



# 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 COUNTY OF HUMBOLDT HOUSING AUTHORITY BOARD OF COMMISSIONERS

DATE AND TIME  
Monday – January 09, 2023  
12:00pm

#### LOCATION

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

#### PUBLIC PARTICIPATION

Public access to this meeting is available as follows:

Join Zoom Meeting

<https://us02web.zoom.us/j/85707011177?pwd=ZkJacU85RFVhVldFNHRLS3UyeE5yUT09>

Meeting ID: 857 0701 1177

Passcode: 376589

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](mailto: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 495 (pages 3- 4)  
Recommended Board Action: Accept and Adopt for Approval



The Housing Authorities are Equal Housing Opportunity Organizations



3. Public Comment (Non-Agenda):

This time is reserved for members of the public to address the Committee relative to matters of the County of Humboldt Housing Authority not on the agenda. No action may be taken on non-agenda items unless authorized by law. Comments will be limited to five minutes per person and twenty minutes in total.

4. Approve Minutes of the Board of Commissioners Meeting held November 14, 2022. (pages 5- 10)

5. Bills and Communications: (pages 11- 14)

5a. Q4 2022 Tenant Newsletter (Housing Authority of the City of Eureka, tenants)

5b. 2022.2 Landlord Newsletter (Housing Authority of the County of Humboldt, landlords)

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 15)

6c. HCV Utilization Reports (pages 16- 18)

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. Staff salary schedule effective January 01, 2023, approved on October 11, 2022;  
*informational* (page 19)

9b. Voucher programs summary at a glance; *informational* (pages 20- 22)

9c. Earthquakes regarding Rio Dell clients; *informational* (page 23)

10. Closed Session – If needed.

11. Adjournment

\* \* \* Note \* \* \*

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

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

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

# County of Humboldt Housing Authority

Board of Commissioners Meeting

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January 09, 2023

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. 495**

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

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

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

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

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

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

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

PASSED AND ADOPTED on the 09 day of January 2023 by the following vote:

AYES:  
NAYS:  
ABSENT:  
ABSTAIN:

\_\_\_\_\_  
Name

\_\_\_\_\_  
Name

\_\_\_\_\_  
Title

\_\_\_\_\_  
Title

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Signature

## **MINUTES**

### **MEETING OF THE COUNTY OF HUMBOLDT HOUSING AUTHORITY BOARD OF COMMISSIONERS**

**MONDAY, NOVEMBER 14, 2022**

Chairperson Conner declared a quorum present and called the meeting to order at 12:05p.m.

**1. Roll Call:**

Present: Chairperson Conner, Vice Chairperson Fitzgerald, Commissioner Derooy,  
Commissioner Leon, Commissioner Zondervan-Droz

Absent: Commissioner Escarda

Staff: Churchill, Humphreys, Wiesner

Public: None in attendance

**2. Brown Act, Remote Session Authorization, Resolution 491**

Recommended Board Action: Accept and Adopt for Approval

#### **RESOLUTION NO. 491**

**A RESOLUTION OF THE BOARD OF DIRECTORS OF THE COUNTY OF HUMBOLDT HOUSING  
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AMENDED BY ASSEMBLY BILL 361, AND AUTHORIZING THE CONTINUED USE OF VIRTUAL  
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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 491 by Commissioner Zondervan-Droz

Second - Vice Chairperson Fitzgerald

Roll Call:

Ayes: Conner, Fitzgerald, Derooy, Leon, Zondervan-Droz

Nays: None

Abstain: None

Absent: Escarda

Chairperson Conner declared the motion carried and the Resolution 491 approved.

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

4. Approve minutes of the board of commissioners meeting held October 11, 2022.

Motion to approve the minutes of the meeting of October 11, 2022, made by Commissioner Zondervan-Droz

Second – Commissioner Derooy

Roll call:

Ayes: Conner, Fitzgerald, Derooy, Zondervan-Droz

Nays: None

Abstain: Leon

Absent: Escarda

Chairperson Conner declared the motion carried to approve the minutes of October 11, 2022.

5. Bills and Communication: None

6. Report of the Secretary:

6a. Covid-19 Updates

Secretary Churchill updates the board stating that there are no changes to the lobby schedule of Tuesday through Thursday, 10:00am to 3:00pm. There is currently one person out with covid but is not believed to be a work-related exposure.

6b. Occupancy and Leasing Report

Secretary Churchill briefs the board on this report. Our lease up numbers are slowly climbing and we should see an increase of lease ups in the next report for October. Staff continues to pull off the waitlist and are receiving applications for all programs.

6c. HCV Utilization Reports

Secretary Churchill goes over this report noting that we continue to spend over 100% of what is being funded, currently at 107%, which shows that we continue to spend down the reserves that HUD holds for the County of Humboldt Housing Authority.

7. Reports of the Commissioners: Chairperson Conner notes that as she has mentioned in the past, she has been assisting with the formation of a regional affordable housing trust fund. Chairperson Conner states that this project is moving forward, and progress is being made.

8. Unfinished Business: None.

9. New Business:

- (9a) County of Humboldt Housing Authority Board Meeting Schedule for 2023;

*Informational*

Chairperson Conner notes that some of the meetings for 2023 fall on a Tuesday due to holidays observed on Monday.

- (9b) Resolution 492, County of Humboldt Housing Authority's 2021 Financial Audit Report

Recommended Board Action: Accept and Adopt for Approval

Director of Finance, Administration and Technology, Dustin Wiesner goes over key details of the audit report and notes that there were zero findings.

RESOLUTION 492

TO ACCEPT AGENCY AUDIT REPORTS  
FISCAL YEAR ENDING DECEMBER 31, 2021

WHEREAS, It is a requirement of the United States Department of Housing and Urban Development that the Housing Authority have an independent audit of Compliance and Internal Control Over Financial Reporting based on Audit of Financial Statements Performed in Accordance with Government Audit Standards; and

WHEREAS, It is a requirement of the United States Department of Housing and Urban Development that the Housing Authority have an independent audit of Compliance With Requirements Applicable to Each Major Program and on Internal Control Over Compliance In Accordance With OMB Circular A-133; and

WHEREAS, The Housing Authority has contracted with Harshwal & Company LLP, Certified Public Accountants, to complete the audit; and

WHEREAS, Annual Audit has been completed and the Auditors Report has been submitted to the members of the Board of Commissioners for review and approval; and

WHEREAS, The Commissioners have reviewed the audit report and found it to be substantially correct.

NOW, THEREFORE, BE IT RESOLVED, that the Commissioners of the Housing Authority of the County of Humboldt do hereby accept the Audited Financial Statements for the fiscal year ending December 31, 2021.

Motion to approve the Resolution 492 by Vice Chairperson Fitzgerald

Second - Commissioner Zondervan-Droz

Roll Call:

Ayes: Conner, Fitzgerald, Derooy, Leon, Zondervan-Droz

Nays: None

Abstain: None

Absent: Escarda

Chairperson Conner declared the motion carried and the Resolution 492 approved.

(9c) Resolution 493, Update to bylaws

Recommended Board Action: Accept and Adopt for Approval

Secretary Churchill briefs the board on the updates to the bylaws.

#### RESOLUTION 493

##### PROVIDING FOR THE TIME AND PLACE OF REGULAR MEETINGS AND ADOPTING UPDATES TO BYLAWS

WHEREAS, Housing Authority law requires that the Housing Authority of the County of Humboldt provide for the time and place of holding its regular meetings; and

WHEREAS, it is necessary that the Housing Authority from time to time to review, update, and adopt revisions to bylaws to carry into effect its powers and purposes; and

WHEREAS, the Housing Authority has reviewed and considered the Bylaws attached hereto as Exhibit A;

NOW, THEREFORE, be it resolved that:

1. The County of Humboldt Housing Authority hereby establishes the second Monday of each month at 12:00 noon as the day and time of regular meetings, in the Housing Authority Conference Room at 735 West Everding Street, Eureka, California, except during times of declared emergencies, during which time meetings may occur via remote videoconference if allowed and provided for by a resolution of the board.



2. The updated bylaws of the Housing Authority of the County of Humboldt, a copy of which is attached hereto as Exhibit A, are hereby adopted.

Motion to approve the Resolution 493 by Commissioner Derooy

Second - Commissioner Zondervan-Droz

Roll Call:

Ayes: Conner, Derooy, Leon, Zondervan-Droz

Nays: None

Abstain: None

Absent: Escarda

At the time the vote for Resolution 493 took place, Vice Chairperson Fitzgerald fell off the zoom meeting. However, a quorum vote was still present. Note that Vice Chairperson Fitzgerald rejoined the zoom while Secretary Churchill went over the next agenda item, 9d.

Chairperson Conner declared the motion carried and the Resolution 493 approved.

(9d) Resolution 494, Proposed Utility Allowance Study Schedule for 2023

Recommended Board Action: Accept and Adopt for Approval

Secretary Churchill goes over the utility allowance study with the board.

#### RESOLUTION 494

##### ADOPT UPDATED UTILITY SCHEDULE SECTION 8 HOUSING CHOICE VOUCHER PROGRAM

WHEREAS, The U.S. Department of Housing and Urban Development requires a survey of utility usage and fees be done to ascertain a schedule of Section 8 Housing allowances for tenant furnished utilities; and

WHEREAS, The Housing Authorities have contracted with The Nelrod Company to complete a Resident Life Utility Allowance Survey and Study for Section 8; and

WHEREAS, The Survey demonstrates a need to adjust the present utility allowances to bring them in line with actual cost figures;

NOW, THEREFORE, BE IT RESOLVED, that the Commissioners of the County of Humboldt Housing Authority approve and adopt the September 2022 updated schedule for Section 8 Utility Allowances for Tenant Furnished Utilities and Other Services, effective January 1, 2023.

Motion to approve the Resolution 494 by Commissioner Zondervan-Droz

Second - Vice Chairperson Fitzgerald

Roll Call:

Ayes: Conner, Fitzgerald, Derooy, Leon, Zondervan-Droz

Nays: None

Abstain: None  
Absent: Escarda

Chairperson Conner declared the motion carried and the Resolution 494 approved.

10. Closed Session: None needed.

11. Adjournment

There being no further business to come before the Commissioners, the meeting was adjourned at 12:41p.m.

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Secretary

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Chairperson



Photo by Phil Gutierrez

# Housing Insider

Issue 2022.4

*"Communication leads to community."*

## **Safety and Security Upgrades at 3 Public Housing Sites**

Based on increased site-specific incident reports and recommendations from the Eureka Police Department's CPTED Group (Crime Prevention Through Environmental Design), the Housing Authority of the City of Eureka selected three sites for safety and security upgrades. Funding for the upgrades was made possible by a competitive grant awarded by the Department of Housing and Urban Development (HUD). These improvements included removal of bushes and shrubs that limited visibility on properties, adding security cameras at three sites, and fencing in two of our properties that were experiencing higher than normal foot traffic from non-tenants. The properties that received safety improvements include 330 Grant Street, 131 West Del Norte Street, and the site at the corner of 1830 Albee Street and 514 West Del Norte Street.



New fencing and gate shown at 330 Grant Street.

### **General Information**

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

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

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

### **Upcoming Dates to Note**

The office is closed December 30<sup>th</sup> through January 2<sup>nd</sup>.  
Closed January 16<sup>th</sup> – Martin Luther King Jr. Day  
Closed March 31<sup>st</sup> – Cesar Chavez Day

### **NEW! Online method for submitting comments, complaints, or concerns:**

It's important to us that we hear from you, whether it's what you like or don't like, suggestions for change, or whatever else you think we need to hear. You can complete our feedback form online at any time by going here:

<https://eurekahumboldt.org/PHACustomerSurvey>

**EHA Mission Statement:** The mission of the Housing Authority of the City of Eureka is to assist low-income families with safe, decent, and affordable housing opportunities as they strive to achieve self-sufficiency and improve the quality of their lives. The Housing Authority is committed to operating in an efficient, ethical, and professional manner, and treating all clients with dignity and respect. The Housing Authority will create and maintain partnerships with its clients and appropriate community agencies in order to accomplish this mission.

## Winter Maintenance Tips for Tenants

While we don't typically have snow in Eureka, the change in seasons brings much cooler temperatures and a lot more moisture along with other potential seasonal hazards. There are certain steps you can take to ensure a safe, comfortable winter in your home.

1. Check in with our maintenance team: If you're having any issues, no matter how small they seem (like that little drip, drip from the bathroom faucet), let us know. We can't address a problem if we aren't aware of it, and in certain situations, small problems can rapidly become big problems, so it's best to communicate any concerns before they spiral out of control.
2. Test your heater: If you haven't already done so, be sure to cycle it on for a short period of time to make sure it's working properly for when you do need it. If it isn't, let us know as soon as possible.
3. Be prepared for emergencies: Our west coast city doesn't have the severe storms the east coast does, but we have had power outages, water turnoffs, and other unexpected events happen in the past. Make sure you're prepared ahead of time by having basic supplies (e.g. bottled water, nonperishable foods, flashlights, and blankets) on hand in case you might need them. Also, sign up for weather and emergency alert systems to stay informed about any potentially threatening weather conditions or natural events.
4. Plan for ant/pest control: Ants may move inside looking for better conditions, moisture, shelter, and food. Be sure to keep surfaces such as counters and floors clean and free of food, crumbs, and debris, as these things attract ants. They will go elsewhere if they have no food to provide life-sustaining energy.
5. Know where your closest fire extinguisher is: With more cooking, holiday lights, and beautiful candle-light comes an increased fire hazard. Know where an extinguisher is before an emergency happens.

## Q&A

**Q:** What is a utility allowance, and how does it affect my rent?

**A:** A utility allowance is the amount the Housing Authority determines is necessary to cover a tenant's reasonable utility costs that aren't paid by the Authority (we pay for water, sewer, and trash). These allowances are estimates of the expenses associated with different types of utilities, such as electric and gas, and their uses (heat, water heating, refrigeration, lighting, appliances, etc.). A study is done annually by a third-party consultant to determine average consumption rates and the resulting utility allowance. This allowance reduces the amount of rent a household is responsible for paying.

| Development & Unit Type            | Utility Allowance 2023 |
|------------------------------------|------------------------|
| 25-1                               |                        |
| 1-Bedroom Flat                     | \$ 96                  |
| 2-Bedroom Flat                     | \$ 122                 |
| 2-Bedroom Townhouse                | \$ 118                 |
| 3-Bedroom Townhouse                | \$ 143                 |
| 4-Bedroom Townhouse                | \$ 159                 |
| 25-2                               |                        |
| 1-Bedroom Flat                     | \$ 96                  |
| 2-Bedroom Townhouse                | \$ 122                 |
| 3-Bedroom Townhouse                | \$ 150                 |
| 4-Bedroom Townhouse                | \$ 176                 |
| 25-4                               |                        |
| 2-Bedroom Flat & Walk-Up           | \$ 99                  |
| 3-Bedroom Townhouse                | \$ 119                 |
| 25-5                               |                        |
| 2-Bedroom Flat including ADA units | \$ 99                  |

Utility allowances increased for 2023, which means a greater reduction in rents. Public Housing allowances are shown in the table here. These rates are effective January 1, 2023, and will be reflected in your 2023 annual recertification. Amounts are based on actual usage provided in reports by Pacific Gas & Electric Company.



## Who to Contact

Call our main line at (707) 443-4583, then:

Work order requests.....x218

Paperwork, certification, rent /income calculation questions.....x214

Accounting for charges, account balance questions, and payments.....x221

Ty for questions, complaints, or concerns about the neighborhood.....x211

Nancy for all other questions regarding Housing Authority services.....x210

Emergency Maintenance phone.....444-1424

**In an emergency, please call 911 or the Eureka Police Department at (707) 441-4060 12**

**Volunteer opportunity:** Are you a Public Housing senior (62+) who is interested in serving on our Board of Commissioners? Please contact Heather at heatherh@eurekahumboldt.org or 443.4583 x219 with any questions and to obtain an application for tenant commissioner.





Issue 2022.2

*"Communication leads to community."*

# Landlord Newsletter

## 2022: A Year of Growth in Affordable Housing

As the year comes to a close, it's a good time to look back and reflect on where the year took us. Most recently, Mother Nature took us on a ride with a series of earthquakes starting in the early morning hours of December 20, 2022. While most households and businesses are getting back to normal, there are handfuls who were rendered homeless by no fault of their own, and who will likely be looking for temporary/long-term housing while they sort out the effects of the earthquakes. If you have available space, now might be the time to make someone's end of year miracle come true, by making it known that rentals are available, even in this tough market.

Our county has several affordable housing projects in process, thanks to increased state and federal funding and the supportive agencies here who don't just acknowledge a need, but also work effortlessly to add to our housing stock.

- Eureka 7th & Myrtle – This 36-unit affordable housing project by Danco acknowledges the need for more affordable senior housing locally. Scheduled to open 2023, the housing authority will attach vouchers to 35 units, subsidizing them to help maintain long-term affordability for tenants.
- HomeKey 2 Projects in Valley West, Arcata – Arcata House Partnership opened The Grove at the beginning of December 2022. This project consists of 60 hotel units converted to permanent supportive affordable housing. Danco will be converting another motel, scheduled to open Spring 2023 and adding another 78 units. Residents are referred to the owners through the Coordinated Entry System.
- Ke-Mey-Ek Place – At the north end of Eureka are 18 units of affordable housing, a collaboration between Arcata House Partnership and the Yurok Indian Housing Authority using Homekey 1 grant funding to bring more affordable housing to our community, paired with supportive services for residents.
- Sorrel Place – 44-unit multifamily residential property with 1-, 2-, and 3-bedroom units, developed by Danco. This property opened in 2021, and in 2022 the Housing Authority contracted to assist the five extremely-low-income units in this property. Applications for these five units are available at the Housing Authority.
- Providence Mother Bernard (Eureka) House – Providence Washington is converting the former Humboldt Inn to 42 units of permanent housing. Additionally, an on-site office and community space as well as 6 units for recuperative care are being constructed. Supportive services will be available to all tenants, and the housing authority will be assisting the 42 units to ensure they are deeply affordable. Scheduled to open 2023.

**Our mission statement:** The mission of the Housing Authority of the County of Humboldt 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.

# Housing Authority of the County of Humboldt Voucher Programs

We have added new and grown existing voucher programs over the past couple years. Below is a list and descriptions of our various programs.

**HCV** (“Section 8”) – The HCV program has an open waitlist, and anyone may apply. After a preliminary screening to determine initial eligibility, applicants will be put on the wait list. Vouchers may be “ported” to other jurisdictions for out-of-county use.

**Mainstream** – Eligible families must have at least one adult member of the household who is disabled and non-elderly (between 18-61). Voucher recipients are selected one of two ways: they may be pulled from our regular HCV waitlist or referred by a local Continuum of Care (CoC) participating agency.

**VASH** – Veterans are screened by calling CalVET, Nation’s Finest, or HUD-VASH to determine eligibility. HUD-VASH caseworkers prioritize qualified applicants, who are referred to the Housing Authority for further screening, then issued a voucher if they meet program requirements. VASH clients are provided ongoing supportive services from their HUD-VASH caseworker while they are assisted.

**EHV** – Emergency Housing Vouchers are issued only by referral from the CoC or from HDVS. Assistance is specifically for those who are homeless, recently homeless, at risk of homelessness, or fleeing domestic violence, stalking, or sex trafficking. A dedicated caseworker helps voucher recipients find housing, successfully utilize the voucher, and obtain services.

**PBV** – Vouchers that are project based, instead of tenant based, stay with the unit, ensuring a development will provide affordable rents for up to 20 years. Tenant application is by site-based list or referral, depending on requirements of the location.

While new affordable housing projects are in the works, they still aren’t enough. Our programs rely on landlords, property managers, and your continued support of our community through these assistance programs.

Do you have available rentals, or units that will soon be vacant? We can help publicize vacant units and answer any questions you have about our programs, even if you’ve been with us for years already. Please feel free to call Housing Advocate Jennifer Toole for information about our voucher programs (707.443.4583 x217).

## General & Contact Information

Our lobby is open 10 a.m. to 3 p.m. Tuesdays, Wednesdays, and Thursdays. Business hours are weekly Monday-Thursday, 9:00-4:30, and Fridays alternating 9:00-4:30 and closed.

Please call our main line during business hours at (707) 443-4583 x210 if you need assistance.

**Address:** 735 West Everding Street  
Eureka, CA 95503

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

**Call our main line at (707) 443-4583, then:**  
**Caseworkers are based on tenant last name:**

**Davina (A-Gr)..... x216**  
**Kristi (Gu-Pr)..... x227**  
**Ana (Pu-Z)..... x233**  
**Mandee for EHV program ..... x231**  
**Stephanie for accounting..... x221**  
**Housing Advocate Jennifer..... x217**

**Front desk** for all other questions regarding Housing Authority services..... x210

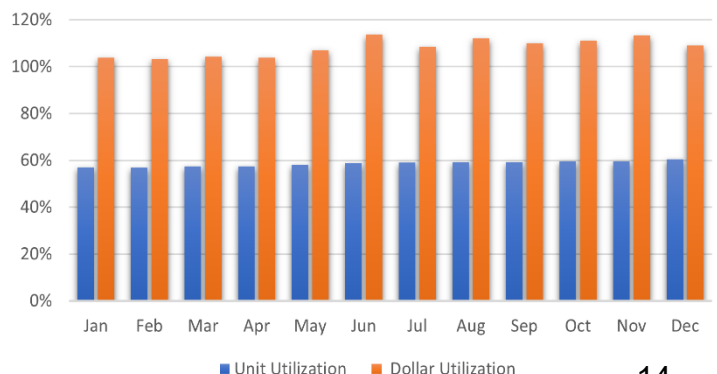
## Active Vouchers 2022



The housing authority has actively pursued growth in 2022, assisting 898 households at 1/1/2022, and finishing the year assisting 960 households as of 12/1/2022, a 7% increase.

While unit utilization of our 1,586 vouchers rests around 60%, we use over 100% of our monthly funding from HUD to assist renters, drawing on HUD-held reserves for the excess.

## Unit and Dollar Utilization 2022



# Occupancy and Leasing Report 2022

City of Eureka Housing Authority  
County of Humboldt Housing Authority

| Program                                | Total Units Available |        | # Units Leased, 1st of Month |        |        |        |        |        |        |        |        |              |       | Wait List |
|--|-----------------------|--------|------------------------------|--------|--------|--------|--------|--------|--------|--------|--------|--------------|-------|-----------|
|  | Jan-22                | Feb-22 | Mar-22                       | Apr-22 | May-22 | Jun-22 | Jul-22 | Aug-22 | Sep-22 | Oct-22 | Nov-22 | End of Month |       |           |
| Eureka                                 |                       |        |                              |        |        |        |        |        |        |        |        |              |       |           |
| Public Housing                         | 196 *                 | 177    | 180                          | 182    | 181    | 180    | 180    | 180    | 180    | 179    | 183    | 182          | 518   |           |
| Eureka Family Housing                  | 51                    | 48     | 48                           | 48     | 47     | 44     | 44     | 46     | 46     | 46     | 46     | 46           | 524   |           |
| Eureka Senior Housing                  | 22                    | 20     | 20                           | 20     | 20     | 21     | 21     | 21     | 19     | 18     | 19     | 19           | 195   |           |
|  | 269                   | 245    | 248                          | 250    | 248    | 245    | 245    | 247    | 245    | 243    | 248    | 247          |       |           |
| Humboldt                               |                       |        |                              |        |        |        |        |        |        |        |        |              |       |           |
| Tenant Based Vouchers                  |                       |        |                              |        |        |        |        |        |        |        |        |              |       |           |
| Housing Choice Vouchers                | 1137                  | 800    | 791                          | 792    | 789    | 792    | 795    | 788    | 784    | 780    | 776    | 771          | 1070  |           |
| VASH Vouchers                          | 73                    | 66     | 67                           | 70     | 69     | 69     | 69     | 68     | 70     | 72     | 71     | 69           | N/A   |           |
| Mainstream vouchers                    | 75 ***                | 27     | 27                           | 28     | 29     | 31     | 32     | 36     | 36     | 35     | 36     | 37           | N/A   |           |
| Emergency Housing Vouchers (EHV)       | 182                   | 5      | 11                           | 15     | 18     | 23     | 30     | 38     | 42     | 46     | 64     | 69           | N/A ‡ |           |
| Project Based Vouchers                 |                       |        |                              |        |        |        |        |        |        |        |        |              |       |           |
| PBV-VASH - Bayview Heights (Eureka)    | 22 **                 | 21     | 21                           | 22     | 22     | 22     | 22     | 22     | 22     | 22     | 22     | 22           |       |           |
| PBV-HCV - Bayview Heights (Eureka)     | 3 **                  | -      | -                            | 3      | 3      | 3      | 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                  | 919    | 917                          | 926    | 930    | 940    | 951    | 955    | 957    | 958    | 972    | 971          |       |           |

Vouchers issued but not under contract, end of month (aka "Searching") 100

\*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 HHHC 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 November 2022**

|   | January    | February   | March      | April      | May              | June        | July        | August     | September   | October    | November         | Total        |
|---|------------|------------|------------|------------|------------------|-------------|-------------|------------|-------------|------------|------------------|--------------|
| <b>Traditional HCV &amp; VASH (Includes PBVs)</b> |            |            |            |            |                  |             |             |            |             |            |                  |              |
| HAP income  | \$ 487,449 | \$ 490,581 | \$ 492,982 | \$ 492,810 | \$ 492,002       | \$ 485,420  | \$ 516,667  | \$ 499,159 | \$ 505,815  | \$ 513,289 | \$ 507,799       | \$ 5,483,973 |
| HAP expenses                                      | (491,882)  | (489,328)  | (494,790)  | (489,895)  | (496,352)        | (500,284)   | (499,124)   | (514,768)  | (515,010)   | (513,831)  | (516,160)        | (5,521,424)  |
| Surplus (Deficit)                                 | (4,433)    | 1,253      | (1,808)    | 2,915      | (4,351)          | (14,864)    | 17,543      | (15,609)   | (9,195)     | (542)      | (8,361)          | (37,452)     |
| % Total income utilized                           | 100.91%    | 99.74%     | 100.37%    | 99.41%     | 100.88% <b>A</b> | 103.06%     | 96.60%      | 103.13%    | 101.82%     | 100.11%    | 101.65% <b>A</b> | 100.68%      |
| Administrative/Other Income                       | 71,092     | 71,162     | 83,214     | 69,268     | 112,267          | 77,092      | 74,183      | 73,199     | 90,177      | 82,034     | 76,105           | 879,793      |
| Operating expenses                                | (62,591)   | (57,222)   | (62,223)   | (64,273)   | (83,268)         | (60,183)    | (100,329)   | (72,497)   | (60,626)    | (65,925)   | (70,999)         | (760,135)    |
| Surplus (Deficit)                                 | 8,501      | 13,940     | 20,991     | 4,995      | 29,000           | 16,909      | (26,146)    | 702        | 29,551      | 16,109     | 5,106            | 119,658      |
| Remaining HAP Cash                                | 18,124     | 19,052     | 10,667     | 12,533     | 12,110           | 2,092       | 14,037      | 560        | 4,480       | 16,947     | -                | <b>E</b>     |
| Remaining Non-HAP Cash                            | 385,079    | 409,050    | 425,907    | 432,218    | 464,707          | 473,027     | 489,409     | 502,082    | 517,465     | 518,171    | 536,720          |              |
| Total HCV Cash                                    | 403,203    | 428,102    | 436,574    | 444,751    | 476,818          | 475,119     | 503,447     | 502,641    | 521,945     | 535,118    | 536,720          |              |
| Cash Increase/(Decrease)                          | 6,455      | 24,900     | 8,471      | 8,177      | 32,067           | (1,699)     | 28,328      | (805)      | 19,303      | 13,174     | 1,602            |              |
| # of Households Assisted                          | 866        | 858        | 862        | 858        | 861              | 864         | 856         | 854        | 852         | 847        | 840              | 9,418        |
| Average HAP Payment                               | \$ 567.99  | \$ 570.31  | \$ 574.00  | \$ 570.97  | \$ 576.48        | \$ 579.03   | \$ 583.09   | \$ 602.77  | \$ 604.47   | \$ 606.65  | 614.48           | \$ 586.26    |
| <b>Mainstream (disabled &amp; non-elderly)</b>    |            |            |            |            |                  |             |             |            |             |            |                  |              |
| HAP income  | \$ 7,833   | \$ 12,284  | \$ 15,469  | \$ 15,469  | \$ 15,469        | \$ -        | \$ -        | \$ 19,100  | \$ 24,361   | \$ 24,298  | \$ 24,909        | \$ 159,192   |
| HAP expenses                                      | (17,543)   | (18,014)   | (18,864)   | (19,822)   | (21,360)         | (21,567)    | (24,421)    | (24,465)   | (23,756)    | (24,939)   | (26,009)         | (240,760)    |
| Surplus (Deficit)                                 | (9,710)    | (5,730)    | (3,395)    | (4,353)    | (5,891)          | (21,567)    | (24,421)    | (5,365)    | 605         | (641)      | (1,100)          | (81,568)     |
| % Total income utilized                           | 223.96%    | 146.65%    | 121.95%    | 128.14%    | 138.08%          | N/A         | N/A         | 128.09%    | 97.52%      | 102.64%    | 104.42%          | 151.24%      |
| Administrative/Other Income                       | 55         | 55         | 1,508      | 647        | 6,011            | 885         | 885         | 885        | 45,506      | 885        | 8,566            | 65,888       |
| Operating expenses                                | (1,575)    | (1,068)    | (1,291)    | (1,301)    | (2,763)          | (2,440)     | (3,754)     | (2,703)    | (2,649)     | (2,475)    | (4,257)          | (26,275)     |
| Surplus (Deficit)                                 | (1,520)    | (1,013)    | 217        | (654)      | 3,248            | (1,555)     | (2,869)     | (1,818)    | 42,857      | (1,590)    | 4,309            | 39,613       |
| Remaining HAP Cash                                | 69,131     | 63,950     | 60,703     | 56,106     | 53,175           | 31,360      | 8,261       | 2,512      | 2,113       | 740        | -                | <b>E</b>     |
| Remaining Non-HAP Cash                            | (1,407)    | (2,296)    | (2,052)    | (2,669)    | 647              | (702)       | (2,104)     | (3,734)    | 39,027      | 37,457     | 42,179           |              |
| Total MSV Cash                                    | 67,724     | 61,654     | 58,651     | 53,437     | 53,822           | 30,658      | 6,157       | (1,222)    | 41,140      | 38,197     | 42,179           |              |
| Cash Increase/(Decrease)                          | (12,191)   | (6,070)    | (3,003)    | (5,214)    | 385              | (23,164)    | (24,501)    | (7,379)    | 42,362      | (2,943)    | 3,982            |              |
| # of Households Assisted                          | 27         | 27         | 28         | 29         | 31               | <b>B</b> 32 | <b>B</b> 36 | 36         | <b>D</b> 35 | 36         | 37               | 354          |
| Average HAP Payment                               | \$ 649.74  | \$ 667.19  | \$ 673.71  | \$ 683.52  | \$ 689.03        | \$ 673.97   | \$ 678.36   | \$ 679.58  | \$ 678.74   | \$ 692.75  | 702.95           | \$ 680.11    |



**Emergency Housing Vouchers (EHVs)**

|                                   |                 |                 |                 |                 |                  |                 |                  |                 |                 |                 |                    |                  |
|-----------------------------------|-----------------|-----------------|-----------------|-----------------|------------------|-----------------|------------------|-----------------|-----------------|-----------------|--------------------|------------------|
| HAP income                        | \$ -            | \$ -            | \$ -            | \$ -            | \$ -             | \$ -            | \$ -             | \$ -            | \$ -            | \$ -            | \$ -               | \$ -             |
| HAP expenses                      | (4,749)         | (11,739)        | (15,752)        | (17,535)        | (24,957)         | (30,246)        | (36,868)         | (41,451)        | (44,507)        | (57,732)        | (61,001)           | (346,537)        |
| Surplus (Deficit)                 | <u>(4,749)</u>  | <u>(11,739)</u> | <u>(15,752)</u> | <u>(17,535)</u> | <u>(24,957)</u>  | <u>(30,246)</u> | <u>(36,868)</u>  | <u>(41,451)</u> | <u>(44,507)</u> | <u>(57,732)</u> | <u>(61,001)</u>    | <u>(346,537)</u> |
| % Total income utilized           | N/A             | N/A             | N/A             | 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          | 53,229          | 22,531          | 38,430             | 237,260          |
| Operating expenses                | <u>(6,064)</u>  | <u>(12,924)</u> | <u>(10,910)</u> | <u>(12,457)</u> | <u>(18,645)</u>  | <u>(15,141)</u> | <u>(28,275)</u>  | <u>(22,481)</u> | <u>(18,240)</u> | <u>(24,437)</u> | <u>(38,473)</u>    | <u>(208,047)</u> |
| Surplus (Deficit)                 | <u>876</u>      | <u>527</u>      | <u>365</u>      | <u>405</u>      | <u>(1)</u>       | <u>(5)</u>      | <u>(6,354)</u>   | <u>358</u>      | <u>34,989</u>   | <u>(1,906)</u>  |                    | <u>29,212</u>    |
| Remaining HAP Cash                | 512,371         | 500,567         | 485,216         | 467,681         | 442,929          | 412,584         | 375,210          | 334,859         | 290,352         | 232,673         | 171,784            |                  |
| Remaining Non-HAP Cash            | <u>426,639</u>  | <u>414,688</u>  | <u>404,613</u>  | <u>392,951</u>  | <u>374,709</u>   | <u>360,770</u>  | <u>339,649</u>   | <u>317,910</u>  | <u>268,183</u>  | <u>245,652</u>  | <u>207,222</u>     |                  |
| Total EHV Cash                    | 939,010         | 915,255         | 889,829         | 860,632         | 817,638          | 773,354         | 714,859          | 652,769         | 558,535         | 478,325         | 379,006            |                  |
| Cash Increase/(Decrease)          | (12,025)        | (23,755)        | (25,426)        | (29,197)        | (42,993)         | (44,284)        | (58,495)         | (62,091)        | (94,233)        | (80,210)        | (99,319) C         |                  |
| # of Households Assisted          | 5               | 11              | 15              | 18              | 23               | 30              | 38               | 42              | 46              | 64              | 69                 | 361              |
| Average HAP Payment               | \$ 949.80       | \$ 1,067.18     | \$ 1,050.13     | \$ 974.17       | \$ 1,085.09      | \$ 1,008.20     | \$ 970.21        | \$ 986.93       | \$ 967.54       | \$ 902.06       | \$ 884.07          | \$ 959.94        |
| <b>Total All Voucher Programs</b> |                 |                 |                 |                 |                  |                 |                  |                 |                 |                 |                    |                  |
| HAP income                        | \$ 495,282      | \$ 502,865      | \$ 508,451      | \$ 508,279      | \$ 507,471       | \$ 485,420      | \$ 516,667       | \$ 518,259      | \$ 530,176      | \$ 537,587      | \$ 532,708         | \$ 5,643,165     |
| HAP expenses                      | (514,174)       | (519,081)       | (529,406)       | (527,252)       | (542,669)        | (552,097)       | (560,413)        | (580,684)       | (583,273)       | (596,502)       | (603,170)          | (6,108,721)      |
| Surplus (Deficit)                 | <u>(18,892)</u> | <u>(16,216)</u> | <u>(20,955)</u> | <u>(18,973)</u> | <u>(35,199)</u>  | <u>(66,677)</u> | <u>(43,746)</u>  | <u>(62,425)</u> | <u>(53,097)</u> | <u>(58,915)</u> | <u>(70,462.00)</u> | <u>(465,557)</u> |
| % Total income utilized           | 103.81%         | 103.22%         | 104.12%         | 103.73%         | 106.94%          | 113.74%         | 108.47%          | 112.05%         | 110.01%         | 110.96%         | 113.23%            | 108.25%          |
| Administrative/Other Income       | 78,087          | 84,668          | 95,997          | 82,777          | 136,923          | 93,113          | 96,989           | 96,924          | 188,912         | 105,450         | 123,101            | 1,182,941        |
| Operating expenses                | <u>(70,229)</u> | <u>(71,214)</u> | <u>(74,424)</u> | <u>(78,031)</u> | <u>(104,676)</u> | <u>(77,764)</u> | <u>(132,357)</u> | <u>(97,682)</u> | <u>(81,515)</u> | <u>(92,836)</u> | <u>(113,729)</u>   | <u>(994,458)</u> |
| Surplus (Deficit)                 | <u>7,857</u>    | <u>13,454</u>   | <u>21,572</u>   | <u>4,747</u>    | <u>32,247</u>    | <u>15,349</u>   | <u>(35,368)</u>  | <u>(758)</u>    | <u>107,397</u>  | <u>12,613</u>   | <u>9,373</u>       | <u>188,483</u>   |
| Remaining HAP Cash                | 599,626         | 583,569         | 556,586         | 536,320         | 508,214          | 446,036         | 397,508          | 337,931         | 296,945         | 250,360         | 171,784            |                  |
| Remaining Non-HAP Cash            | <u>810,311</u>  | <u>821,443</u>  | <u>828,468</u>  | <u>822,499</u>  | <u>840,064</u>   | <u>833,095</u>  | <u>826,955</u>   | <u>816,258</u>  | <u>824,675</u>  | <u>801,281</u>  | <u>786,121</u>     |                  |
| Total Program Cash                | 1,409,938       | 1,405,012       | 1,385,054       | 1,358,819       | 1,348,278        | 1,279,131       | 1,224,463        | 1,154,189       | 1,121,620       | 1,051,641       | 957,905            |                  |
| Cash Increase/(Decrease)          | (17,760)        | (4,926)         | (19,958)        | (26,235)        | (10,541)         | (69,147)        | (54,668)         | (70,274)        | (32,568)        | (69,980)        | (93,735)           |                  |
| # of Households Assisted          | 898             | 896             | 905             | 905             | 915              | 926             | 930              | 932             | 933             | 947             | 946                | 10,133           |
| Average HAP Payment               | \$ 572.58       | \$ 579.33       | \$ 584.98       | \$ 582.60       | \$ 593.08        | \$ 596.22       | \$ 602.59        | \$ 623.05       | \$ 625.16       | \$ 629.89       | \$ 637.60          | \$ 602.85        |

**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.

D Extraordinary MSV admin funding received per HUD allocation.

E HAP cash on hand is zero, but sufficient HAP reserves are held with HUD. A HUD held reserve request was submitted and deposited in the following month.

HUD Held Reserves

HCV - \$757,381

MSV - \$271,540

EHV - \$1,062,774

**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         | 852         |
| October   | 946         | 897         | 918         | 934         | 906         | 888         | 866         | 888         | 862         | 847         |
| November  | 939         | 900         | 913         | 928         | 903         | 887         | 881         | 890         | 866         | 840         |
| December  | 927         | 890         | 910         | 925         | 902         | 882         | 877         | 887         | 857         |             |
| Average   | <b>965</b>  | <b>897</b>  | <b>916</b>  | <b>926</b>  | <b>914</b>  | <b>895</b>  | <b>884</b>  | <b>871</b>  | <b>869</b>  | <b>856</b>  |
| UML's     | 11,576      | 10,759      | 10,990      | 11,107      | 10,965      | 10,736      | 10,612      | 10,449      | 10,426      | 9,418       |

**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          | 35          |
| October   |  |  |  |  |  |  |  |  | 18          | 36          |
| November  |  |  |  |  |  |  |  |  | 24          | 37          |
| December  |  |  |  |  |  |  |  |  | 27          |             |
| Average   |  |  |  |  |  |  |  |  | <b>21</b>   | <b>32</b>   |
| UML's     |  |  |  |  |  |  |  |  | 88          | 354         |

**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 |  |  |  |  |  |  |  |  |             | 46          |
| October   |  |  |  |  |  |  |  |  |             | 64          |
| November  |  |  |  |  |  |  |  |  |             | 69          |
| December  |  |  |  |  |  |  |  |  | 4           |             |
| Average   |  |  |  |  |  |  |  |  | <b>4</b>    | <b>33</b>   |
| UML's     |  |  |  |  |  |  |  |  | 4           | 361         |

**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         | 933         |
| October   | 946         | 897         | 918         | 934         | 906         | 888         | 866         | 888         | 880         | 947         |
| November  | 939         | 900         | 913         | 928         | 903         | 887         | 881         | 890         | 890         | 946         |
| December  | 927         | 890         | 910         | 925         | 902         | 882         | 877         | 887         | 888         |             |
| Average   | <b>965</b>  | <b>897</b>  | <b>916</b>  | <b>926</b>  | <b>914</b>  | <b>895</b>  | <b>884</b>  | <b>871</b>  | <b>894</b>  | <b>921</b>  |
| UML's     | 11,576      | 10,759      | 10,990      | 11,107      | 10,965      | 10,736      | 10,612      | 10,449      | 10,518      | 10,133      |

| CITY OF EUREKA HOUSING AUTHORITY  |       |                             |        |        |        |        |
|---|-------|-----------------------------|--------|--------|--------|--------|
| COUNTY OF HUMBOLDT HOUSING AUTHORITY  |       |                             |        |        |        |        |
| SALARY SCHEDULE   |       | EFFECTIVE 01/01/2023        |        |        |        |        |
| TITLE   | GRADE | A                           | B      | C      | D      | E      |
|   |       | (monthly gross pay amounts) |        |        |        |        |
| EXECUTIVE DIRECTOR  | L     | 10,297                      | 10,812 | 11,352 | 11,920 | 12,516 |
| DEPUTY DIRECTOR   | K     | 9,528                       | 10,004 | 10,505 | 11,030 | 11,581 |
| EXECUTIVE ASSISTANT   | E     | 4,458                       | 4,682  | 4,915  | 5,161  | 5,419  |
| OFFICE ASSISTANT  | A     | 3,536                       | 3,713  | 3,898  | 4,093  | 4,298  |
| DIRECTOR OF FINANCE, ADMINISTRATION, & TECHNOLOGY   | J     | 8,017                       | 8,418  | 8,839  | 9,281  | 9,745  |
| DIRECTOR OF FINANCE & ADMINISTRATION  | I     | 7,309                       | 7,675  | 8,059  | 8,461  | 8,885  |
| FINANCE AND ADMINISTRATION MANAGER  | H     | 6,135                       | 6,442  | 6,764  | 7,102  | 7,457  |
| ACCOUNTING MANAGER  | F     | 4,623                       | 4,854  | 5,096  | 5,352  | 5,619  |
| ACCOUNTING SPECIALIST III   | D     | 4,289                       | 4,504  | 4,729  | 4,965  | 5,213  |
| ACCOUNTING SPECIALIST II  | C     | 3,848                       | 4,041  | 4,243  | 4,455  | 4,678  |
| ACCOUNTING SPECIALIST I   | B     | 3,690                       | 3,874  | 4,068  | 4,271  | 4,485  |
| ACCOUNTING ASSISTANT  | A     | 3,536                       | 3,713  | 3,898  | 4,093  | 4,298  |
| HOUSING ADVOCATE  | F     | 4,623                       | 4,854  | 5,096  | 5,351  | 5,619  |
| HOUSING SUPERVISOR  | H     | 6,135                       | 6,442  | 6,764  | 7,102  | 7,457  |
| HOUSING MANAGER   | F     | 4,623                       | 4,854  | 5,096  | 5,352  | 5,619  |
| HOUSING SPECIALIST III (including EHV Specialist)   | D     | 4,289                       | 4,504  | 4,729  | 4,965  | 5,213  |
| HOUSING SPECIALIST II (including EHV Specialist)  | C     | 3,848                       | 4,041  | 4,243  | 4,455  | 4,678  |
| HOUSING SPECIALIST I (with a hire date 5/01/2011 or later)  | B     | 3,690                       | 3,874  | 4,068  | 4,271  | 4,485  |
| COMMUNITY LIAISON/COMPLIANCE OFFICER  | E     | 4,458                       | 4,682  | 4,915  | 5,161  | 5,419  |
| COMMUNITY LIAISON   | D     | 4,289                       | 4,504  | 4,729  | 4,965  | 5,213  |
| HOUSING NEGOTIATOR/ INSPECTOR   | D     | 4,289                       | 4,504  | 4,729  | 4,965  | 5,213  |
| MAINTENANCE SUPERVISOR  | G     | 5,954                       | 6,251  | 6,564  | 6,892  | 7,237  |
| MAINTENANCE LEAD  | F     | 4,623                       | 4,854  | 5,096  | 5,352  | 5,619  |
| MAINTENANCE SPECIALIST III  | D     | 4,289                       | 4,504  | 4,729  | 4,965  | 5,213  |
| MAINTENANCE SPECIALIST II   | C     | 3,848                       | 4,041  | 4,243  | 4,455  | 4,678  |
| MAINTENANCE SPECIALIST I  | B     | 3,690                       | 3,874  | 4,068  | 4,271  | 4,485  |
| DEVELOPMENT MANAGER   | H     | 6,135                       | 6,442  | 6,764  | 7,102  | 7,457  |
| SPECIAL PROJECTS COORDINATOR  | H     | 6,135                       | 6,442  | 6,764  | 7,102  | 7,457  |
| Approved by the City of Eureka Housing Authority Board of Commissioners on 10/17/2022 and by the County of Humboldt Housing Authority Board of Commissioners on 10/11/2022. |       |                             |        |        |        |        |

# County of Humboldt Housing Authority

Board of Commissioners Meeting

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January 9, 2023

Agenda Item 9b

## Memorandum

To: Commissioners

From: Cheryl Churchill, Executive Director

Subject: 2022 Voucher Summary

### BACKGROUND AND HISTORY:

In 2022, pandemic restrictions eased up and staff worked diligently to add as many vouchers as possible and to increase the number of clients served. The attached charts show monthly numbers for each voucher program, as well as show an overall utilization of both total vouchers available to the Housing Authority of the County of Humboldt as well as monthly utilization of HUD funding.

For 2023, we will continue to push for further utilization of all voucher programs, with a particular focus on leasing as many clients as possible in the EHV program, aiming for full utilization by 9/30/2023. New affordable and supportive housing units in Humboldt have been key in supporting this program. Additionally, we expect growth in HCV units with two projects expected to come online with Project Based Vouchers (PBVs) in late 2023. These will be 7<sup>th</sup> & Myrtle Senior Housing, with 35 assisted units, and Providence Mother Bernard House (formerly the Humboldt Inn), with 42 assisted units. Addition of these PBVs will require use of HUD-held reserves, as we expect it will exceed our current level of monthly HAP funding. Use of HUD-held reserves has been encouraged by HUD, as it will prevent permanent recapture (loss) of these previously underutilized funds.

### Impact to Personnel:

We are currently short one headcount and looking to fill the open position by end of February. While this does not affect the EHV program, which has a caseworker dedicated to all EHV activity, it may hamper voucher issuance during the first quarter of 2023. When fully staffed, tenant services will be pulling names from the waitlist and issuing new vouchers regularly.

### Fiscal Impact:

As noted above, increased voucher utilization will require use of HUD-held reserves, an action HUD has been encouraging. Additionally, greater voucher utilization will result in more administrative fee income for the Housing Authority which may, in the future, support more incentive programs. For 2022, administrative fee rates per voucher were \$99.61/voucher for the first 7,200 vouchers and \$92.96/voucher for each additional over 7,200, and total units utilized were 11,093.

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Alternatives:

Keeping at the current voucher numbers or shrinking the program is not recommended, as housing assistance is widely needed in Humboldt County. Growth of the voucher program is critical to supporting our community and our agency's mission.

STAFF RECOMMENDATION:

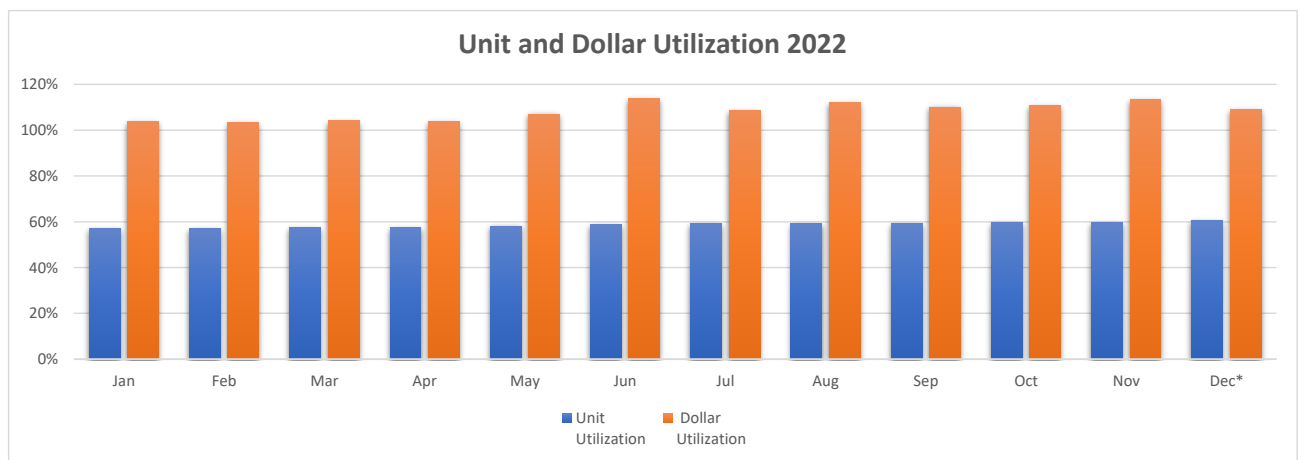
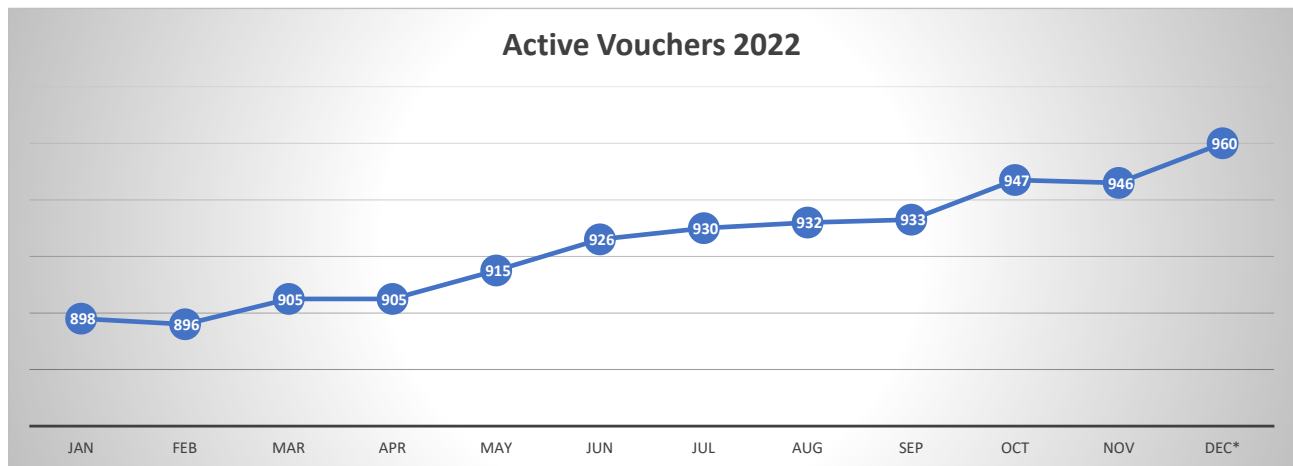
Informational only. Continue to promote the voucher program and encourage landlords to inform the Housing Authority when they have vacancies or upcoming vacancies.

## 2022 Voucher Programs Summary at a Glance

| Month             | HCV   | VASH | Mainstream | EHV | Units Utilized | Units Available | Unit Utilization | Dollar Utilization |
|-------------------|-------|------|------------|-----|----------------|-----------------|------------------|--------------------|
| Total Available:  | 1,234 | 95   | 75         | 182 |                |                 |                  |                    |
| Jan               | 800   | 66   | 27         | 5   | 898            | 1,574           | 57%              | 103.81%            |
| Feb               | 791   | 67   | 27         | 11  | 896            | 1,574           | 57%              | 103.22%            |
| Mar               | 792   | 70   | 28         | 15  | 905            | 1,574           | 57%              | 104.12%            |
| Apr               | 789   | 69   | 29         | 18  | 905            | 1,574           | 57%              | 103.73%            |
| May               | 792   | 69   | 31         | 23  | 915            | 1,574           | 58%              | 106.94%            |
| Jun               | 795   | 69   | 32         | 30  | 926            | 1,574           | 59%              | 113.74%            |
| Jul               | 788   | 68   | 36         | 38  | 930            | 1,574           | 59%              | 108.47%            |
| Aug               | 784   | 70   | 36         | 42  | 932            | 1,574           | 59%              | 112.05%            |
| Sep               | 780   | 72   | 35         | 46  | 933            | 1,574           | 59%              | 110.01%            |
| Oct               | 776   | 71   | 36         | 64  | 947            | 1,586           | **               | 110.96%            |
| Nov               | 771   | 69   | 37         | 69  | 946            | 1,586           | 60%              | 113.23%            |
| Dec*              | 772   | 69   | 39         | 80  | 960            | 1,586           | 61%              | 109.04%            |
| Total Unit Months | 9,430 | 829  | 393        | 441 | 11,093         | 18,924          | 59%              |                    |

\*Note December numbers are preliminary and subject to final reporting adjustments.

\*\*Additional 12 HCV vouchers added effective 10/1/2023.



# County of Humboldt Housing Authority

Board of Commissioners Meeting

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January 9, 2023

Agenda Item 9c

## Memorandum

To: Commissioners

From: Cheryl Churchill, Executive Director

Subject: Clients affected by 12/20/2022 and 1/1/2023 Earthquakes

### BACKGROUND AND HISTORY:

A magnitude 6.4 earthquake occurred on 12/20/2022, at 2:34 AM, followed by several aftershocks, and another magnitude 5.4 on 1/1/2023 at 10:35 AM. These caused significant damage to the Humboldt County community of Rio Dell.

Currently, the Housing Authority of the County of Humboldt assists 21 clients in Rio Dell and 3 clients in Scotia. After each earthquake, our inspector made calls to every Rio Dell and Scotia client to assess whether there was damage to their rentals, and if so, to what extent. The voucher program does not allow the Housing Authority to assist units that do not pass Housing Quality Standards. Therefore, it's possible that units that sustained damage may be abated, or have their assistance payments put on hold. For clients with units that are red tagged, creating a "do not enter" situation for the tenants (and our inspector), our Housing Advocate will be reaching out to provide support in their housing search for a new rental.

### Impact to Personnel:

Our Inspector has put in time on weekends/holidays, and will have a few additional inspections to do for damaged and/or new units. Our Housing Advocate may have an increase in housing search assistance work due to displaced residents.

### Fiscal Impact:

Minimal; HAP payments may decrease for the months that displaced clients are not being assisted.

### Alternatives:

None recommended; it is critical that clients keep and utilize their vouchers, and that we support them in being able to do so. We cannot assist clients in units that fail inspection, so we will seek available rentals that may work for them, to continue utilizing their vouchers.

### STAFF RECOMMENDATION:

Informational only. Continue to promote the voucher program and encourage landlords to inform the Housing Authority when they have vacancies or upcoming vacancies.