



HOUSING AUTHORITIES CITY OF EUREKA & COUNTY OF HUMBOLDT



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

DATE AND TIME
Monday, August 21, 2023
7:30pm

LOCATION

Housing Authority of the City of Eureka
735 W. Everding St., Eureka CA

All or portions of this meeting will be conducted by teleconferencing in accordance with Government Code Section 54953(b). Teleconference locations are as follows: 735 W. Everding St., Eureka CA 95503. This location is accessible to the public, and members of the public may address the City of Eureka Housing Authority Board of Commissioners from any teleconference location.

PUBLIC PARTICIPATION

Public access to this meeting is available 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 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 meetings:

3a. Regular meeting, July 17, 2023 (pages 3- 6)

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 7)

5b. HCV Utilization Reports (pages 8- 10)

5c. Repositioning Updates

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. CA025 Draft PHA Plan and;
Repositioning Plan, approved June 21, 2022 (pages 11- 26)
https://bit.ly/eurekahumboldttha_repositioning_plan

8b. Resolution 1986, Write off Uncollectible Debt (pages 27- 30)
Recommended Board Action: Accept and Adopt for Approval

8c. Resolution 1987, Public Housing Corrective Action Plan (pages 31- 37)
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://eurekahumboldttha.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

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

Monday, July 17, 2023

Chairperson Serotta declared a quorum present and called the meeting to order at 7:30pm.

1. Roll Call:

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

Absent:

Staff: Churchill, Humphreys, Wiesner

Public: None in attendance

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

3. Approve minutes of the board of commissioners meeting, held April 25, 2023.

Motion to approve the minutes of the meeting of April 25, 2023, made by Vice Chairperson Konkler

Second – Commissioner Byers

Roll call:

Ayes: Serotta, Konkler, Byers, Escarda, Pittman

Nays: None

Abstain: Raymond

Absent: None

Chairperson Serotta declared the motion carried to approve the minutes of April 25, 2023.

4. Bills and Communication:

4a. HUD Public Housing Assessment System (PHAS) Score Report for Interim, published June 15, 2023.

Secretary Churchill briefs the board on the scoring, commenting that the Housing Authority of the City of Eureka received a sub-standard score which is mostly due to unit turn times and occupancy. Secretary Churchill goes on to note that we are taking steps to ensure a higher score during the next assessment.

4b. California Tax Credit Allocation Committee (CTCAC) notification dated May 02, 2023, regarding transfer of limited partnership.

Secretary Churchill comments that in a prior meeting on April 25, 2023, the board approved the transfer of the limited partnership from Merritt Community Capital Fund LP to the Housing Authority of the City of Eureka. Secretary Churchill informs the board that the transfer has now been approved by CTCAC.

4c. 06-2023 Tenant Newsletter
Secretary Churchill comments on key points of the tenant newsletter.

5. Report of the Secretary:

5a. Occupancy and Leasing Report
Secretary Churchill updates the board on this report, pointing out keys points of the report.

5b. HCV Utilization Reports
Secretary Churchill updates the board and goes over keys points of the report.

5c. Repositioning Updates
Chairperson Serotta notes that the repositioning updates will be discussed in item 8b.

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 key points of the draft PHA Plan Goals Update for the Commissioners. There are no additions or changes requested by the board. Secretary Churchill notes that a hearing will be held in September 2023 for input from the public on the PHA plan. The plan will require a resolution and final approval by the board at the October 2023 regular meeting.

8b. RFQ #2023-01 Developer Partner, Notice of Conditional Contract Award to Brinshore Development, dated July 03, 2023.
Secretary Churchill comments that after several meetings by the review committee, and scoring of the RFQ's, the Notice of Conditional Contract was awarded to Brinshore Development. The board is requested to approve the selected developer partner.

RESOLUTION 1985

RESOLUTION OF THE BOARD OF COMMISSIONERS OF THE HOUSING AUTHORITY OF THE CITY OF EUREKA, CALIFORNIA, AUTHORIZING THE SELECTION OF A DEVELOPER FOR THE REDEVELOPMENT OF PUBLIC HOUSING UNITS IN EUREKA, AS OUTLINED IN THE REPOSITIONING PLAN, AND AUTHORIZING THE EXECUTIVE DIRECTOR TO NEGOTIATE AND EXECUTE A MEMORANDUM OF UNDERSTANDING WITH THE SELECTED PROPOSER

WHEREAS, The Housing Authority of the City of Eureka owns and manages 198 Public Housing units in the City of Eureka; and

WHEREAS, The Board of Commissioners of the Housing Authority of the City of Eureka directed staff via board resolution number 1945 on July 20, 2020 to move forward with repositioning activities; and

WHEREAS, The Board of Commissioners of the Housing Authority of the City of Eureka approved a Relocation Plan at the regular board meeting via resolution number 1963 on June 21, 2022, directing staff to move forward with repositioning HACE's public housing developments; and

WHEREAS, on January 30, 2023, HACE issued a Request for Qualifications (RFQ) seeking a redevelopment partner to execute the repositioning and redevelopment of the Housing Authority of the City of Eureka's Public Housing properties; and

WHEREAS, the RFQ was posted on HACE's website, advertised via local publications, emailed to developers on the California Tax Credit Allocation Committee's developer list, posted on the Housing Tools website, and widely shared with the affordable housing development community; and

WHEREAS, as of the RFQ closing date of May 1, 2023, HACE had received proposals from three (3) qualified development teams; and

WHEREAS, a selection committee composed of two senior staff members from HACE, two local consultants with affordable housing development experience, and one California Public Housing Authority Executive Director with affordable housing development experience, convened to review and evaluate the proposals; and

WHEREAS, HACE's consultant Mike Andrews of Structure Development Advisors, assisted the review process with preliminary review of proposals, facilitating selection committee meetings and proposer interviews, and other administrative needs and analysis related to review of the proposals; and

WHEREAS, on June 13, 2023, each proposer was sent supplemental interview questions and scheduled for Zoom interviews; and

WHEREAS, based upon review of the original proposals, responses to the supplemental interview questions, and discussions with proposers during the scheduled Zoom interviews, with scoring done as provided for in the original RFQ document, the selection committee unanimously recommends Brinshore Development with Operative Office as "Eureka Community Partners" as the selected developer partner; and

WHEREAS, a conditional award was made to the recommended developer on July 3, 2023, and the other proposers were notified that their proposals were not selected; and

WHEREAS, the ten-day appeal period has passed, and no appeals were received from any proposers;

NOW, THEREFORE, BE IT RESOLVED BY THE COMMISSIONERS OF THE HOUSING AUTHORITY OF THE CITY OF EUREKA, COUNTY OF HUMBOLDT, STATE OF CALIFORNIA, THAT the Executive Director is authorized to negotiate and execute a Memorandum of Understanding with Brinshore Development and Operative Office, working together as "Eureka Community Partners", to commence activities working toward a development agreement, which will be subject to the approval of PHA's Board of Commissioners.

BE IT FURTHER RESOLVED THAT the Executive Director and/or her authorized designee is hereby authorized to take all actions necessary to implement this resolution.

Motion to approve Resolution 1985 made by Commissioner Byers

Second – Vice Chairperson Konkler

Roll call:

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

Nays: None

Abstain: None

Absent: None

Chairperson Serotta declared the motion carried to approve Resolution 1985.

9. Closed Session: None needed.

10. Adjournment

There being no further business to come before the Commissioners, the meeting was adjourned at 8:09pm.

Secretary

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
Eureka					
Public Housing	195	183	185	185	623 *
Eureka Family Housing	51	49	49	48	646
Eureka Senior Housing	22	21	21	21	220
Total City units	268	253	255	254	

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 ‡
Total All Vouchers	1586	1002	998	1006	

<u>Project Based Vouchers (note that these are a subset of HCV & 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				
Total PBVs	107	30	30	30	†

Vouchers issued but not under contract, end of month (aka "Searching")	53
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*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
Traditional HCV & VASH (Includes PBVs)							
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 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
Mainstream (disabled & non-elderly)							
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>
A % 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 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
Emergency Housing Vouchers (EHVs)							
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>
A % 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 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	
C Cash Increase/(Decrease)	(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
Total All Voucher Programs							
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>
A % Total income utilized	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	780,878	757,280	743,886	737,719	677,151	685,555	
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. Restrictd 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	897	916	926	914	895	884	871	869	855	842
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								21	33	48
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								4	37	104	
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	897	916	926	914	895	884	871	894	925	994
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 City of Eureka

Board of Commissioners Meeting

August 21, 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 22, 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. This will be brought back again at the October 16th meeting for final review and approval.

STAFF RECOMMENDATION:

For review and discussion only; *revisit for approval on October 16, 2023.*

5-Year PHA Plan (for All PHAs)	U.S. Department of Housing and Urban Development Office of Public and Indian Housing	OMB No. 2577-0226 Expires: 03/31/2024
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Purpose. The 5-Year and Annual PHA Plans provide a ready source for interested parties to locate basic PHA policies, rules, and requirements concerning the PHA’s operations, programs, and services, and informs HUD, families served by the PHA, and members of the public of the PHA’s mission, goals and objectives for serving the needs of low- income, very low- income, and extremely low- income families

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

A.	PHA Information.					
A.1	PHA Name: HOUSING AUTHORITY OF THE CITY OF EUREKA			PHA Code: CA025		
PHA Plan for Fiscal Year Beginning: (MM/YYYY): 01/2021 The Five-Year Period of the Plan (i.e. 2019-2023): 2021-2025 PHA Plan Submission Type: <input type="checkbox"/> 5-Year Plan Submission <input checked="" type="checkbox"/> Revised 5-Year Plan Submission						
<p>Availability of Information. In addition to the items listed in this form, PHAs must have the elements listed below readily available to the public. A PHA must identify the specific location(s) where the proposed PHA Plan, PHA Plan Elements, and all information relevant to the public hearing and proposed PHA Plan are available for inspection by the public. Additionally, the PHA must provide information on how the public may reasonably obtain additional information on the PHA policies contained in the standard Annual Plan, but excluded from their streamlined submissions. At a minimum, PHAs must post PHA Plans, including updates, at each Asset Management Project (AMP) and main office or central office of the PHA. PHAs are strongly encouraged to post complete PHA Plans on their official websites. PHAs are also encouraged to provide each resident council a copy of their PHA Plans.</p>						
<input type="checkbox"/> PHA Consortia: (Check box if submitting a Joint PHA Plan and complete table below.)						
Participating PHAs		PHA Code	Program(s) in the Consortia	Program(s) not in the Consortia	No. of Units in Each Program	
Lead PHA:					PH	HCV

B.	Plan Elements. Required for <u>all</u> PHAs completing this form.
B.1	<p>Mission. State the PHA’s mission for serving the needs of low-income, very low-income, and extremely low-income families in the PHA’s jurisdiction for the next five years.</p> <p>The mission of the 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.</p>
B.2	<p>Goals and Objectives. Identify the PHA’s quantifiable goals and objectives that will enable the PHA to serve the needs of low-income, very low-income, and extremely low-income families for the next five years.</p> <p>HACE proposes to use Section 18 or other available HUD disposition tools to reposition our existing public housing portfolio. Properties to be included in the repositioning plan include all twelve public housing sites: (1) 1645 C Street; (2) 1335 B Street; (3) 2523 Albee; (4) 510 West Harris; (5) 330 Grant; (6) 514 West Del Norte & 1830 Albee; (7) 131 West Del Norte; (8) 25-1; (9) Prospect Street; (10) C & Clark; (11) Buhne/Summer/Union Street; and (12) Spring & Garland. HACE will undertake this portfolio repositioning over the coming years. An RFQ was issued in 2023 and a developer selected. In 2024, HACE anticipates submitting a HUD SAC application for repositioning the public housing portfolio. The plan will involve a combination of redevelopment and rehabilitation of existing sites. HACE will work with the Housing Authority of the County of Humboldt to enter into and administer Project Based Voucher contracts with the ownership entities created to facilitate a HUD disposition and recapitalization. See attached Repositioning Plan, approved by HACE Board of Commissioners June 21, 2022, as addendum to this PHA Plan.</p> <p>See also attached “Housing Authority of the City of Eureka PHA Goals, 5-Year Goals, 2021-2025”.</p>
B.3	<p>Progress Report. Include a report on the progress the PHA has made in meeting the goals and objectives described in the previous 5-Year Plan.</p> <p>See attached “Housing Authority of the City of Eureka PHA Goals, 5-Year Goals, 2021-2025” and “Housing Authority of the City of Eureka PHA Goals, FY 2024 Annual Goals”.</p>

<p>B.4</p>	<p>Violence Against Women Act (VAWA) Goals. Provide a statement of the PHA’s goals, activities, objectives, policies, or programs that will enable the PHA to serve the needs of child and adult victims of domestic violence, dating violence, sexual assault, or stalking.</p> <p>The Housing Authority of the City of Eureka makes all applicants and residents aware of our Violence Against Women Act (VAWA) Policy. All applicants are given a copy of the policy when they apply. Additionally, residents are given the policy again at initial lease up and all annual recertifications. Lastly, the PHA provides the VAWA notice with every proposed termination as well. This iterative policy ensures that no applicants or residents are unfamiliar with VAWA or are discriminated against because they are a victim of domestic violence.</p> <p>The Housing Authority of the City of Eureka offers a preference for victims of domestic violence, dating violence, sexual assault, or stalking. This preference allows victims of domestic violence to move up the wait list which may enable families to receive housing sooner. Additionally, if clients cannot be safely served in our Public Housing, they will be referred for an HCV voucher based on the Administrative Plan of the Housing Authority of the County of Humboldt. VAWA protections are available equally to all individuals regardless of sex, gender identity, or sexual orientation. Our Community Liaison processes VAWA requests and will work with the client and local service agencies to best serve any VAWA requests.</p> <p>In addition, PHA staff do outreach with local agency partners who provide services and support to victims of domestic violence. Referrals may be made to partner agencies for wraparound services for victims when a VAWA incident occurs.</p>
<p>C. Other Document and/or Certification Requirements.</p>	
<p>C.1</p>	<p>Significant Amendment or Modification. Provide a statement on the criteria used for determining a significant amendment or modification to the 5-Year Plan.</p> <p>Approved by City Board of Commissioners on February 03, 2010, Resolution #1852, the definition of “Significant Amendment” is defined as a monetary change of \$500,000 or more to the Annual Plan.</p>
<p>C.2</p>	<p>Resident Advisory Board (RAB) Comments.</p> <p>(a) Did the RAB(s) have comments to the 5-Year PHA Plan?</p> <p>Y N <input type="checkbox"/> <input checked="" type="checkbox"/></p> <p>(b) If yes, comments must be submitted by the PHA as an attachment to the 5-Year PHA Plan. PHAs must also include a narrative describing their analysis of the RAB recommendations and the decisions made on these recommendations.</p> <p>Note: The RAB met on June 22, 2023. No comments or recommendations were made by the RAB specific to the 5-Year or annual PHA Plan.</p>
<p>C.3</p>	<p>Certification by State or Local Officials.</p> <p>Form HUD-50077-SL, <i>Certification by State or Local Officials of PHA Plans Consistency with the Consolidated Plan</i>, must be submitted by the PHA as an electronic attachment to the PHA Plan.</p> <p>See attached.</p>

C.4	Required Submission for HUD FO Review. (a) Did the public challenge any elements of the Plan? Y N <input type="checkbox"/> <input checked="" type="checkbox"/> (b) If yes, include Challenged Elements.
D.	Affirmatively Furthering Fair Housing (AFFH).

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: *N/A AS NOT REQUIRED YET*****

Describe fair housing strategies and actions to achieve the goal

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.

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.

Housing Authority of the City of Eureka

PHA Goals

5-Year Goals, 2021-2025

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

Goal One: **Redevelopment**

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

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

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

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

Goal Two: **Community Partners**

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

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

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

Goal Three: **Access to Services**

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

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

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

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

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

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

Goal Five: **Sustainability**

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

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

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

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

Goal Six: **Investment in PHA Team**

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

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

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

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

Goal Seven: **Technology**

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

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

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

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

Goal Eight

Customer Feedback

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

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

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

Housing Authority of the City of Eureka

PHA Goals

FY 2024 Annual Goals

Goal One:

Occupancy

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

The PHA will advertise in at least one local publication quarterly, as long as the wait list is open, in order to make the public aware of our open waitlist.

The PHA will seek opportunities with other local agencies to do outreach and education about our housing programs to diverse populations, at minimum once a month. The Housing Advocate will seek out and schedule outreach activities.

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

Goal Two:

Smoke-Free

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

Goal Three:

Neighborhood Watch

The PHA will support and facilitate meetings and make available meeting space periodically for tenants and neighbors interested in forming a Neighborhood Watch program. The PHA will annually remind tenants about the benefits of neighborhood watch and encourage them to become active members of their community. The PHA will support these efforts by providing space for tenants to meet, if desired.

Goal Four:

Tenant Communication

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

Goal Five:

Compliance

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

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

Goal Six:

Maintenance

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

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

Goal Seven:

Phone System

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

Goal Eight:

Technology and Accessibility

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

Specifically:

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

Goal Nine:

Repositioning

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

In 2022, the Board of Commissioners approved the Repositioning Plan developed via a HUD technical assistance contract with Enterprise Community Partners and Structure PDX. Subsequently, an RFQ was published on 1/30/2023 based on the Repositioning plan approved by the Board at a regular meeting on 6/21/2022, with resolution of support approved by County of Humboldt Housing Authority on 6/11/2022. From the RFQ process, a developer was recommended for selection and this selection was approved by the Board at the regular meeting on 7/17/23. Next steps include entering a developer agreement, working on community outreach, design, permitting, finance plans, and beginning work on HUD's Special Applications Center (SAC) applications for submission in 2024.

Goal Ten:

Staff Retention and Training

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

1. Budget will be allocated, approved and available to send appropriate staff to training seminars that will enhance staff skills for their particular job classification and responsibilities.
2. Management will review training budget utilization quarterly to ensure staff are taking advantage of relevant training opportunities throughout the year, with a goal of 100% budget utilization by year end.
3. The PHA will acknowledge staff monthly for their achievements by providing an employee recognition award to an employee selected by the management team.

Goal Eleven:

Customer Feedback

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

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

We implemented a standard feedback process for any parties concerned for reporting issues, suggesting changes, and otherwise seeking answers. An online survey is available via our website so

feedback can be provided 24/7 at
<https://eurekahumboldtha.org/PHACustomerSurvey>.

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

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

Resident Advisory Board
Annual Meeting – 6/22/2023

Tenant Participants:

1. P. Cole
2. A. Muneton
3. C. Bareilles
4. C. LaFleur
5. S. McGraw

Comments/Discussion

- Overview of what a Resident Advisory Board does
- Annual requirement to solicit input regarding PHA Plan
- 5-Year Goals
 - Redevelopment – continuing down path to reposition Public Housing
 - Lengthy process
 - Requires that we provide relocation assistance
 - 4 main sites considered for redevelopment
 - 25-1 (Main site)
 - C & Clark Street
 - Buhne/Union/Summer
 - Spring & Garland
- Letter going out to tenants soon – recurring issues/lease violations
- Discussed parking issues across multiple locations
- What tenants can do about strangers loitering, leaving trash, etc.
- Tenant survey will be going out to gauge tenant preferences for outreach, e.g. best time/place to meet, best way to contact tenants (mail, text, etc.)
- Discussion about neighborhood watch programs

Housing Authority of the City of Eureka

Board of Commissioners Meeting

August 21, 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 City of Eureka 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 City of Eureka

Ppty	Code	Name	Balance	Status	DL1	DL2	Move Out Date	Rent	Late	Work Orders	Misc Tenant Charge	Cleaning & Damages
252	t0004155		8,659.20	past	5/15/2023	6/13/2023	3/30/2023	4,718.31	237.00	137.39	-	3,566.50
251	t0003054		1,649.76	past	5/15/2023	6/21/2023	4/7/2023	-	-	-	-	1,649.76
			<u>\$ 10,308.96</u>					<u>\$4,718.31</u>	<u>\$237.00</u>	<u>\$137.39</u>	<u>\$0.00</u>	<u>\$ 5,216.26</u>

PREPARED BY

Johnny Wilson
Accounts Receivable Clerk

7/19/2023
Date

APPROVALS

J. D. Weiner
Director of Finance

7/19/2023
Date

Cheryl Churchill
Executive Director

7/26/2023
Date

2023.08 Write Offs List, Housing Authority of the City of Eureka

Ppty	Code	Name	Balance	Status	DL1	DL2	Move Out Date	Rent	Late	Work Orders	Misc Tenant Charge	Cleaning & Damages
254	t0003739		11,122.53	past	6/20/2023	7/12/2023	5/8/2023	6,189.24	300.00	104.54	-	4,528.75
EFH	T0003566		10,607.38	past	6/27/2023	7/19/2023	5/15/2023	7,063.63	260.00	20.00	-	3,263.75
			<u>\$ 21,729.91</u>					<u>\$13,252.87</u>	<u>\$560.00</u>	<u>\$124.54</u>	<u>\$0.00</u>	<u>\$ 7,792.50</u>

PREPARED BY

Johnny Wilson
Accounts Receivable Clerk

8/8/2023
Date

APPROVALS

J. Duncan Williams
Director of Finance

8/8/2023
Date

Cheryl Churchill
Executive Director

8/9/2023
Date

HOUSING AUTHORITY OF THE CITY OF EUREKA

RESOLUTION 1986

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 Program</u>	<u>Amount</u>
Eviction, Public Housing	\$ 8,659.20
Eviction, Public Housing	<u>\$11,122.53</u>
	\$19,781.73 Subtotal
Eviction, Eureka Family Housing	<u>\$10,607.38</u>
	\$30,389.11 Total

PASSED AND ADOPTED on the 21 day of August 2023 by the following vote:

AYES:
NAYS:
ABSENT:
ABSTAIN:

Name

Name

Title

Title

Signature

Signature

Housing Authority of the City of Eureka

Board of Commissioners Meeting

August 21, 2023

Agenda Item 8c

Memorandum

To: Commissioners

From: Cheryl Churchill, Executive Director

Subject: Corrective Action Plan for Public Housing

BACKGROUND AND HISTORY:

HUD annually scores Public Housing programs under the Public Housing Assessment System. The Housing Authority of the City of Eureka received a score of 65 out of 100 on June 15, 2023. Though the overall score is above 60, two out of four categories scored below 60, resulting in a “substandard” designation. This, in turn, requires that we submit a Corrective Action Plan (CAP) to HUD, documenting the steps we will take to remedy the deficiencies causing the low score.

Impact to Personnel:

The CAP specifically requires more communication and review between all departments, as well as more communication from staff to tenants. A slight increase in workload is expected for some staff. However, the CAP is focused on gaining efficiencies by better planning and communication, so the impact to personnel is intended to be positive and minimal.

Fiscal Impact:

Minimal increase in expenses expected due to additional written and mailed communications (approximately \$300/year). Other impact unknown; if inflation continues upward, impacting prices of goods and services, or if a significant number of unexpected or extensive unit turns is required, budgeted funds may need to be shifted from one budget line item to another to meet the target goals stated in the CAP.

Alternatives:

The CAP is required by HUD; due by August 24, 2023. Not submitting a plan is not recommended. The objectives and action items included are intended to be specific and measurable, with outcomes intended to increase occupancy rates and improve project physical status. Adding or eliminating any action items should weigh the cost to the agency and staff time against any expected benefits.

STAFF RECOMMENDATION:

Provide input to staff as necessary and approve resolution.

**Housing Authority of the City of Eureka
CA025 Corrective Action Plan – DRAFT**

Introduction

As a result of HUD’s Public Housing Assessment System (PHAS) scoring published 6/15/2023, with a total score of 65 out of 100 points, but with scores below 60 in Physical and Management indicators, the Housing Authority of the City of Eureka has been designated “substandard” by HUD. This status requires that the PHA provide a Corrective Action Plan (CAP) intended to address the deficiencies identified in the PHAS scoring.

Background

The deficiencies in the PHAS indicators revolve around two primary concerns: (1) the physical inspection scoring and (2) the low occupancy rate, which is counted against the PHA in both the Management and Capital Fund scores.



**U.S. Department of Housing and Urban Development
OFFICE OF PUBLIC AND INDIAN HOUSING
REAL ESTATE ASSESSMENT CENTER**

Public Housing Assessment System (PHAS) Score Report for Interim

Report Date: 08/15/2023

PHA Code:	CA025
PHA Name:	Housing Authority of the City of Eureka
Fiscal Year End:	12/31/2022

PHAS Indicators	Score	Maximum Score
Physical	21	40
Financial	23	25
Management	14	25
Capital Fund	7	10
Late Penalty Points	0	
PHAS Total Score	65	100
Designation Status:	Substandard	

Published 06/15/2023

Initial published 06/15/2023

Analysis

Many factors contributed to the overall substandard scoring received. The COVID-19 pandemic played a significant role in our public housing unit turns occurring slower than we would have

liked, and in the Physical scoring being only 21 out of 40. The combination of aging buildings, no inspections during the pandemic waiver periods, and tenants reluctant (or outright refusing) to allow staff into their homes or to report any physical issues in their units, our maintenance needs have increased significantly. Once annual inspections resumed, the most urgent needs were addressed first, in order to maintain decent, safe, and sanitary units. When turning units, with contractor services largely unavailable and supplies taking longer than normal to procure, the turn time to make units rent-ready has increased. With this in mind, we have used some of the longer turn times to complete deferred maintenance, such as replacing old windows and doors, and replacing or refurbishing cabinets and countertops that were reflecting wear. While this has provided a higher quality unit in most cases, it has also meant a higher vacancy rate.

Summary

Based on the scoring and analysis above, and the results of the April 2023 Physical inspection and 2022 Occupancy rate of 92.74%, the following Corrective Action Plan has been created to address the concern areas identified.

Objective:	Provide decent, safe, and sanitary housing, as evidenced by achieving a 60% or higher REAC score from future inspections.
Action Plan:	<ol style="list-style-type: none"> 1. Maintenance staff will receive annual training pertaining to REAC inspection protocols and requirements (including new training for HUD NSPIRE protocols). 2. Provide twice annual reminder letters to tenants regarding expectations for the physical status and upkeep of their units, as a significant amount of scoring deficiencies were caused by tenant failure to adequately maintain their units. 3. Unit inspections (and follow-up repairs, if necessary) will continue to occur annually. 4. After unit turns are complete, and before tenant move-in, units will continue to be verified to be decent, safe, and sanitary, and in the best possible physical condition feasible, minimizing turn time and costs but allowing upgrades as needed and possible. Contracted services such as painting, flooring and countertops are replaced if deemed necessary, and all units are to be inspected to ensure any necessary repairs were performed. In addition to inspections performed by the Maintenance department, Quality Control Inspections will be performed on a sample of turned units ensuring units available for lease-up meet expectations. 5. Electrical improvements are being made in all PH units, and any known ungrounded outlets will be replaced by 12/31/2023.

	<p>6. In order to support maintenance operations, the Community Liaison will implement twice-annual inspections of all units, noticed in accordance with the tenant lease, limited to testing smoke alarms and checking for any egress issues, as these have been common REAC deficiencies.</p>
<p>Objective:</p>	<p>Increase occupancy rate to 96% or greater.</p>
<p>Action Plan:</p>	<ol style="list-style-type: none"> 1. Our goal for the average number of make-ready days will be 129 (or less), compared to an average of 184 days in down/make-ready status year-to-date for 2023. This represents a 30% decrease in turn days, and this decrease in turn days will allow units to be available for occupancy sooner. 2. A unit turn project plan is to be submitted to the Executive Director for review within 3 business days of a tenant’s move-out. The project plan should show: <ol style="list-style-type: none"> a. Target completion date b. Expected timing of any contract labor, including: <ol style="list-style-type: none"> i. Cleaning ii. Flooring iii. Painting iv. Contractors v. Other outsourced services c. Any potential/anticipated delays causing the project to not meet the turn-time goal stated in item #1. 3. Executive Director to do weekly check-in with Maintenance Supervisor for updates on open unit turn project plan(s). 4. Timing of expected unit turn completion to be provided to Tenant Services, with updates as necessary, to prepare for tenant screening and lease-up. Tenants should be screened and ready for lease-up within one week of maintenance completion date. 5. Executive Director to do weekly check-in with Tenant Services staff for updates on rent-ready units and expected dates of lease-up. For January 2023 through July 2023, the average units in lease-up status each month has been 1.4, indicating one unit per month has been rent ready and in the process of leasing. 6. Keeping the waitlist current: Tenant Services will continue to request via mail that applicants confirm and/or update their contact information at least once per year. Any applicants not responding as requested or for whom mail is returned

	<p>undeliverable will be removed from the waitlist. This is standard practice, implemented to ensure the waitlist is as current as possible, to minimize screening time and effort for rent-ready units.</p> <p>7. Any tenants struggling with housekeeping issues during their tenancy will be put on a Housekeeping Plan by the Housing Authority Community Liaison, to support tenant retention, limit unit damage during tenancy, and reduce subsequent turn time when tenants move out.</p> <p>8. Additionally, tenants with a high number of work orders (more than two in a given month), any lease warning notices or lease violations related to unit upkeep, or excessive wear and tear discovered during inspections, will be closely monitored by the Community Liaison and put on housekeeping plans as necessary.</p>
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Objective:	Public Housing Repositioning
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Action Plan:	<p>The Housing Authority of the City of Eureka (HACH) has started work to fully reposition its Public Housing properties using a combination of HUD Section 18 and Section 22 options to accomplish our goals. A developer selection has been made, and discussions have begun to take steps toward a SAC application, expected in 2024.</p> <p>A Repositioning Plan was approved by the HACE Board of Commissioners in June 2022. An RFQ was issued October 2022, then subsequently reissued January 2023 for a longer time period, due to lack of responsiveness. From this second issuance, several qualified developers responded, and a selection committee convened to recommend a selected developer partner. The Board approved the selection in July 2023. A virtual team kickoff meeting was held 8/7/2023, and an onsite visit, including tour of all properties, visits to local affordable housing developments, and meetings with the City of Eureka planning and building department are scheduled for the end of August 2023 (8/29/23-8/31/23).</p> <p>It is our intent to move as swiftly as possible with this project to bring new units, more units, and rehabbed units to Eureka for the low and extremely-low income households we serve.</p>
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Objective:	Progress Monitoring
Action Plan:	<p>The following statistics and information will be reported to the Executive Director monthly for monitoring and follow-up as needed, to ensure the above action items are occurring in support of the stated objectives:</p> <ul style="list-style-type: none"> • Administrative Reports <ul style="list-style-type: none"> a. List of vacant units b. Unit turns completed and how many days unit was in maintenance c. Lease-ups completed & lease-up time (how many days to lease after unit is out of maintenance) d. Work orders opened, scheduled, and completed e. Annual inspections completed • Tenant Services Reports <ul style="list-style-type: none"> a. Waitlist numbers by bedroom size b. Anticipated vacancies in the coming month (e.g. from tenant 30-day notices, expected evictions, etc.) • Community Liaison Reports <ul style="list-style-type: none"> a. Lease warning notices and lease violations – list any households issued a warning notice or violation related to housekeeping, physical status, etc. b. List of households on Housekeeping Program

RESOLUTION NO. 1987

**RESOLUTION OF THE BOARD OF COMMISSIONERS OF THE HOUSING AUTHORITY OF THE CITY OF EUREKA
APPROVING AND ADOPTING THE PUBLIC HOUSING CORRECTIVE ACTION PLAN (CAP) WITH THE U.S.
DEPARTMENT OF HOUSNG AND URBAN DEVELOPMENT (HUD)**

WHEREAS, the U.S. Department of Housing and Urban Development (HUD) measures the Public Housing Authorities' performance of their Public Housing program with periodic Public Housing Assessment System (PHAS) scoring; and

WHEREAS, Housing Authorities are required to participate in periodic Real Estate Assessment Center (REAC) Physical Inspections, and to annually submit occupancy and financial data to HUD, with which HUD evaluates the Housing Authority's performance based on various indicators; and

WHEREAS, HUD published PHAS scoring on June 15, 2023, for fiscal year 2022, giving the Housing Authority of the City of Eureka an overall score of 65, and designating the housing authority "Substandard"; and

WHEREAS, two of the four PHAS indicators scored below 60%, and in accordance with 24 CFR 902.11(c), the Housing Authority is required to prepare a Corrective Action Plan (CAP) to address any areas of concern identified in the PHAS report; and

WHEREAS, the objectives and corresponding action items outlined in the CAP are designed to improve the Housing Authority properties' physical status and occupancy rate, and to increase the Housing Authority's PHAS performance ratings, which will ultimately ensure that the Public Housing participants receive a better quality of units and overall experience from the Housing Authority; and

WHEREAS, the Housing Authority staff is committed to working with HUD and successfully accomplishing all of the action items outlined in the CAP;

NOW, THEREFORE, BE IT RESOLVED BY THE COMMISSIONERS OF THE HOUSING AUTHORITY OF THE CITY OF EUREKA, COUNTY OF HUMBOLDT, STATE OF CALIFORNIA, THAT:

The Corrective Action Plan (CAP) for submission to the U.S. Department of Housing and Urban Development is approved and adopted and the Executive Director is hereby further authorized to take all actions necessary to implement the foregoing resolution.

PASSED AND ADOPTED on the 21 day of August 2023 by the following vote:

AYES:
NAYS:
ABSENT:
ABSTAIN:

Name

Name

Title

Title

Signature

Signature