



# HOUSING AUTHORITIES CITY OF EUREKA & COUNTY OF HUMBOLDT



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

DATE AND TIME  
Monday, August 14, 2023  
12:00pm

### LOCATION

Housing Authority of the County of Humboldt  
735 W. Everding Street, Eureka CA 95503

All or portions of this meeting will be conducted by teleconferencing in accordance with Government Code Section 54953(b). Teleconference locations are as follows: 210 Pomeroy Hollow Rd., Eureka California. The location is accessible to the public, and members of the public may address the County of Humboldt Housing Authority Board of Commissioners from any teleconference location.

### PUBLIC PARTICIPATION

Public access to this meeting is available in person at the location above.

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. 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.

3. Approve Minutes of the Board of Commissioners meeting held July 10, 2023. (pages 3- 4)

4. Bills and Communications: None



The Housing Authorities are Equal Housing Opportunity Organizations



5. 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.

5a. Occupancy and Leasing Report (page 5)

5b. HCV Utilization Reports (page 6- 8)

6. Reports of the Commissioners:

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

7. Unfinished Business: None.

8. New Business:

8a. CA086 Draft PHA Plan (pages 9- 21)

8b. Resolution 497, Write off Uncollectible Debt (pages 22- 25)

Recommended Board Action: Accept and Adopt for Approval

9. Closed Session – If needed.

10. Adjournment

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

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

<https://eurekaumboldtha.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.

## MINUTES

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

MONDAY, JULY 10, 2023

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

1. Roll Call:

Present: Chairperson Conner, Vice Chairperson Fitzgerald, Commissioner Derooy,  
Commissioner Escarda, Commissioner Leon  
Absent: Zondervan-Droz (at time of roll call)  
Staff: Churchill, Humphreys, Wiesner

Commissioner Zondervan-Droz was not present during roll call but arrived in 12:14pm during the discussion of item 4b.

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

3. Approve minutes of the board of commissioners meeting held March 13, 2023.

Motion to approve the minutes of the meeting of March 13, 2023, made by Commissioner Escarda.

Second – Vice Chairperson Fitzgerald

Roll call:

Ayes: Fitzgerald, Escarda, Derooy, Leon  
Nays: None  
Abstain: Conner  
Absent: Zondervan-Droz

Chairperson Conner declared the motion carried to approve the minutes of March 13, 2023.

4. Bills and Communication:

4a. HUD letter dated May 15, 2023, regarding Section 8 Management Assessment Program (SEMAP) scoring.

Secretary Churchill briefs the board on the SEMAP scoring and notes that this is the first scoring HUD has completed since the pandemic. Secretary Churchill goes on to discuss the score with the board, commenting that the Housing Authority of the County of Humboldt received a standard score which is acceptable but that, next year we anticipate being back up to a high performer score.

4b. 2023.1 Landlord Newsletter

Secretary Churchill goes over the newsletter with the board.

5. Report of the Secretary:

5a. Occupancy and Leasing Report

Secretary Churchill briefs the board on this report.

5b. HCV Utilization Reports

Secretary Churchill goes over this report with the board and points out key items of the report.

6. Reports of the Commissioners: None heard.

7. Unfinished Business: None.

8. New Business:

8a. Annual Agency Goals Update for Annual Plan; *discussion*

Secretary Churchill goes over each goal with the board. Commissioner Leon made a recommendation to conduct a landlord survey to address landlord customer service and to receive feedback.

9. Closed Session: None needed.

10. 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

## Occupancy and Leasing Report April 2023 - June 2023

### Housing Authorities of the City of Eureka and County of Humboldt

| Program                 | Total Units Available | Apr-23     | May-23     | Jun-23     | Wait List End of Month |
|-------------------------|-----------------------|------------|------------|------------|------------------------|
| <b>Eureka</b>           |                       |            |            |            |                        |
| Public Housing          | 195                   | 183        | 185        | 185        | 623 *                  |
| Eureka Family Housing   | 51                    | 49         | 49         | 48         | 646                    |
| Eureka Senior Housing   | 22                    | 21         | 21         | 21         | 220                    |
| <b>Total City units</b> | <b>268</b>            | <b>253</b> | <b>255</b> | <b>254</b> |                        |

#### Humboldt

| <u>Tenant Based Vouchers</u>     |             |             |            |             |         |
|----------------------------------|-------------|-------------|------------|-------------|---------|
| Housing Choice Vouchers          | 1234        | 783         | 775        | 780         | 1167    |
| VASH Vouchers                    | 95          | 61          | 62         | 61          | N/A     |
| Mainstream vouchers              | 75          | 50          | 50         | 51          | N/A *** |
| Emergency Housing Vouchers (EHV) | 182         | 108         | 111        | 114         | N/A ‡   |
| <b>Total All Vouchers</b>        | <b>1586</b> | <b>1002</b> | <b>998</b> | <b>1006</b> |         |

| <u>Project Based Vouchers (note that these are a subset of HCV &amp; VASH voucher counts shown above)</u> |            |                              |           |           |        |
|---|------------|------------------------------|-----------|-----------|--------|
| PBV-VASH - Bayview Heights (Eureka)   | 22         | 22                           | 22        | 22        | N/A ** |
| PBV-HCV - Bayview Heights (Eureka)  | 3          | 3                            | 3         | 3         | 0 **   |
| PBV-HCV - Sorrell Place (Arcata)  | 5          | 5                            | 5         | 5         | 15 **  |
| PBV-HCV - Providence (Eureka)   | 42         | (Projects not yet completed) |           |           |        |
| PBV-HCV - 7th & Myrtle Senior (Eureka)  | 35         |                              |           |           |        |
| <b>Total PBVs</b>   | <b>107</b> | <b>30</b>                    | <b>30</b> | <b>30</b> | †      |

|  |    |
|--|----|
| Vouchers issued but not under contract, end of month (aka "Searching") | 53 |
|--|----|

\*Total PH units is 198; 3 units are exempted for EPD use, Boys & Girls Club, and Maintenance use 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 EHV's; all are issued based on referral from HHHC or HDVS. Referrals began Q4 2021.

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

**COUNTY OF HUMBOLDT HOUSING AUTHORITY**  
**All Voucher Programs**  
**For the month of June 2023**

|   | January         | February        | March           | April           | May             | June            | Total            |
|---|-----------------|-----------------|-----------------|-----------------|-----------------|-----------------|------------------|
| <b>Traditional HCV &amp; VASH (Includes PBVs)</b> |                 |                 |                 |                 |                 |                 |                  |
| HAP income (budget authority)                     | \$ 554,989      | \$ 561,152      | \$ 561,152      | \$ 561,152      | \$ 561,152      | \$ 513,444      | \$ 3,313,038     |
| HAP expenses                                      | (526,837)       | (538,214)       | (543,930)       | (543,711)       | (543,035)       | (543,996)       | (3,239,723)      |
| Surplus (Deficit)                                 | <u>28,152</u>   | <u>22,938</u>   | <u>17,222</u>   | <u>17,441</u>   | <u>18,117</u>   | <u>(30,553)</u> | <u>73,315</u>    |
| * % Total income utilized                         | 94.93%          | 95.91%          | 96.93%          | 96.89%          | 96.77%          | 105.95%         | 97.79%           |
| Administrative/Other Income                       | 75,927          | 92,620          | 76,230          | 74,998          | 74,742          | 75,637          | 470,154          |
| Operating expenses                                | (57,389)        | (65,305)        | (70,107)        | (62,912)        | (60,073)        | (59,020)        | (374,806)        |
| Surplus (Deficit)                                 | <u>18,538</u>   | <u>27,315</u>   | <u>6,123</u>    | <u>12,086</u>   | <u>14,669</u>   | <u>16,617</u>   | <u>95,348</u>    |
| <b>B</b> Remaining HAP Cash                       | 15,197          | 2,741           | 29,886          | (3,180)         | 93,597          | 18,802          |                  |
| Remaining Non-HAP Cash                            | 546,993         | 597,179         | 567,907         | 610,780         | 469,621         | 556,625         |                  |
| Total HCV Cash                                    | <u>562,189</u>  | <u>599,919</u>  | <u>597,793</u>  | <u>607,600</u>  | <u>563,218</u>  | <u>575,427</u>  |                  |
| Cash Increase/(Decrease)                          | 14,569          | 37,730          | (2,126)         | 9,806           | (44,381)        | 12,209          |                  |
| # of Households Assisted                          | 843             | 844             | 844             | 844             | 837             | 841             | 5,053            |
| Average HAP Payment                               | \$ 625          | \$ 638          | \$ 644          | \$ 644          | \$ 649          | \$ 647          | \$ 641           |
| <b>Mainstream (disabled &amp; non-elderly)</b>    |                 |                 |                 |                 |                 |                 |                  |
| HAP income (budget authority)                     | \$ 23,639       | \$ 23,639       | \$ 24,287       | \$ 24,287       | \$ 23,833       | \$ 23,833       | \$ 143,518       |
| HAP expenses                                      | (29,831)        | (31,687)        | (32,401)        | (33,608)        | (33,660)        | (34,223)        | (195,410)        |
| Surplus (Deficit)                                 | <u>(6,192)</u>  | <u>(8,048)</u>  | <u>(8,114)</u>  | <u>(9,321)</u>  | <u>(9,827)</u>  | <u>(10,390)</u> | <u>(51,892)</u>  |
| <b>A</b> % Total income utilized                  | 126.19%         | 134.05%         | 133.41%         | 138.38%         | 141.23%         | 143.60%         | 136.16%          |
| Administrative/Other Income                       | 2,768           | 2,768           | 9,761           | 2,811           | 2,949           | 11,401          | 32,458           |
| Operating expenses                                | (2,659)         | (3,434)         | (3,623)         | (3,001)         | (4,218)         | (3,640)         | (20,574)         |
| Surplus (Deficit)                                 | <u>109</u>      | <u>(666)</u>    | <u>6,138</u>    | <u>(190)</u>    | <u>(1,269)</u>  | <u>7,761</u>    | <u>11,884</u>    |
| <b>B</b> Remaining HAP Cash                       | (1,723)         | 122             | 5,938           | (1,852)         | 5,074           | 2,916           |                  |
| Remaining Non-HAP Cash                            | 42,711          | 42,545          | 41,764          | 48,416          | 42,822          | 53,790          |                  |
| Total MSV Cash                                    | <u>40,988</u>   | <u>42,667</u>   | <u>47,702</u>   | <u>46,564</u>   | <u>47,896</u>   | <u>56,706</u>   |                  |
| Cash Increase/(Decrease)                          | (1,906)         | 1,679           | 5,035           | (1,138)         | 1,332           | 8,810           |                  |
| # of Households Assisted                          | 43              | 45              | 48              | 50              | 50              | 51              | 287              |
| Average HAP Payment                               | \$ 694          | \$ 704          | \$ 675          | \$ 672          | \$ 673          | \$ 671          | \$ 681           |
| <b>Emergency Housing Vouchers (EHVs)</b>          |                 |                 |                 |                 |                 |                 |                  |
| HAP income (budget authority)                     | \$ 37,098       | \$ 37,098       | \$ 37,098       | \$ 37,098       | \$ 55,647       | \$ 55,647       | \$ 259,685.75    |
| HAP expenses                                      | (76,264)        | (82,314)        | (86,565)        | (88,899)        | (90,540)        | (94,540)        | (519,122)        |
| Surplus (Deficit)                                 | <u>(39,166)</u> | <u>(45,216)</u> | <u>(49,467)</u> | <u>(51,801)</u> | <u>(34,893)</u> | <u>(38,893)</u> | <u>(259,436)</u> |
| <b>A</b> % Total income utilized                  | 205.57%         | 221.88%         | 233.34%         | 239.63%         | 162.70%         | 169.89%         | 199.90%          |
| Administrative/Other Income                       | 11,884          | 27,313          | 25,144          | 20,121          | 37,745          | 35,388          | 157,595          |
| Operating expenses                                | (16,160)        | (37,880)        | (27,311)        | (21,459)        | (30,801)        | (32,526)        | (166,137)        |
| Surplus (Deficit)                                 | <u>(4,276)</u>  | <u>(10,566)</u> | <u>(2,167)</u>  | <u>(1,338)</u>  | <u>6,944</u>    | <u>2,862</u>    | <u>(8,541)</u>   |
| <b>B</b> Remaining HAP Cash                       | 27,743          | -               | 1,538           | 1,177           | 14,662          | 3,259           |                  |
| Remaining Non-HAP Cash                            | <u>149,958</u>  | <u>114,694</u>  | <u>96,854</u>   | <u>82,378</u>   | <u>51,376</u>   | <u>50,163</u>   |                  |

**COUNTY OF HUMBOLDT HOUSING AUTHORITY**  
**All Voucher Programs**  
**For the month of June 2023**

|                                   | January         | February        | March           | April           | May             | June            | Total            |
|-----------------------------------|-----------------|-----------------|-----------------|-----------------|-----------------|-----------------|------------------|
| Total EHV Cash                    | 177,701         | 114,694         | 98,391          | 83,555          | 66,037          | 53,422          |                  |
| <b>C Cash Increase/(Decrease)</b> | (107,282)       | (63,007)        | (16,303)        | (14,836)        | (17,518)        | (12,615)        |                  |
| # of Households Assisted          | 86              | 100             | 102             | 108             | 111             | 114             | 621              |
| Average HAP Payment               | \$ 887          | \$ 823          | \$ 849          | \$ 823          | \$ 816          | \$ 829          | \$ 836           |
| <b>Total All Voucher Programs</b> |                 |                 |                 |                 |                 |                 |                  |
| HAP income (budget authority)     | \$ 615,726      | \$ 621,889      | \$ 622,537      | \$ 622,537      | \$ 640,631      | \$ 592,923      | \$ 3,716,242     |
| HAP expenses                      | (632,932)       | (652,215)       | (662,896)       | (666,218)       | (667,235)       | (672,759)       | (3,954,255)      |
| Surplus (Deficit)                 | <u>(17,207)</u> | <u>(30,327)</u> | <u>(40,360)</u> | <u>(43,682)</u> | <u>(26,604)</u> | <u>(79,836)</u> | <u>(238,013)</u> |
| <b>A % Total income utilized</b>  | 102.79%         | 104.88%         | 106.48%         | 107.02%         | 104.15%         | 113.46%         | 106.40%          |
| Administrative/Other Income       | 90,579          | 122,702         | 111,134         | 97,930          | 115,436         | 122,426         | 660,207          |
| Operating expenses                | (76,208)        | (106,619)       | (101,040)       | (87,372)        | (95,092)        | (95,186)        | (561,518)        |
| Surplus (Deficit)                 | <u>14,371</u>   | <u>16,083</u>   | <u>10,094</u>   | <u>10,558</u>   | <u>20,344</u>   | <u>27,240</u>   | <u>98,690</u>    |
| Remaining HAP Cash                | 41,217          | 2,863           | 37,362          | (3,855)         | 113,332         | 24,977          |                  |
| Remaining Non-HAP Cash            | 739,662         | 754,418         | 706,525         | 741,574         | 563,819         | 660,578         |                  |
| Total Program Cash                | <u>780,878</u>  | <u>757,280</u>  | <u>743,886</u>  | <u>737,719</u>  | <u>677,151</u>  | <u>685,555</u>  |                  |
| Cash Increase/(Decrease)          | (94,619)        | (23,598)        | (13,394)        | (6,168)         | (60,568)        | 8,404           |                  |
| # of Households Assisted          | 972             | 989             | 994             | 1,002           | 998             | 1,006           | 5,961            |
| Average HAP Payment               | \$ 651          | \$ 659          | \$ 667          | \$ 665          | \$ 669          | \$ 669          | \$ 663           |

**Notes**

\* Larger increase than expected to HCV budget authority for 2023. Expecting award to get reduced after federal budget finalization, or for excess funds to be placed in reserves.

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

**B** HAP cash on hand is minimal, but sufficient HAP reserves are held with HUD. HUD held reserve requests submitted as necessary. Restricted cash position may go "negative" while waiting for HUD held reserve deposits and is temporarily funded with excess unrestricted funds.

HUD Held Reserves as of 07/18/2023

HCV - \$822,719  
MSV - \$266,339  
EHV - \$808,596

**C** Cash decrease due to timing of HUD stopping EHV HAP and Admin Fee disbursements; expecting cash to continue to decrease as initial 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>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> | <u>2023</u> |
|-----------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|
| January   | 913         | 889         | 917         | 918         | 903         | 882         | 866         | 884         | 866         | 843         |
| February  | 906         | 901         | 921         | 919         | 898         | 894         | 867         | 875         | 858         | 844         |
| March     | 899         | 908         | 923         | 918         | 896         | 897         | 861         | 875         | 862         | 844         |
| April     | 896         | 920         | 928         | 919         | 908         | 895         | 859         | 873         | 858         | 844         |
| May       | 890         | 920         | 927         | 917         | 905         | 895         | 850         | 873         | 861         | 837         |
| June      | 890         | 922         | 930         | 914         | 898         | 892         | 853         | 868         | 864         | 841         |
| July      | 891         | 929         | 924         | 919         | 895         | 882         | 873         | 865         | 856         |             |
| August    | 891         | 929         | 923         | 917         | 888         | 879         | 872         | 864         | 854         |             |
| September | 896         | 931         | 927         | 913         | 888         | 872         | 883         | 864         | 851         |             |
| October   | 897         | 918         | 934         | 906         | 888         | 866         | 888         | 862         | 846         |             |
| November  | 900         | 913         | 928         | 903         | 887         | 881         | 890         | 866         | 839         |             |
| December  | 890         | 910         | 925         | 902         | 882         | 877         | 887         | 857         | 842         |             |
| Average   | <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>855</b>  | <b>842</b>  |
| UML's     | 10,759      | 10,990      | 11,107      | 10,965      | 10,736      | 10,612      | 10,449      | 10,426      | 10,257      | 5,053       |

**Mainstream Vouchers**

|           |  |  |  |  |  |  |  | <u>2021</u> | <u>2022</u> | <u>2023</u> |
|-----------|--|--|--|--|--|--|--|-------------|-------------|-------------|
| January   |  |  |  |  |  |  |  |             | 27          | 43          |
| February  |  |  |  |  |  |  |  |             | 27          | 45          |
| March     |  |  |  |  |  |  |  |             | 28          | 48          |
| April     |  |  |  |  |  |  |  |             | 29          | 50          |
| May       |  |  |  |  |  |  |  |             | 31          | 50          |
| June      |  |  |  |  |  |  |  |             | 32          | 51          |
| July      |  |  |  |  |  |  |  |             | 36          |             |
| August    |  |  |  |  |  |  |  | 4           | 37          |             |
| September |  |  |  |  |  |  |  | 15          | 36          |             |
| October   |  |  |  |  |  |  |  | 18          | 37          |             |
| November  |  |  |  |  |  |  |  | 24          | 38          |             |
| December  |  |  |  |  |  |  |  | 27          | 39          |             |
| Average   |  |  |  |  |  |  |  | <b>21</b>   | <b>33</b>   | <b>48</b>   |
| UML's     |  |  |  |  |  |  |  | 88          | 397         | 287         |

**Emergency Housing Vouchers**

|           |  |  |  |  |  |  |  | <u>2021</u> | <u>2022</u> | <u>2023</u> |
|-----------|--|--|--|--|--|--|--|-------------|-------------|-------------|
| January   |  |  |  |  |  |  |  |             | 5           | 86          |
| February  |  |  |  |  |  |  |  |             | 11          | 100         |
| March     |  |  |  |  |  |  |  |             | 15          | 102         |
| April     |  |  |  |  |  |  |  |             | 18          | 108         |
| May       |  |  |  |  |  |  |  |             | 23          | 111         |
| June      |  |  |  |  |  |  |  |             | 30          | 114         |
| July      |  |  |  |  |  |  |  |             | 38          |             |
| August    |  |  |  |  |  |  |  |             | 42          |             |
| September |  |  |  |  |  |  |  |             | 46          |             |
| October   |  |  |  |  |  |  |  |             | 64          |             |
| November  |  |  |  |  |  |  |  |             | 69          |             |
| December  |  |  |  |  |  |  |  | 4           | 80          |             |
| Average   |  |  |  |  |  |  |  | <b>4</b>    | <b>37</b>   | <b>104</b>  |
| UML's     |  |  |  |  |  |  |  | 4           | 441         | 621         |

**Total All Voucher Programs**

|           | <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> | <u>2023</u> |
|-----------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|
| January   | 913         | 889         | 917         | 918         | 903         | 882         | 866         | 884         | 898         | 972         |
| February  | 906         | 901         | 921         | 919         | 898         | 894         | 867         | 875         | 896         | 989         |
| March     | 899         | 908         | 923         | 918         | 896         | 897         | 861         | 875         | 905         | 994         |
| April     | 896         | 920         | 928         | 919         | 908         | 895         | 859         | 873         | 905         | 1002        |
| May       | 890         | 920         | 927         | 917         | 905         | 895         | 850         | 873         | 915         | 998         |
| June      | 890         | 922         | 930         | 914         | 898         | 892         | 853         | 868         | 926         | 1006        |
| July      | 891         | 929         | 924         | 919         | 895         | 882         | 873         | 865         | 930         |             |
| August    | 891         | 929         | 923         | 917         | 888         | 879         | 872         | 868         | 933         |             |
| September | 896         | 931         | 927         | 913         | 888         | 872         | 883         | 879         | 933         |             |
| October   | 897         | 918         | 934         | 906         | 888         | 866         | 888         | 880         | 947         |             |
| November  | 900         | 913         | 928         | 903         | 887         | 881         | 890         | 890         | 946         |             |
| December  | 890         | 910         | 925         | 902         | 882         | 877         | 887         | 888         | 961         |             |
| Average   | <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>925</b>  | <b>994</b>  |
| UML's     | 10,759      | 10,990      | 11,107      | 10,965      | 10,736      | 10,612      | 10,449      | 10,518      | 11,095      | 5,961       |



# Housing Authority of the County of Humboldt

Board of Commissioners Meeting

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August 14, 2023

Agenda Item 8a

## Memorandum

To: Commissioners

From: Cheryl Churchill, Executive Director

Subject: Annual Agency Plan Update – Draft for review

### BACKGROUND AND HISTORY:

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

The resident advisory board met on June 29, 2023, in person at the Housing Authority office, to discuss the PHA goals and objectives and provide input to the annual plan.

The Board has had the opportunity to review goals and progress updates, and to offer input at regularly scheduled board meetings relative to the annual plan. The PHA Plan must be submitted to HUD by October 31, 2023. The draft plan is currently published and out for 45-day public review. The following draft incorporates changes suggested by the board at the July 10, 2023, regular meeting. This will be brought back again at the October 10<sup>th</sup> (Tuesday) meeting for final review and approval.

### STAFF RECOMMENDATION:

For review and discussion only; *revisit for approval on October 10, 2023.*

|   |   |  |
|---|---|--|
| <b>5-Year PHA Plan<br/>(for All PHAs)</b> | <b>U.S. Department of Housing and Urban Development<br/>Office of Public and Indian Housing</b> | <b>OMB No. 2577-0226<br/>Expires: 03/31/2024</b> |
|---|---|--|

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

|           |                         |
|-----------|-------------------------|
| <b>A.</b> | <b>PHA Information.</b> |
|-----------|-------------------------|

|            |  |
|------------|--|
| <b>A.1</b> | <p><b>PHA Name:</b> HOUSING AUTHORITY OF THE COUNTY OF HUMBOLDT <span style="float: right;"><b>PHA Code:</b> CA086</span></p> <p><b>PHA Plan for Fiscal Year Beginning:</b> (MM/YYYY): 01/2022<br/> <b>The Five-Year Period of the Plan (i.e. 2019-2023):</b> 2022-2026<br/> <b>PHA Plan Submission Type:</b> <input type="checkbox"/> 5-Year Plan Submission <input checked="" type="checkbox"/> Revised 5-Year Plan Submission</p> <p><b>Availability of Information.</b> 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> |
|------------|--|

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>B.</b>  | <b>Plan Elements.</b> Required for <u>all</u> PHAs completing this form.  |
| <b>B.1</b> | <p><b>Mission.</b> 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 Housing Authority of the County of Humboldt (HACH) 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. HACH will achieve this mission by providing Housing Choice Vouchers, including VASH, Mainstream, and EHV vouchers, and Project Based Vouchers, as options to our clients and community, as well as other assistance opportunities that may come along from time to time. The Housing Authority is committed to operating in an efficient, ethical, and professional manner, and treating all clients with dignity and respect. The Housing Authority will create and maintain partnerships with its clients and appropriate community agencies in order to accomplish this mission.</p>  |
| <b>B.2</b> | <p><b>Goals and Objectives.</b> Identify the PHA’s quantifiable goals and objectives that will enable the PHA to serve the needs of low-income, very low-income, and extremely low-income families for the next five years.</p> <p>See attached 5-year Plan Goals &amp; progress report.</p>  |
| <b>B.3</b> | <p><b>Progress Report.</b> Include a report on the progress the PHA has made in meeting the goals and objectives described in the previous 5-Year Plan.</p> <p>See attached 5-year Plan Goals &amp; progress report.</p>  |
| <b>B.4</b> | <p><b>Violence Against Women Act (VAWA) Goals.</b> Provide a statement of the PHA’s goals, activities, objectives, policies, or programs that will enable the PHA to serve the needs of child and adult victims of domestic violence, dating violence, sexual assault, or stalking.</p> <p>The Administrative Plan for the Housing Choice Voucher Program of the Housing Authority of the County of Humboldt prohibits the denial of admission to an otherwise qualified applicant on the basis that the applicant is or has been a victim of domestic violence. The Violence Against Women Act (VAWA), addition to the Administrative Plan, was approved by the Board of Commissioners, on December 14, 2009, Resolution #386 (and updated subsequently). Additionally, the PHA maintains a preference for families that include victims of domestic violence, dating violence, sexual assault, or stalking who have either been referred by a partnering service agency or consortia or is seeking an emergency transfer under VAWA from the PHA’s public housing program or other covered housing program operated by the PHA.</p> |
| <b>C.</b>  | <b>Other Document and/or Certification Requirements.</b>  |
| <b>C.1</b> | <p><b>Significant Amendment or Modification.</b> Provide a statement on the criteria used for determining a significant amendment or modification to the 5-Year Plan.</p> <p>A Significant Amendment or modification is defined as an action that will have a financial impact of at least \$500,000 in any fiscal year.</p>  |

|                   |   |
|-------------------|---|
| <p><b>C.2</b></p> | <p><b>Resident Advisory Board (RAB) Comments.</b></p> <p>(a) Did the RAB(s) have comments to the 5-Year PHA Plan?</p> <p>Y   N<br/> <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>Note: The RAB met on June 29, 2023. No comments or recommendations were made by the RAB specific to the 5-Year PHA Plan.</p> |
| <p><b>C.3</b></p> | <p><b>Certification by State or Local Officials.</b></p> <p><a href="#">Form HUD-50077-SL</a>, <i>Certification by State or Local Officials of PHA Plans Consistency with the Consolidated Plan</i>, must be submitted by the PHA as an electronic attachment to the PHA Plan.</p>  |
| <p><b>C.4</b></p> | <p><b>Required Submission for HUD FO Review.</b></p> <p>(a) Did the public challenge any elements of the Plan?</p> <p>Y   N<br/> <input type="checkbox"/>   <input checked="" type="checkbox"/></p> <p>(b) If yes, include Challenged Elements.</p>   |
| <p><b>D.</b></p>  | <p><b>Affirmatively Furthering Fair Housing (AFFH).</b></p>   |

**D.1**

**Affirmatively Furthering Fair Housing.** (Non-qualified PHAs are only required to complete this section on the Annual PHA Plan. All qualified PHAs must complete this section.)

Provide a statement of the PHA's strategies and actions to achieve fair housing goals outlined in an accepted Assessment of Fair Housing (AFH) consistent with 24 CFR § 5.154(d)(5). Use the chart provided below. (PHAs should add as many goals as necessary to overcome fair housing issues and contributing factors.) Until such time as the PHA is required to submit an AFH, the PHA is not obligated to complete this chart. The PHA will fulfill, nevertheless, the requirements at 24 CFR § 903.7(o) enacted prior to August 17, 2015. See Instructions for further detail on completing this item.

**Fair Housing Goal:**

*Describe fair housing strategies and actions to achieve the goal*

Note: completion of this part not required as of 8/7/2023

**Fair Housing Goal:**

*Describe fair housing strategies and actions to achieve the goal*

**Fair Housing Goal:**

*Describe fair housing strategies and actions to achieve the goal*

**Instructions for Preparation of Form HUD-50075-5Y - 5-Year PHA Plan for All PHAs**

A. **PHA Information.** All PHAs must complete this section. (24 CFR § 903.4)

- A.1** Include the full **PHA Name**, **PHA Code**, **PHA Fiscal Year Beginning** (MM/YYYY), **Five-Year Period** that the Plan covers, i.e. 2019-2023, **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. Plan Elements.**

- 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\(b\)\(1\)](#))
- 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\(a\)\(3\)](#)).

**C. Other Document and/or Certification Requirements.**

**C.1 Significant Amendment or Modification.** Provide a statement on the criteria used for determining a significant amendment or modification to the 5-Year Plan. For modifications resulting from the Rental Assistance Demonstration (RAD) program, refer to the ‘Sample PHA Plan Amendment’ found in Notice PIH-2012-32, REV 2.

**C.2 Resident Advisory Board (RAB) comments.**

- (a) Did the public or RAB have 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\(b\)](#), [24 CFR § 903.19](#))

**C.3 Certification by State or Local Officials.**

[Form HUD-50077-SL](#), *Certification by State or Local Officials of PHA Plans Consistency with the Consolidated Plan*, must be submitted by the PHA as an electronic attachment to the PHA Plan.

**C.4 Required Submission for HUD FO Review.**

Challenged Elements.

- (a) Did the public challenge any elements of the Plan?
- (b) If yes, include such information as an attachment to the Annual PHA Plan or 5-Year PHA Plan with a description of any challenges to Plan elements, the source of the challenge, and the PHA’s response to the public.

**D. Affirmatively Furthering Fair Housing.**

**(Non-qualified PHAs are only required to complete this section on the Annual PHA Plan. All qualified PHAs must complete this section.)**

**D.1 Affirmatively Furthering Fair Housing.** The PHA will use the answer blocks in item D.1 to provide a statement of its strategies and actions to implement each fair housing goal outlined in its accepted Assessment of Fair Housing (AFH) consistent with 24 CFR § 5.154(d)(5) that states, in relevant part: “To implement goals and priorities in an AFH, strategies and actions shall be included in program participants’ ... PHA Plans (including any plans incorporated therein) .... Strategies and actions must affirmatively further fair housing ....” Use the chart provided to specify each fair housing goal from the PHA’s AFH for which the PHA is the responsible program participant – whether the AFH was prepared solely by the PHA, jointly with one or more other PHAs, or in collaboration with a state or local jurisdiction – and specify the fair housing strategies and actions to be implemented by the PHA during the period covered by this PHA Plan. If there are more than three fair housing goals, add answer blocks as necessary.

Until such time as the PHA is required to submit an AFH, the PHA will not have to complete section D.; nevertheless, the PHA will address its obligation to affirmatively further fair housing in part by fulfilling the requirements at 24 CFR 903.7(o)(3) enacted prior to August 17, 2015, which means that it examines its own programs or proposed programs; identifies any impediments to fair housing choice within those programs; addresses those impediments in a reasonable fashion in view of the resources available; works with local jurisdictions to implement any of the jurisdiction’s initiatives to affirmatively further fair housing that require the PHA’s involvement; and maintain records reflecting these analyses and actions. Furthermore, under Section 5A(d)(15) of the U.S. Housing Act of 1937, as amended, a PHA must submit a civil rights certification with its Annual PHA Plan, which is described at 24 CFR 903.7(o)(1) except for qualified PHAs who submit the Form HUD-50077-CR as a standalone document.

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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 1.64 hours per year per response or 8.2 hours per response every five years, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. HUD may not collect this information, and respondents are not required to complete this form, unless it displays a currently valid OMB Control Number.

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

# PHA 5 Year Plan Goals

## Housing Authority of the County of Humboldt

### Progress Report – July 2023

Goal One: **Maximize Voucher Utilization**

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

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

*Update:*

*As of May 2023, our most recent completed reporting period, overall utilization of CY funding is at 105.69%, with all programs utilizing 96% or more of their annual funding. Exceeding 100% of our annual contributions contract is possible by drawing on our HUD-held reserves to fund any HAP expenses above 100%.*

*The agency continues to advertise regularly and to do periodic outreach events promoting our voucher programs. Additionally, our Housing Advocate has established strong working relationships with social service agencies and landlords, which helps support both a continued stream of applicants for the programs as well as a source of new landlords/units to support increased program participation.*

Goal Two: **Increase Landlord Participation**

When adequate funding is available, the PHA will offer landlord incentives in order to bring in new landlords and/or new units to the HCV program. Additionally, the PHA will continue to enhance and encourage communication with landlords via periodic newsletters, and work to maintain regular contact with landlords via outreach and education that promotes the participation of rental property owners in Humboldt’s voucher assistance payment program.

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

*Update:*

1. *Landlord newsletter issue 2023-01 sent in April 2023. Second newsletter to be issued in Q3/Q4.*
2. *Housing Advocate routinely calls current and prospective landlords to discuss our programs, answer questions, and seek new units for participants. We have added 20 new landlords since 1/3/2023.*
3. *Landlord appreciation luncheon is scheduled for July 20<sup>th</sup>, 2023, at the Wharfinger, to acknowledge current landlords, introduce potential new landlords, and share news/updates.*

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

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

The PHA may administer vouchers for the City of Eureka Housing Authority ("City") in support of the City's repositioning of its Public Housing stock and retaining or increasing affordable units. A resolution of support for the City of Eureka Housing Authority's Repositioning Plan was approved at a regularly scheduled board meeting on July 11, 2022.

*Update:*

1. *25 PBVs live in 2020, Bayview Heights (veterans), Eureka*
2. *5 PBVs live in 2022, Sorrel Place (30% AMI), Arcata*
3. *35 PBVs expected 8/2023, Laurel Canyon (seniors), Eureka*
4. *42 PBVs expected 12/2023, Providence Mother Bernard House (homeless), Eureka*
5. *In combination with the Housing Authority of the City of Eureka's repositioning goals, we anticipate converting additional tenant-based vouchers to project-based to support new construction.*



- 6. We will continue to seek further opportunities to use project based vouchers to bring new permanent housing to Humboldt County.*

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

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

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

*Update:*

*2022 was the first year that SEMAP scoring has been done by HUD since the COVID-19 pandemic was declared. For 2022, HACH received a “standard” rating with a score of 88%. This was due to noncompliance with the requirement to perform Quality Control Inspections (QCIs). These QCIs have restarted in 2023, with a certain percentage of inspections being redone for quality control purposes, and it is anticipated that HACH will receive “High Performer” status in 2024 once the 2023 SEMAP assessment is done.*

Goal Five: **Compliance**

Management will periodically review internal controls to verify appropriate policies and procedures remain in place, up to date, and operating effectively. The PHA will ensure full compliance with all applicable standards and regulations including generally accepted accounting practices (GAAP) and governmental accounting standards board (GASB), with a goal of zero findings in annual audits, with audit report, including any findings, to be made available and presented annually.

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

*Update:*

*The 2022 audit is still in process and will be presented at a future board meeting; no findings are expected at this time. The 2021 audit was presented to the board in Q4-2022 and had no findings.*

Goal Six: **Employee Morale**

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

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

*Update:*

1. *Staff have attended both online and in-person trainings as relevant opportunities have become available.*
2. *Due to increased costs of training and travel, it is anticipated that the per-employee training budget will be increased in 2024, to continue allowing staff access to the best training opportunities relevant to our niche market.*
3. *Quarterly training updates reports are provided for management to review utilization of training budgets; it is anticipated the budget will be 100% utilized for 2023.*
4. *Management continues to select and recognize an employee each month for recognition of their contributions to the agencies.*

Goal Seven: **Technology and Accessibility**

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

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

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

*Update: The above noted documents continue to be available and updated as necessary on our website. We also post general announcements such as job openings, waitlist openings, and other updates to our website as they come up.*

Goal Eight: **Mainstream Vouchers**

The Mainstream Vouchers program was added in 2020 to bring more opportunity to the disabled community. A limited preference was added which allows for voucher placement based on referrals from Continuum of Care participating agencies for up to 50 active vouchers for people/families who are non-elderly, disabled, formerly homeless and participating in a Permanent Supportive Housing or Rapid Re-Housing program.

Per HUD's program requirements, the PHA aims to have at least 80% of these vouchers leased annually. This will be accomplished by:

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

*Update:*

1. *Though partner agencies have been more focused on providing referrals for EHV's (see goal #9), the Housing Advocate is still working with them to also obtain referrals for Mainstream vouchers.*
2. *PHA continues to work with partner agencies to help complete paperwork, educate staff, and add landlords/units for Mainstream clients.*
3. *As of 7/1/2023, there are both referral clients and waitlist clients searching for housing with Mainstream vouchers. It is anticipated that this program will be at least 80% utilized by 12/31/2023.*

Goal Nine: **Emergency Housing Vouchers**

The Emergency Housing Vouchers (EHV) program was added in 2021 to bring more opportunity to community members most affected by the COVID-19 pandemic. This program requires that referrals for the 182 vouchers be made from the local Continuum of Care, Humboldt Housing and Homeless Coalition (HHHC), or by a domestic violence service provider, Humboldt Domestic Violence Services (HDVS), to the

PHA, for voucher issuance. A dedicated EHV Housing Specialist works with the clients and referring partners to process paperwork, help find potential housing, make referrals to other agencies for supportive services, and generally support the success of the client in the EHV program. Vouchers may be issued until 9/30/2023. Thereafter, the existing vouchers will be funding through at least 2030, but EHV's can no longer be issued.

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

1. Monthly analysis of program success, including statistical reports, tracking:
  - a. Referrals received
  - b. Monthly vouchers issued (searching)
  - c. Monthly vouchers leased up (housed)
  - d. Total Vouchers issued and outstanding (searching)
  - e. Total Vouchers leased up
  - f. Program dollars used and available (monthly and program to date)
  - g. Landlord contacts and results
  - h. Other metrics as determined relevant
2. Caseworker outreach to landlords and actively seeking opportunities to pair voucher holders with open units in the rental market.

*Update:*

1. *Program metrics continue to be reviewed monthly. The dedicated EHV caseworker participates in CoC weekly case conferencing to help coordinate referrals for EHV's.*
2. *As of 7/1/2023, 70% of vouchers are leased up and providing assistance. Another 18% are actively searching for housing to lease-up in and utilize EHV assistance.*
3. *EHV caseworker continues to work in office as well as in the field, meeting with landlords and other social service agencies to get referrals completed, assist participants with locating housing, and educating landlords about the program and various EHV incentives, in order to increase utilization.*

Goal Ten

**Customer Feedback**

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

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

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

*Update:*

*An online survey has been made available so feedback can be provided 24/7. Go to*

*<https://eurekahumboldt.org/PHACustomerSurvey>.*

# Housing Authority of the County of Humboldt

Board of Commissioners Meeting

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August 14, 2023

Agenda Item 8b

## Memorandum

To: Commissioners

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

Subject: Write Off of Uncollectible Accounts Receivable

### BACKGROUND:

The Housing Authority of the County of Humboldt routinely writes off uncollectible accounts receivable after all reasonable efforts have been made to collect the debt. All write offs over \$5,000.00 require board approval with a resolution.

### Impact to Personnel:

None.

### Fiscal Impact:

Once a debt is deemed uncollectible, it is written off, or removed from the accounting books. Write-offs are reflected in financial statements as a decrease in Accounts Receivable (an asset), and an increase in expenses. This transaction is an accounting entry that does not affect cash flow. Additionally, the decrease in Accounts Receivable positively affects some of the HUD ratios that are used to evaluate our agency's operations.

Note that debts are still reported in HUD systems, and any person reported owing cannot be assisted by HUD-funded programs until debts are paid. Additionally, once a debt is written off internally, it is submitted to a collection agency for further follow-up. However, the resulting collections from this process are historically very low.

### Alternatives:

Keeping uncollectible receivables on the books fails to properly account for bad debts and to comply with Generally Accepted Accounting Principles (GAAP). Additionally, it does not reflect a conservative approach to the collectability of past tenant debts. This option is not recommended.

### STAFF RECOMMENDATION:

Staff recommends that the Board approve and adopt the resolution to write off uncollectible debts.

2023.07 Write Offs List, Housing Authority of the County of Humboldt

| Ppty | Code     | Name | Balance            | Status | DL1       | DL2       | Move Out Date | HAP overpayment    |
|------|----------|------|--------------------|--------|-----------|-----------|---------------|--------------------|
| hcv  | t0000437 |      | 10,341.00          | past   | 5/17/2023 | 6/14/2023 | 2/1/2023      | 10,341.00          |
|      |          |      | <u>\$10,341.00</u> |        |           |           |               | <u>\$10,341.00</u> |

PREPARED BY

*Jhonny Wilson*  
Accounts Receivable Clerk

7/17/2023  
Date

APPROVALS

*J. Dustin Wierman*  
Director of Finance

7/18/2023  
Date

*Cheryl Churchill*  
Executive Director

7/26/2023  
Date

2023.08 Write Offs List, Housing Authority of the County of Humboldt

| Ppty | Code     | Name | Balance           | Status | DL1       | DL2       | Move Out Date | HAP overpayment   |
|------|----------|------|-------------------|--------|-----------|-----------|---------------|-------------------|
| EHV  | T0007384 |      | 9,240.00          | past   | 5/16/2023 | 6/20/2023 | 5/18/2023     | 9,240.00          |
|      |          |      | <u>\$9,240.00</u> |        |           |           |               | <u>\$9,240.00</u> |

PREPARED BY

Johnny Wilson  
Accounts Receivable Clerk

8/8/2023  
Date

APPROVALS

J. Dustin Wiener  
Director of Finance

8/8/2023  
Date

Cheryl Churchill  
Executive Director

8/9/2023  
Date



**HOUSING AUTHORITY OF THE COUNTY OF HUMBOLDT**

**RESOLUTION 497**

**TO WRITE OFF CERTAIN UNCOLLECTIBLE ACCOUNTS RECEIVABLE**

WHEREAS, All efforts to collect certain accounts from former tenants of the Conventional Public Housing program have been unsuccessful; and

WHEREAS, The U.S. Department of Housing and Urban Development has recommended that after all reasonable efforts have been made to collect vacated accounts, the Board of Commissioners, based on the recommendations of the Executive Director, should authorize the charging off of such accounts.

NOW, THEREFORE, BE IT RESOLVED, That the following accounts be transferred to Collection Loss;

| <u>Housing Choice Voucher Client</u> | <u>Amount</u> |
|--------------------------------------|---------------|
| HAP Recovery                         | \$10,341.00   |
| HAP Recovery                         | \$ 9,240.00   |

PASSED AND ADOPTED on the 14 day of August 2023 by the following vote:

AYES:  
NAYS:  
ABSENT:  
ABSTAIN:

\_\_\_\_\_  
Name

\_\_\_\_\_  
Name

\_\_\_\_\_  
Title

\_\_\_\_\_  
Title

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Signature