participate in the ownership entity in a form acceptable to CEHA and Developer. It is CEHA's goal to maintain management responsibilities as a managing general partner in the ownership entity, including holding the Right of First Refusal and Option to purchase the properties at the end of the LIHTC compliance period.
12. Operations and Property Management: Provide property management service to the existing property/residents through relocation and/or conversion from public housing.

E. Joint Ventures & Partnership

Qualifications from teams of two or more partners are eligible to submit a response to the RFQ. If a submission is from a joint venture or partnership, complete section III.B.4. Experience for each member of the team. In section III.B.3. Project Approach, describe the delineation of roles for each partner.

F. Development Team

Developers must identify with their submittal the design team responsible for master planning and architecture of all buildings. Identification of other team members is not required at this time. CEHA reserves the right to approve development team members.

G. Predevelopment Activities & Working Capital

CEHA will provide working capital for a capital needs assessment, completion of the HUD Section 18 Disposition application, and relocation costs. Developer partner to provide working capital for master planning, architecture, and all other due diligence necessary to obtain permits and start construction.

Repayment of working capital is expected to occur during the construction period.

H. Deal Terms

Key deal terms related to share of developer fee, cashflow splits, guarantees, and purchase options will be a basis for evaluation. Included as Attachment E is a required form that seeks proposed terms.

III. EVALUATION

A. Method of Award

The eventual award will occur based on the following detailed procedures.

1. **Initial Evaluation for Responsiveness.** Each proposal received will first be evaluated for responsiveness to the Submission Requirements in IV.B.
2. **Evaluation Committee.** CEHA anticipates that it will convene a selection committee with up to 5 people to evaluate each of the responsive submittals. PLEASE NOTE: No proposer shall be informed at any time during or after the RFQ process as to the identity of any evaluation committee member. If, by chance, a proposer does become aware of the identity of such person(s), he/she SHALL NOT make any attempt to contact or discuss with such person anything related to this RFQ. Failure to abide by this requirement may (and most likely will) cause such proposer(s) to be eliminated from consideration for award.
3. **Evaluation.** The selection committee will evaluate and award points based on the Evaluation Criteria below in Section III.B. Upon final completion of the proposal evaluation process, a competitive range will be established.
4. **Interviews.** Proposers in the competitive range will be invited to an interview with the selection committee. The purpose of the interview is to seek additional information to aid in the selection process.
5. **Recommendations.** Following the evaluation, interviews, and reference checks, the selection committee will recommend a top ranked proposer. If the evaluation was performed to the satisfaction of the Executive Director, the recommendation may be forwarded to the CEHA Board of Commissioners for approval.

B. Evaluation Criteria

No.	Max Point Value	Factor Description
1	5 points	Cover Letter
2	15 points	Demonstrated Evidence of ABILITY to PERFORM THE WORK: <ol style="list-style-type: none">a. Qualifications, experience, and expertise of each team member assigned to the project (principals and primary staff); andb. Current project load and capacity of team to effectively manage this project.
3	30 points	Demonstrated Evidence of PAST SUCCESSFUL EXPERIENCE of public housing repositioning and affordable housing development and construction of similar scope and size, including, but not limited to: <ol style="list-style-type: none">a. Past or current affordable housing projects utilizing RAD or Section 18 Demolition / Disposition and LIHTCs;b. Experience creating master plans for sites in established communities that result in increased density, and successfully developing the master plan;c. Experience in repositioning public housing;

		<ul style="list-style-type: none"> d. Past performance in quality of work, cost control, and compliance with performance schedules and regulatory requirements; e. Experience and knowledge of the local housing market, regulations and codes, familiarity with federal and local affordable housing programs and the local agencies that administer these programs, including California Tax Credit Allocation Committee (TCAC), California Department of Housing and Community Development (HCD), California Debt Limit Allocation Committee (CDLAC); and f. Include specific projects and partners.
4	15 points	<p>Degree to which the proposer illustrates the OVERALL VISION for the project, including, but not limited to:</p> <ul style="list-style-type: none"> a. Evidence the proposer understands the project and CEHA's goals, whether from experience with similar projects or from preparatory research; b. The proposer's approach addresses the project issues and indicates a good understanding of CEHA's objectives, the local funding challenges, and resident protections; c. Business terms proposed by the Developer, Attachment E. d. Proven ability to work with stakeholders whose interests and redevelopment objectives may differ. e. Evidence that the proposed team has experience in providing for meaningful resident and community participation throughout the planning and implementation of the development program, including the team's experience with issues and obstacles related to meaningful resident and community participation.
5	15 points	<p>Documented ABILITY to OBTAIN FINANCIAL COMMITMENTS from:</p> <ul style="list-style-type: none"> a. Federal, state, and local agencies, private investors, and banks including competitive resources from California Tax Credit Allocation Committee (TCAC), California Department of Housing and Community Development (HCD), California Debt Limit Allocation Committee (CDLAC); and b. A proven track record of creative and viable financial plans that do not rely principally on the sponsor partner funds. c. The advantage of the Business Terms proposed.
6	15 points	<p>Project Management Capacity / Financial Health / Staffing Plan</p> <p>Provide a description of the management and financial capacity to deliver the proposed services. Describe the approach to managing a project in Eureka, CA.</p> <p>Include qualifications to provide the services; a description of the background and current organization of the firm (including a current organizational chart).</p> <p>Detail the approach to the division of work listed above in Section</p>

		<p>II.B. Include the team members responsible for the work. Including professional resumes and descriptions of experiences for the persons identified to perform the work. Please provide a project specific organizational chart.</p> <p>Discuss how the proposer will work to ensure the Developer Scope of Services in Section II are successfully completed and the Policy Guidelines set by CEHA are followed.</p>
7	5 points	The OVERALL QUALITY, ORGANIZATION, and PROFESSIONAL APPEARANCE of the PROPOSAL SUBMITTED , based upon the opinion of the evaluators.
	100 points	Total Points

IV. SUBMISSION REQUIREMENTS

A. Overview

Concise and clear submissions are strongly encouraged. The Selection Committee (“Committee”) will look favorably upon succinct and direct language. Respond only to the items listed below and include only relevant information.

Once submitted, no additions, deletions or substitutions are possible after the due date/time. If necessary, CEHA may seek clarifications.

B. Submission Requirements

To be considered responsive, each respondent must address the following requirements. Responses must be specific and complete unto themselves. Organize your response by the numbered items listed below.

1. Cover Letter

Introduce your team and describe your interest in the project, general philosophy, or project approach, and anything that sets your firm apart.

The cover letter must identify all members of the Developer entity. The letter should identify all interested parties. Additionally, the Letter of Intent should address the organizational structure of the Developer entity.

In the cover letter please discuss which properties your team has an interest and ability to partner with CEHA to redevelop.

The letter must be signed by an authorized representative of the Developer’s entity or partnership.

2. Proposed Services

Include in this section documentation further explaining the proposer’s services and showing how the proposer intends to fulfill the requirements in Section II.B, including, but not limited to:

Demonstrated Evidence of **ABILITY** to **PERFORM THE WORK**:

- a. Qualifications, experience, and expertise of each team member assigned to the project (principals and primary staff); and
- b. Current project load and capacity of team to effectively manage this project.

Demonstrated Evidence of **PAST SUCCESSFUL EXPERIENCE** with public housing repositioning and affordable housing development and construction of similar scope and size, including, but not limited to:

- b. Past or current affordable housing projects utilizing RAD or Section 18 Demolition / Disposition and LIHTCs;
- c. Experience creating master plans for sites in established communities that result in increased density, and successfully developing the master plan;
- d. Experience in repositioning public housing;
- e. Past performance in quality of work, cost control, and compliance with performance schedules and regulatory requirements;
- f. Experience and knowledge of the local housing market, regulations and codes, familiarity with federal and local affordable housing programs and the local agencies that administer these programs, including California Tax Credit Allocation Committee (TCAC), California Department of Housing and Community Development (HCD), California Debt Limit Allocation Committee (CDLAC); and
- g. Include specific projects and partners.

Degree to which the proposer illustrates the **OVERALL VISION** for the project, including, but not limited to:

- h. Evidence the proposer understands the project and CEHA's goals, whether from experience with similar projects or from preparatory research;
- i. The proposer's approach addresses the project issues and indicates a good understanding of CEHA's objectives, the local funding challenges, and resident protections;
- j. Business terms proposed by the Developer, Attachment E.
- k. Proven ability to work with stakeholders whose interests and redevelopment objective may differ.
- l. Evidence that the proposed team has experience in providing for meaningful resident and community participation throughout the planning and implementation of the development program, including the team's experience with issues and obstacles related to meaningful resident and community participation.

Documented **ABILITY** to **OBTAIN FINANCIAL COMMITMENTS** from:

- m. Federal, state, and local agencies, private investors, and banks including competitive resources from California Tax Credit Allocation Committee (TCAC), California Department of Housing and Community Development (HCD), California Debt Limit Allocation Committee (CDLAC); and
- n. A proven track record of creative and viable financial plans that do not rely principally on the sponsor partner funds.
- o. The advantage of the Business Terms proposed.

3. Project Management Capacity / Financial Health / Staffing Plan

Provide a description of the management and financial capacity to deliver the proposed services. Describe the approach to managing a project in Eureka, CA.

Include qualifications to provide the services; a description of the background and current organization of the firm (including a current organizational chart).

Detail the approach to the division of work listed above in Section II.B. Include the team members responsible for the work. Including professional resumes and description of experiences for the persons identified to perform the work. Please provide a project specific organizational chart.

Discuss how the proposer will work to ensure the Developer Scope of Services in Section II are successfully completed and the Policy Guidelines set by CEHA are followed.

Please provide two years of financial statements.

4. References

Provide 5 former or current clients, including Public Housing Authorities, for whom the proposer has performed services similar to those sought by CEHA. Please include:

Client Name

Contact name, phone number, and email

A brief description of the project and services provided, total project costs, number of units, and dates the services were / are provided.

5. Attachments

- a. Receipt of Addenda Form
- b. Disclosure of Lobbying Activities
- c. Profile of Firm Form
- d. Debarment Certificate
- e. Business Terms
- f. HUD Form 5369-B
- g. HUD Form 5369-C

C. Format Requirements

To be considered responsive, each submittal should:

1. Be presented in an 8.5" x 11" format, either vertical or horizontal;
2. Be typed with font size no smaller than 10 points;
3. Submitted as a single file in .pdf format;
4. Number pages sequentially. Submission Requirements items 1 through 4 listed above— Cover Letter through References—should not exceed the equivalent of 40 pages. Pages in excess of this amount will not be evaluated.

V. STATEMENTS & REQUIRED INFORMATION

A. Clarifications & Addenda

Any respondent requiring clarification of the information must submit specific questions or comments in writing to the RFQ Contact. The deadline for submitting such questions for the proposal portion of the process is the close of business October 26, 2022. If, in CEHA's opinion,

additional information or interpretation is necessary, such information will be supplied in the form of an Addendum that will be posted to CEHA's website. Such Addenda shall have the same binding effect as though contained in the main body of the Request for Qualifications. Oral instructions or information concerning the specifications of the project given to prospective respondents by CEHA employees or agents shall not bind CEHA. Final Addenda shall be issued by CEHA not less than three (3) calendar days prior to the proposal deadline.

B. Required Information

The successful prime consultant and subconsultants must be licensed to do business in the State of California and must be licensed (if required by law) to perform the professional services proposed.

C. Clarification or Rejection of Proposals

CEHA reserves the right to seek clarification of the written Proposals from respondents and to reject any or all responses to this RFQ.

D. Appeals

An aggrieved proposer shall have three (3) business days after the date of issuance of the notice of intent to award or notice of respondents selected to advance to a tier of competition, to submit to the RFQ Contract, a written protest of the matter described in the award. The written protest must specify the grounds upon which the protest is based and demonstrate the basis for the protestor's status as an aggrieved proposer.

A proposer is an aggrieved proposer only if the person or entity is one to whom a notice of selection of a competitive tier or notice of an intent to award has been, or should have been, sent, and person or entity has been erroneously denied the award of a Contract or has been erroneously eliminated from contract because:

1. All higher-ranked proposers were non-responsive, or all higher ranked proposers clearly failed to meet the Standards of Responsibility;
2. The evaluation of submittals was not conducted in accordance with the criteria or processes described in the RFQ documents;
3. The evaluator abused his or her discretion in disqualifying the protestor's response as non-responsive or as failing to meet the Standards of Responsibility; or
4. The evaluation of response or subsequent determination of award was otherwise made in violation of the Public Contracting Code or CEHA's contracting rules.

Any protests of this solicitation should be sent to:

Cheryl Churchill, Executive Director
City of Eureka Housing Authority
707.443.4583 x224

cherylc@eurekahumboldt.org

The RFQ Contact, or other person so delegated by CEHA's Executive Director, shall consider a written protest and issue a written decision on the protest. The RFQ Contact may not consider a protest that is filed in an untimely manner or that fails to allege facts that would support a finding that the protestor is an aggrieved proposer. This decision may be appealed to CEHA's Board of Commissioners by providing a written appeal to the Executive Director within three (3) business days after the date on which the RFQ Contact sends his or her decision to the proposer's postal address or email address specified in the written protest. The decision of the Board or, if no timely appeal to the Board is made, the decision of the RFQ Contact shall be the final decision of CEHA on the protest.

E. Selection of Subconsultants

CEHA reserves the right to accept or reject any subconsultant to the Developer. Additionally, CEHA reserves the right to request the prime consultant subcontract for services with a subconsultant of CEHA's choosing.

F. Cancellation

CEHA reserves the right to cancel or reject any or all submittals, and to cancel award of this contract at any time before execution of the contract by both parties if cancellation is deemed to be in CEHA's best interest. In no event shall CEHA have any liability for cancellation of award.

G. Cost of Preparation

Costs incurred by respondents in preparation of a response to this RFQ shall be borne by the respondents.

H. References

CEHA reserves the right to investigate references including those not listed in the response to this RFQ. Investigation may include past performance of any team member with respect to its successful performance of similar projects, compliance with specifications and contractual obligations, completion or delivery of a project on schedule or on budget, and its lawful payment of subcontractors, employees, and workers. If demanded by CEHA, supportive references must be furnished.

I. Confidentiality

Proposals are public records. All information submitted by respondents shall be public record and subject to disclosure pursuant to the California Public Records Act, except such portions of the Proposal for which respondent requests exception from disclosure consistent with California Law. All requests shall be in writing, noting specifically which portion of the proposal the respondent requests exception from disclosure. Respondents shall not copyright, or cause to be copyrighted, any portion of any said document submitted to CEHA as a result of this RFQ.

VI. ATTACHMENTS

- A. Receipt of Addenda Form
- B. Disclosure of Lobbying Activities
- C. Profile of Firm Form
- D. Debarment Certificate
- E. Business Terms
- F. HUD Form 5369-B
- G. HUD Form 5369-C

VII. EXHIBITS

- A. CEHA Repositioning Plan
- B. Portfolio information
- C. Capital Needs Assessment
- D. CEHA Resolution approving Repositioning Plan
- E. CHHA Resolution supporting CEHA Repositioning Plan

City of Eureka Housing Authority

Board of Commissioners Meeting

October 17, 2022

Agenda Item 9b

Memorandum

To: Commissioners

From: Cheryl Churchill, Executive Director

Subject: 5-Year Agency Plan, Draft Plan Update for 2023

BACKGROUND AND HISTORY:

As required by HUD, the Housing Authority must update the 5-Year 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 5-year plan.

The Board has had opportunity to review goals and progress updates, and to offer input at regularly scheduled board meetings relative to the 5-year plan.

The PHA Plan must be submitted to HUD by October 31, 2022.

STAFF RECOMMENDATION:

Staff recommend that the Board approve and adopt the updated agency five year 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
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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	PHA Name: <u>City of Eureka Housing Authority</u> PHA Code: <u>CA025</u> PHA Plan for Fiscal Year Beginning: (MM/YYYY): <u>01/2021</u> PHA Plan Submission Type: <input type="checkbox"/> 5-Year Plan Submission <input checked="" type="checkbox"/> Revised 5-Year Plan Submission <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>					
	<input type="checkbox"/> PHA Consortia: (Check box if submitting a Joint PHA Plan and complete table below)					
	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:					

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 City of Eureka Housing Authority is to assist low-income families with safe, decent, and affordable housing opportunities as they strive to achieve self-sufficiency and improve the quality of their lives. The Housing Authority is committed to operating in an efficient, ethical, and professional manner, and treating all clients with dignity and respect. The Housing Authority will create and maintain partnerships with its clients and appropriate community agencies in order to accomplish this mission.</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>CEHA proposes to use Section 18 or other available HUD disposition tools to reposition our existing public housing portfolio. Properties to be included in the repositioning plan include all twelve public housing sites: (1) 1645 C Street; (2) 1335 B Street; (3) 2523 Albee; (4) 510 West Harris; (5) 330 Grant; (6) 514 West Del Norte & 1830 Albee; (7) 131 West Del Norte; (8) 25-1; (9) Prospect Street; (10) C & Clark; (11) Buhne/Summer/Union Street; and (12) Spring & Garland. CEHA will undertake this portfolio repositioning over the coming years, starting with issuing an RFQ for developer interest in late 2022 and further exploring developer interest with the intent to enter development contracts starting in 2023, working toward a HUD SAC application for repositioning the public housing portfolio. The plan will involve a combination of redevelopment and rehabilitation of existing sites. CEHA will work with the County of Humboldt Housing Authority to enter into and administer Project Based Voucher contracts with the ownership entities created to facilitate a HUD disposition and recapitalization. See attached Repositioning Plan, approved by CEHA Board of Commissioners June 21, 2022, as addendum to this PHA Plan.</p> <p>See also attached "PHA Goals – City of Eureka Housing Authority 5-Year Goals, 2021-2025".</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 commentary included in attached "City of Eureka Housing Authority PHA Goals – 5-Year Goals, 2021-2025" and "City of Eureka Housing Authority PHA Goals FY2022 Annual Goals Progress Update".</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 City of Eureka Housing Authority makes all applicants and residents aware of our Violence Against Women Act (VAWA) Policy. All applicants are given a copy of the policy when they apply. Additionally, residents are given the policy again at initial lease up and all annual recertifications. Lastly, the PHA provides the VAWA notice with every proposed termination as well. This iterative policy ensures that no applicants or residents are unfamiliar with VAWA or are discriminated against because they are a victim of domestic violence.</p> <p>The City of Eureka Housing Authority offers a preference for victims of domestic violence, dating violence, sexual assault, or stalking. This preference allows victims of domestic violence to move up the wait list which may enable families to receive housing sooner. Additionally, if clients cannot be safely served in our Public Housing, they will be referred for an HCV voucher based on the Administrative Plan of the County of Humboldt Housing Authority. VAWA protections are available equally to all individuals regardless of sex, gender identity, or sexual orientation. Our Community Liaison processes VAWA requests and will work with the client and local service agencies to best serve any VAWA requests.</p> <p>In addition, PHA staff do outreach with local agency partners who provide services and support to victims of domestic violence. Referrals may be made to partner agencies for wraparound services for victims when a VAWA incident occurs.</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>Approved by City Board of Commissioners on February 03, 2010, Resolution #1852, the definition of "Significant Amendment" is defined as a monetary change of \$500,000 or more to the Annual Plan.</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> <p>The RAB met on June 15, 2022. No comments or recommendations were made by the RAB specific to the 5-Year PHA Plan.</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>

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.

City of Eureka Housing Authority

PHA Goals

5-Year Goals, 2021-2025

In addition to annual goals which are developed and/or updated with input from the Resident Advisory Board, Board of Commissioners, PHA staff, and any community input, the City of Eureka Housing Authority, with input from the aforementioned parties, has established these overarching long-term goals for our housing and services.

Goal One: **Redevelopment**

Previously, the PHA agreed to explore repositioning of the entire 198-unit Public Housing portfolio through various HUD processes, such as demolition and disposition, streamlined voluntary conversion, etc. and that, considering input from the public, tenants, consultants, and other available information sources, and in alignment with the City of Eureka Housing Element, staff would make a recommendation to the Board of Commissioners with whichever process is most advantageous and economically feasible to the agency.

During 2021-2022, PHA staff worked with consultants under a HUD-funded technical assistance contract (TAC) to explore and define repositioning options. A formal repositioning plan was created, which was approved by the board of commissioners June 21, 2022. This plan establishes policy for future repositioning action, and is included as an addendum to this PHA plan.

The PHA will continue to work toward repositioning its Public Housing portfolio. This includes seeking developers, development partners, financing, submitting applications to HUD's Special Application Center, doing community outreach, holding consultation meetings with tenants and establishing plans to rehouse tenants as needed, and communicating with the city at large.

Additionally, the PHA may need to remove units from inventory temporarily or permanently during the next five years. Units may be taken offline temporarily with approved vacant status from HUD while undergoing modernization, prior to a SAC application with HUD. They may also be removed from circulation and be designated non-dwelling units with approval from HUD in order to provide for Administrative Uses, such as additional maintenance storage and/or office space.

Goal Two: **Community Partners**

The PHA will continue to work with community agencies to develop and strengthen partnerships with other service providers, to seek referrals for clients who are in danger of losing their housing or otherwise needing assistance. The PHA aims to house people and keep them housed; to that end, the support of service providers is often necessary and helpful. The PHA will make every effort to connect residents with local agencies by providing relevant information.

The PHA will provide a list of community agencies and service providers to tenants with notices to correct to help them access relevant support to help them retain their housing.

During 2022, assistance was obtained for many tenants from outside agencies in order to move on to other housing that would be better long-term situations and prevent eviction filings. Additionally, several tenants were assisted from outside agencies to help them retain their housing. Examples of local supportive agencies that worked with tenants include DHHS, IHSS, PACE, Senior Resource Center, APS, CWS, churches, schools, and EPD.

Goal Three: **Access to Services**

The PHA will work to improve the ease of access to our services. We will continue to review information format and delivery methods to achieve greater efficiency and effectiveness in program delivery, optimize ease of use and understanding by applicants and participants, and make program information more accessible, e.g. by simplifying forms and processes, increasing the use of our website and implementing other available technologies.

Annually, the PHA will do a review/assessment of our website as well as manual processes including most used forms/data and ensure that the most widely used resources are made available on the website.

We have been consistently adding new information as it is available and necessary to share with the public. Multiple staff are now trained in how to publish updates to the website. We regularly publish board agendas, plan updates, RFPs, and job advertisements, along with the ongoing availability of common forms and program information.

Goal Four: **Equal Opportunity & Fair Housing**

The PHA is always mindful of providing fair and equitable opportunities for current and future residents in accordance with state and federal law.

We will review/update processes as necessary and undertake affirmative measures to ensure access to affordable housing regardless of any protected class status. We will work to ensure housing is accessible to persons with all varieties of disabilities. Additionally, we will get common/standard forms translated to meet the needs of groups identified in our Language Access Plan.

Goal Five: **Sustainability**

The PHA will constantly work to achieve and maintain financial and environmental sustainability.

Financially, this will be done through controlling expenditures, seeking greater efficiencies of internal operations, seeking additional revenue sources, and balancing the needs of tenants with the appropriate level of affordable housing amenities.

Environmentally, we will seek opportunities for savings, e.g. through water efficient landscape improvements and other energy efficiency measures.

As we take further steps toward repositioning Public Housing, we will maintain focus on both financial and environmental sustainability in our approach.

Goal Six: **Investment in PHA Team**

Ongoing training of PHA staff has long been an annual requirement. With expected growth of PHA programs, training will become even more critical.

We will continue to use current training programs, such as HTVN's online training, as well as seek additional modes of training delivery, including offsite seminars, internal team training, and self-paced training options supported by management follow-up.

Staff will also be cross trained as available, to support staff career goals, strengthen staff's capacity to move up through available positions, and support agency succession planning capability.

During 2022, all departments have worked to actively cross-train staff so they may back each other up in the event of any staff absences.

Goal Seven: **Technology**

The PHA will continue to invest in technology upgrades and additions to ensure digital security, expand digital storage, and improve efficiency, flexibility, and customer service.

We will look for opportunities to expand our Tenant Portal, as possible, beyond work-order requests and payment submissions.

We will provide a computer kiosk at our PHA office for applicant and tenant self-service, such as making payments online, obtaining recertification paperwork, and completing other online forms.

The PHA will work to enhance our online presence and availability, through regular updates to our website and utilizing social media and other communication tools to disseminate current and critical information to our residents, community, and other partners.

Goal Eight

Customer Feedback

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

We will provide an annual survey to tenants 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.

City of Eureka Housing Authority

PHA Goals

FY 2022 Annual Goals – *July 2022 Progress Update*

Goal One: **Occupancy**

The City of Eureka Housing Authority shall maintain a waiting list of sufficient size so we can fill our public housing units within 20 days of a unit becoming rent-ready.

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.

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. The Housing Advocate will seek out and schedule outreach activities.

The PHA shall mix its public housing development populations ethnically, racially and income-wise as much as possible.

Update: 2 out of the 13 units leased up in 2022 (as of 7/12/2022) have leased within 20 days of becoming rent-ready. Longer than expected lease-up times are occurring primarily because applicants are not updating wait-list contact information and/or are no longer interested in Public Housing. This results in having to pull more people off the waitlist for screening for each unit filled. Historically, we pulled/screened 3 applicants per unit; now it is taking an average of 7 applicants to successfully fill one unit.

To address this change, we are doing a full wait-list update for all 2- and 3-bedroom applicants and will do a monthly update for 1-bedroom applicants, in order to establish a more current waitlist and reduce the number of screenings required to fill units.

Goal Two: **Smoke-Free**

PHA properties have been smoke-free since 2016, and we will continue to enforce the no-smoking policy. HACE will send an annual reminder letter to tenants regarding the no-smoking policy and informing tenants of their rights and lease responsibilities concerning this policy.

Based on input from tenants in the 2021 annual meeting, in 2022 we will evaluate our Smoke-free policy for efficacy, consider a more structured policy, and update tenants with any new policy requirements per HUD's guidelines.

Update: Policy is under review.

Goal Three: **Neighborhood Watch**

The PHA will support and facilitate meetings and make available meeting space periodically for tenants and neighbors interested in forming a Neighborhood Watch program. The PHA will reach out to interested tenants based on a survey sent out in 2021, to have a further discussion and encourage them to become active members of their community, dedicated to making housing a clean and safe environment.

Update: A neighborhood watch meeting for South Albee Street took place April 27th, 6:00-8:00 pm at the Housing Authority office. A few PH tenants attended, but no further interest has been expressed regarding starting a PH tenant-based neighborhood watch group.

Goal Four: **Tenant Communication**

The PHA will continue to enhance and encourage communication with tenants via a quarterly newsletter. The newsletter is both sent via USPS mail as well as posted to our website for reference.

Update: We continue to publish a quarterly tenant newsletter.

Goal Five: **Compliance**

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

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

Update: There were no findings in the 2020 audit. The 2021 audit is still in process; no findings are anticipated.

Goal Six: **Maintenance**

HACE maintenance team continues to work toward more efficient operations. Increases in efficiency to be supported by:

1. Training all maintenance personnel in the use of tablets for performing annual inspections and for initiating/completing work orders timely.
2. Cross-training where possible so the department is able to sufficiently cover scheduled inspections and emergency needs when not fully staffed.
3. Sourcing at least one additional/back-up contractor for each routine service (e.g. painting, flooring, and cleaning) to support the most rapid completion of unit turns possible.

Update: Maintenance department is fully staffed, and all personnel are trained in using tablets. Cross training continues to occur with all staff. Sourcing contractors remains a challenge during the pandemic, but we continue to try new service providers and seek additional contractors.

Goal Seven: **Phone System**

The PHA will continue to review and update our phone system biannually in order to make it easier to navigate, reach the intended recipient, and be more user friendly.

Update: Phone system review and updates will occur as needed.

Goal Eight: **Technology and Accessibility**

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

Specifically:

1. We will continue to provide the following online, and assess the need to add further documents digitally:
 - a. Application
 - b. Notice of Change
 - c. Recertification paperwork
 - d. Board meeting agendas
2. We will continue accepting tenant payments through an online processing portal and explore the option to accept payment via additional methods (e.g. debit/credit cards).

Update: The documents listed above have been added to the website and the website is updated frequently with new and time-sensitive announcements. Tenants are encouraged to use the payment portal, but payments are not currently accepted via credit cards.

Goal Nine:

Repositioning

As the PHA's public housing stock nears 70 years in age, it is evident the need to explore options to guarantee the future of affordable housing in Eureka. The PHA will work with HUD, consultants, developers, and any other available sources to explore various opportunities to maintain and/or increase affordable housing stock in a financially, environmentally, and socially sound manner.

The PHA will assemble and present a report to the Board in 2022 from the work done in 2021-2022 with Enterprise Community Partners, Structure PDX, HUD, and any other participants, disseminating the work done and the recommended path for repositioning.

Update: Repositioning plan developed in conjunction with Enterprise Community Partners and board input approved by Board at regular meeting on 6/21/2022, with resolution of support approved by County of Humboldt Housing Authority on 6/11/2022.

An RFP for Community Engagement Consulting was issued 7/11/2022. Next steps include issuing an RFQ for developer interest and beginning work on HUD's Special Applications Center (SAC) applications.

Goal Ten:

Staff Retention and Training

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

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

Update: Staff are enrolled in appropriate training and certification opportunities as available. The Management team selects one employee monthly to acknowledge for their contributions.

Goal Eleven:

Customer Feedback

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

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

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

Update: In process; Admin staff are setting up an online survey following the model of another California PHA.

Goal Twelve: **City of Eureka Planning Department Updates**

The PHA will request annually a report and/or presentation from the City of Eureka Planning Department to update the Housing Authority staff and board on any new or changed ordinances, policies, zoning, etc. that may impact Housing Authority operations.

Note: This is a new goal established for 2023 forward.

RESOLUTION 1972

RESOLUTION TO APPROVE 5 - YEAR AGENCY PLAN UPDATE

WHEREAS, In order to be in compliance with regulations of the United States Department of Housing and Urban Development, Housing Authority of the City of Eureka must submit a 5 year Plan every 5 years and provide progress updates; and

WHEREAS, The Agency Plan has been reviewed for accuracy and completeness; and

WHEREAS, A Public Notice stating the Agency Plan was available for review at the Housing Authority offices with a Public Hearing to be held on September 14, 2022 was published on the Housing Authority of the City of Eureka 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 plan suggested.

NOW, THEREFORE, BE IT RESOLVED, That the Commissioners of the Housing Authority of the City of Eureka do hereby approve the 5 Year Agency Plan update for 2021-2025 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

City of Eureka Housing Authority

Board of Commissioners Meeting

October 17, 2022

Agenda Item 9c

Memorandum

To: Commissioners

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

Subject: City of Eureka 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 City of Eureka Housing Authority.

**Please note that the City's 2021 audited net income of (\$92,577) is significantly higher than usual primarily due to factors such as COVID funding, higher operating subsidies than normal, and lower staff expenses due to turnover, etc. For comparison, the City's 2020 audited net income was (\$308,444).*

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

Highlights

Total City Budget (pg. 3-4)

- Net income is projected to decrease from (\$275,820) to (\$318,645) with an increase of cash reserves of \$464,309 before capital improvement projects. After completion of these projects, we expect our reserves to go from \$1,205,734 to \$1,244,543.
- We're expecting property wide increases in income primarily through increases from HUD subsidies as well as increases in operating costs primarily related to unit renovations, utility expenses, and staff salaries.
 - Salary expenses are projected to increase approximately 10% primarily due to the newly approved salary schedule based on an independent salary study, regularly

scheduled performance raises, a 2% Cost of Living Adjustment (COLA)*, and a 33% increase in our benefit dollars, from \$600 to \$800 per month, per employee.

- *The salary study was completed based on data from early 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.

Public Housing (PH) (pg. 5-6)

- Net income projected to decrease from (\$287,477) to (\$309,198). HUD subsidy income is projected to increase but is offset by increases in staff salary, maintenance expenses related to upkeep of our aging properties, and costs associated with our repositioning plan such as an updated Capital Needs Assessment (CNA) and Environmental Review. Before factoring in capital projects, our reserves are expected to increase \$129,563. However, deferred maintenance is needed at several locations which will ultimately take our reserves from \$667,684 to \$542,927. Utilization of reserves is vital prior to repositioning so that excess reserves don't get recaptured by HUD.

Eureka Family Housing (EFH) (pg. 7-8)

- Net income is projected to decrease from (\$107,559) to (\$133,788) primarily due to increases in staff salary. Reserves are expected to increase from \$245,592 to \$442,221 after accounting for several capital projects such as exterior painting at 735 P street, cameras at all three properties, and other site improvements.

Eureka Senior Housing (ESH) (pg. 9-10)

- Net income is projected to increase from (\$33,349) to (\$32,106) primarily due to a change in mix of tenants holding HCV vouchers offset by increases in staff salary. Despite the slight increase in net income, our reserves are projected to decrease from \$50,728 to \$41,594 after accounting for several capital projects including window replacements, fencing, and landscaping at our 9th street properties.

STAFF RECOMMENDATION:

Staff recommends that the Board approve and adopt the City of Eureka 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 1972

**RESOLUTION TO APPROVE ANNUAL OPERATING BUDGET
FOR CITY OF EUREKA HOUSING AUTHORITY
FOR FISCAL YEAR ENDING DECEMBER 31, 2023**

WHEREAS, The City of Eureka Housing Authority Board of Commissioners directed the Executive Director to prepare an Operating Budget for City of Eureka Housing Authority for fiscal year ending December 31, 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 City of Eureka Housing Authority do hereby approve and adopt the Operating Budget for FYE December 31, 2023.

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

AYES:

NAYS:

ABSENT:

ABSTAIN:

ATTEST:

Name

Name

Title

Title