



HOUSING AUTHORITIES CITY OF EUREKA & COUNTY OF HUMBOLDT



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

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

DATE AND TIME
Monday, October 16, 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: 735 W. Everding St., Eureka California. The location is accessible to the public, and members of the public may address the Housing Authority of the County of Humboldt 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 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 Housing Authority of the County of Humboldt 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 August 14, 2023. (pages 3-5)

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 6)

5b. HCV Utilization Reports (pages 7-9)

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. Resolution 498, CA086 Revised 5-Year Plan 2022-2026

Recommended Board Action: Accept and Adopt for Approval

8b. Resolution 499, Annual Operating Budget for FY Ending December 31, 2024(pages 24-53)

Recommended Board Action: Accept and Adopt for Approval

8c. Resolution 500, HCV Payment Standards 2024 (pages 54-57)

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://eurekaumboldt.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, August 14, 2023

Chairperson Conner declared a quorum present and called the meeting to order at 12:07p.m.

1. Roll Call:

Present: Chairperson Conner, Vice Chairperson Fitzgerald, Commissioner Escarda,
Commissioner Leon, Commissioner Zondervan-Droz
Absent: Commissioner Derooy
Staff: Churchill, Humphreys

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

3. Approve minutes of the board of commissioners meeting held July 10, 2023.

Motion to approve the minutes of the meeting of July 10, 2023, made by Commissioner Zondervan-Droz.

Second – Commissioner Leon

Roll call:

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

Chairperson Conner declared the motion carried to approve the minutes of July 10, 2023.

4. Bills and Communication: None

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. Secretary Churchill notes that we will be adding 77 new vouchers by year end. Secretary Churchill states that this is due to the PBV projects with Laurel Canyon and Providence Mother Bernard.

6. Reports of the Commissioners: Chairperson Conner mentions new laws that are moving forward regarding affordable housing.

7. Unfinished Business: None.

8. New Business:

8a. Annual Agency Goals Update for Annual Plan; discussion
Secretary Churchill notes the PHA plan is out for public review and that there is a Zoom meeting scheduled in September for public comment. Secretary Churchill states that a note has been added to the goals for landlord outreach. The outreach will include a survey that will be provided to the landlords by USPS mail with a return mail and online response option.

8b. Resolution 497, Write off Uncollectible Debt
Recommended Board Action: Accept and Adopt for Approval

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

Motion to approve the Resolution 497 by Vice Chairperson Fitzgerald.

Second - Commissioner Escarda

Roll Call:

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

Nays: None

Abstain: None

Absent: Derooy

Chairperson Conner declared the motion carried and Resolution 497 approved.

9. Closed Session: None needed.

10. Adjournment

There being no further business to come before the Commissioners, the meeting was adjourned at 12:29p.m.

Secretary

Chairperson

**Occupancy and Leasing Report
April 2023 - August 2023**

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

Program	Total Units Available	Apr-23	May-23	Jun-23	Jul-23	Aug-23	Wait List End of Month
Eureka							
Public Housing	195	183	185	185	186	188	606 *
Eureka Family Housing	51	49	49	48	48	46	643
Eureka Senior Housing	22	21	21	21	21	21	239
Total City units	268	253	255	254	255	255	

Humboldt

Tenant Based Vouchers								
Housing Choice Vouchers	1234	783	775	780	790	785		
VASH Vouchers	95	61	62	61	60	62	N/A	
Mainstream vouchers	75	50	50	51	52	53	N/A ***	
Emergency Housing Vouchers (EHV)	182	108	111	114	127	127	N/A ‡	
Total All Vouchers	1586	1002	998	1006	1029	1027		
Project Based Vouchers (note that these are a subset of HCV & VASH voucher counts shown above)								
PBV-VASH - Bayview Heights (Eureka)	22	22	22	22	22	22	N/A **	
PBV-HCV - Bayview Heights (Eureka)	3	3	3	3	3	3	0 **	
PBV-HCV - Sorrell Place (Arcata)	5	5	5	5	5	5	15 **	
PBV-HCV - Providence (Eureka)	42	(Projects not yet completed)						
PBV-HCV - 7th & Myrtle Senior (Eureka)	35	(Projects not yet completed)						†
Total PBVs	107	30	30	30	30	30		

Vouchers issued but not under contract, end of month (aka "Searching")	51
--	----

*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 August 2023

	January	February	March	April	May	June	July	August	Total
Traditional HCV & VASH (Includes PBVs)									
HAP income (budget authority)	\$ 554,989	\$ 561,152	\$ 561,152	\$ 561,152	\$ 561,152	\$ 513,444	\$ 513,444	\$ 513,444	\$ 4,339,925
HAP expenses	(526,837)	(538,214)	(543,930)	(543,711)	(543,035)	(543,996)	(554,594)	(554,639)	(4,348,956)
Surplus (Deficit)	28,152	22,938	17,222	17,441	18,117	(30,553)	(41,151)	(41,196)	(9,031)
* % Total income utilized	94.93%	95.91%	96.93%	96.89%	96.77%	105.95%	108.01%	108.02%	100.21%
Administrative/Other Income	75,927	92,620	76,230	74,998	74,742	75,637	76,007	107,199	653,360
Operating expenses	(57,389)	(65,305)	(70,107)	(62,912)	(60,073)	(59,020)	(59,984)	(61,826)	(496,616)
Surplus (Deficit)	18,538	27,315	6,123	12,086	14,669	16,617	16,023	45,373	156,744
B Remaining HAP Cash	15,197	2,741	29,886	(3,180)	93,597	18,802	17,902	21,091	
Remaining Non-HAP Cash	546,993	597,179	567,907	610,780	469,621	556,625	577,095	623,326	
Total HCV Cash	562,189	599,919	597,793	607,600	563,218	575,427	594,997	644,416	
Cash Increase/(Decrease)	14,569	37,730	(2,126)	9,806	(44,381)	12,209	19,570	49,420	
# of Households Assisted	843	844	844	844	837	841	850	847	6,750
Average HAP Payment	\$ 625	\$ 638	\$ 644	\$ 644	\$ 649	\$ 647	\$ 652	\$ 655	\$ 644
Mainstream (disabled & non-elderly)									
HAP income (budget authority)	\$ 23,639	\$ 23,639	\$ 24,287	\$ 24,287	\$ 23,833	\$ 23,833	\$ 23,833	\$ 23,833	\$ 191,184
HAP expenses	(29,831)	(31,687)	(32,401)	(33,608)	(33,660)	(34,223)	(34,361)	(34,924)	(264,695)
Surplus (Deficit)	(6,192)	(8,048)	(8,114)	(9,321)	(9,827)	(10,390)	(10,528)	(11,091)	(73,511)
A % Total income utilized	126.19%	134.05%	133.41%	138.38%	141.23%	143.60%	144.17%	146.54%	138.45%
Administrative/Other Income	2,768	2,768	9,761	2,811	2,949	11,401	2,949	8,636	44,043
Operating expenses	(2,659)	(3,434)	(3,623)	(3,001)	(4,218)	(3,640)	(3,170)	(3,570)	(27,315)
Surplus (Deficit)	109	(666)	6,138	(190)	(1,269)	7,761	(221)	5,066	16,728
B Remaining HAP Cash	(1,723)	122	5,938	(1,852)	5,074	2,916	2,495	(2,476)	
Remaining Non-HAP Cash	42,711	42,545	41,764	48,416	42,822	53,790	53,358	58,187	
Total MSV Cash	40,988	42,667	47,702	46,564	47,896	56,706	55,853	55,711	
Cash Increase/(Decrease)	(1,906)	1,679	5,035	(1,138)	1,332	8,810	(853)	(142)	
# of Households Assisted	43	45	48	50	50	51	52	53	392
Average HAP Payment	\$ 694	\$ 704	\$ 675	\$ 672	\$ 673	\$ 671	\$ 661	\$ 659	\$ 675
Emergency Housing Vouchers (EHVs)									
HAP income (budget authority)	\$ 37,098	\$ 37,098	\$ 37,098	\$ 37,098	\$ 55,647	\$ 55,647	\$ 55,647	\$ 55,647	\$ 370,979.50
HAP expenses	(76,264)	(82,314)	(86,565)	(88,899)	(90,540)	(94,540)	(101,662)	(101,878)	(722,662)
Surplus (Deficit)	(39,166)	(45,216)	(49,467)	(51,801)	(34,893)	(38,893)	(46,015)	(46,231)	(351,683)
A % Total income utilized	205.57%	221.88%	233.34%	239.63%	162.70%	169.89%	182.69%	183.08%	194.80%
Administrative/Other Income	11,884	27,313	25,144	20,121	37,745	35,388	72,056	37,667	267,319
Operating expenses	(16,160)	(37,880)	(27,311)	(21,459)	(30,801)	(32,526)	(64,475)	(32,476)	(263,088)
Surplus (Deficit)	(4,276)	(10,566)	(2,167)	(1,338)	6,944	2,862	7,581	5,192	4,231
B Remaining HAP Cash	27,743	-	1,538	1,177	14,662	3,259	1,639	80	
Remaining Non-HAP Cash	149,958	114,694	96,854	82,378	51,376	50,163	162,206	142,969	
Total EHV Cash	177,701	114,694	98,391	83,555	66,037	53,422	163,845	143,049	
C Cash Increase/(Decrease)	(107,282)	(63,007)	(16,303)	(14,836)	(17,518)	(12,615)	110,422	(20,796)	
# of Households Assisted	86	100	102	108	111	114	127	127	875
Average HAP Payment	\$ 887	\$ 823	\$ 849	\$ 823	\$ 816	\$ 829	\$ 800	\$ 802	\$ 826

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

	January	February	March	April	May	June	July	August	Total
Total All Voucher Programs									
HAP income (budget authority)	\$ 615,726	\$ 621,889	\$ 622,537	\$ 622,537	\$ 640,631	\$ 592,923	\$ 592,923	\$ 592,923	\$ 4,902,089
HAP expenses	(632,932)	(652,215)	(662,896)	(666,218)	(667,235)	(672,759)	(690,617)	(691,441)	(5,336,313)
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>(97,694)</u>	<u>(98,518)</u>	<u>(434,225)</u>
A % Total income utilized	102.79%	104.88%	106.48%	107.02%	104.15%	113.46%	116.48%	116.62%	108.86%
Administrative/Other Income	90,579	122,702	111,134	97,930	115,436	122,426	151,012	153,502	964,722
Operating expenses	(76,208)	(106,619)	(101,040)	(87,372)	(95,092)	(95,186)	(127,629)	(97,872)	(787,019)
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>23,383</u>	<u>55,630</u>	<u>177,703</u>
Remaining HAP Cash	41,217	2,863	37,362	(3,855)	113,332	24,977	22,035	18,694	
Remaining Non-HAP Cash	739,662	754,418	706,525	741,574	563,819	660,578	792,659	824,481	
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>	<u>814,694</u>	<u>843,175</u>	
Cash Increase/(Decrease)	(94,619)	(23,598)	(13,394)	(6,168)	(60,568)	8,404	129,139	28,481	
# of Households Assisted	972	989	994	1,002	998	1,006	1,029	1,027	8,017
Average HAP Payment	\$ 651	\$ 659	\$ 667	\$ 665	\$ 669	\$ 669	\$ 671	\$ 673	\$ 666

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 09/01/2023

HCV - \$2,926,920
MSV - \$242,445
EHV - \$822,728

**Additional \$2,142,682 awarded to reserves to support voucher growth.*

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. Second installment of EHV Services Fees received in July of 2023 for \$159,250.

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	850
August	891	929	923	917	888	879	872	864	854	847
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	844
UML's	10,759	10,990	11,107	10,965	10,736	10,612	10,449	10,426	10,257	6,750

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	52
August								4	37	53
September								15	36	
October								18	37	
November								24	38	
December								27	39	
Average								21	33	49
UML's								88	397	392

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	127
August										42	127
September										46	
October										64	
November										69	
December								4		80	
Average								4	37	109	
UML's								4	441	875	

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	1029
August	891	929	923	917	888	879	872	868	933	1027
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	1,002
UML's	10,759	10,990	11,107	10,965	10,736	10,612	10,449	10,518	11,095	8,017

Housing Authority of the County of Humboldt

Board of Commissioners Meeting

October 10, 2023

Agenda Item 8a

Memorandum

To: Commissioners

From: Cheryl Churchill, Executive Director

Subject: Annual Agency Plan Updates

BACKGROUND AND HISTORY:

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

The resident advisory board met at the Housing Authority office on June 29, 2023, to discuss the PHA goals and objectives and provide input to the annual plan. A public hearing was held on September 19, 2023, to receive comments on the plan; no comments were received.

The Board has had an 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.

STAFF RECOMMENDATION:

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

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

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	<p>PHA Name: HOUSING AUTHORITY OF THE COUNTY OF HUMBOLDT PHA Code: CA086</p> <p>PHA Plan for Fiscal Year Beginning: (MM/YYYY): 01/2022 The Five-Year Period of the Plan (i.e. 2019-2023): 2022-2026 PHA Plan Submission Type: <input type="checkbox"/> 5-Year Plan Submission <input checked="" type="checkbox"/> Revised 5-Year Plan Submission</p> <p>Availability of Information. In addition to the items listed in this form, PHAs must have the elements listed below readily available to the public. A PHA must identify the specific location(s) where the proposed PHA Plan, PHA Plan Elements, and all information relevant to the public hearing and proposed PHA Plan are available for inspection by the public. Additionally, the PHA must provide information on how the public may reasonably obtain additional information on the PHA policies contained in the standard Annual Plan, but excluded from their streamlined submissions. At a minimum, PHAs must post PHA Plans, including updates, at each Asset Management Project (AMP) and main office or central office of the PHA. PHAs are strongly encouraged to post complete PHA Plans on their official websites. PHAs are also encouraged to provide each resident council a copy of their PHA Plans.</p>
------------	--

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.	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 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.2	<p>Goals and Objectives. Identify the PHA’s quantifiable goals and objectives that will enable the PHA to serve the needs of low-income, very low-income, and extremely low-income families for the next five years.</p> <p>See attached 5-year Plan Goals & progress report.</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 5-year Plan Goals & progress report.</p>
B.4	<p>Violence Against Women Act (VAWA) Goals. Provide a statement of the PHA’s goals, activities, objectives, policies, or programs that will enable the PHA to serve the needs of child and adult victims of domestic violence, dating violence, sexual assault, or stalking.</p> <p>The Administrative Plan for the Housing Choice Voucher Program of the 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>
C.	Other Document and/or Certification Requirements.
C.1	<p>Significant Amendment or Modification. Provide a statement on the criteria used for determining a significant amendment or modification to the 5-Year Plan.</p> <p>A Significant Amendment or modification is defined as an action that will have a financial impact of at least \$500,000 in any fiscal year.</p>

<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 29, 2023. No comments or recommendations were made by the RAB specific to the 5-Year 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>C.4</p>	<p>Required Submission for HUD FO Review.</p> <p>(a) Did the public challenge any elements of the Plan?</p> <p>Y N <input type="checkbox"/> <input checked="" type="checkbox"/></p> <p>(b) If yes, include Challenged Elements.</p>
<p>D.</p>	<p>Affirmatively Furthering Fair Housing (AFFH).</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 10/2023.

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.

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 – October 2023

Goal One: **Maximize Voucher Utilization**

The Housing Authority of the County of Humboldt (“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 August 2023, our most recent completed reporting period, overall utilization of CY funding is at 108.86%, 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.
4. An annual landlord survey will be done via USPS mail with an online response option, seeking input/feedback from landlords. Any relevant feedback will be used to improve operations.

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 over 20 new landlords since 1/3/2023.*
3. *Landlord appreciation luncheon occurred July 20, 2023, at the Wharfinger, to acknowledge current landlords, introduce potential new landlords, and share news/updates. Our landlords greatly appreciate the recognition and opportunity to learn and connect with us and other landlords. This will be an annual event going forward.*

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 10/2023, 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 was completed with zero findings identified and will be presented at a future board meeting. 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, 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; as of 9/30/2023, the training and travel budgets are 92% utilized for FY2023, and it is anticipated the budget will be 100% utilized by 12/31/2023.*
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 10/1/2023, Mainstream vouchers are 67% utilized; 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 HHHC, the PHA aims to utilize at least 80% of these vouchers, or 146 vouchers, by 9/30/2023. This will be accomplished by :

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

Update:

1. *Program metrics 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 9/30/2023, 80.77% of vouchers are leased up and providing assistance. All remaining vouchers are issued and*

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 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

RESOLUTION 498

RESOLUTION TO APPROVE 5 - YEAR AGENCY PLAN

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

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

WHEREAS, A Public Notice stating the Agency Plans were available for review at the Housing Authority offices with a Public Hearing to be held on September 19, 2023 was published on the Housing Authority of the County of Humboldt website and front lobby of the Housing Authority office; and

WHEREAS, The Public Hearing was held on September 19, 2023; and

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

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

PASSED AND ADOPTED on the 10 day of October 2023 by the following vote:

AYES:
NAYS:
ABSENT:
ABSTAIN:

Name

Name

Title

Title

Signature

Signature

Housing Authority of the County of Humboldt

Board of Commissioners Meeting

October 10, 2023

Agenda Item 8b

Memorandum

To: Commissioners

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

Subject: Housing Authority of the County of Humboldt 2024 Budget

BACKGROUND AND HISTORY:

Presented is the 2024 Budget for the Housing Authorities of the City of Eureka and the County of Humboldt. Below are financial highlights specific to the Housing Authority of the County of Humboldt.

**All comparative figures compare approved 2023 budget to the presented 2024 budget*

Highlights

County Budget (pg. 15-16)

- Net income is projected to increase from \$30,746 to \$70,783.
 - Most of the change is due to planned voucher growth of 4%.
 - Administrative expenses are projected to increase due to the following factors:
 - A new salary allocation study resulting in higher Section 8 salary allocations due to staff time involved in voucher growth and implementing new programs.
 - A 3% Cost of Living Adjustment (COLA) to match incurred inflation and remain competitive in the current labor market.
 - An 11% increase in benefit dollars from \$800 to \$890 per month, per employee.
 - A 50% increase in the training budget to support continual employee education and retention.
- Reserves are expected to decrease from \$1,266,057 to \$1,257,578.

-
- The decrease is primarily due to a decrease in restricted reserves due to the continued planned spending of Emergency Housing Voucher start-up fees. Offsetting the decrease in restricted reserves is an increase in unrestricted reserves due to the increase in administrative fees earned, from voucher growth, that outpaces our increase in administrative expenses.

STAFF RECOMMENDATION:

Staff recommends that the Board approve and adopt the Housing Authority of the County of Humboldt's 2024 Budget.

Housing Authorities of the City of Eureka and County of Humboldt

Annual Budget - City and County Combined

For the Year Ending 12/31/2024

Description	2022 Audit	2023 Budget	2024 Budget
Revenue & Expenses			
 INCOME			
 TENANT INCOME			
Total Rental Income	1,768,369	1,850,866	2,018,244
Total Other Tenant Income	60,278	70,618	72,823
NET TENANT INCOME	1,828,647	1,921,483	2,091,067
 GRANT INCOME			
TOTAL GRANT INCOME	8,953,299	10,930,830	11,657,968
 OTHER INCOME			
TOTAL OTHER INCOME	326,839	326,406	315,793
 TOTAL INCOME	11,108,785	13,178,719	14,064,829
 EXPENSES			
 ADMINISTRATIVE			
Total Administrative Salaries	1,549,923	1,917,152	1,972,097
Total Legal Expense	57,086	69,634	64,304
Total Other Admin Expenses	162,738	168,966	181,065
Total Miscellaneous Admin Expenses	154,284	134,936	163,982
TOTAL ADMINISTRATIVE EXPENSES	1,924,031	2,290,688	2,381,447
 TENANT SERVICES			
TOTAL TENANT SERVICES EXPENSES	215,233	382,753	188,791
 UTILITIES			
TOTAL UTILITY EXPENSES	494,991	513,909	519,438
 MAINTENANCE AND OPERATIONS			
Total General Maint Expense	513,270	534,326	578,730
Total Materials	169,334	132,614	180,174
Total Contract Costs	256,011	249,719	306,384
TOTAL MAINTENANCE EXPENSES	938,616	916,658	1,065,288
 GENERAL EXPENSES			
TOTAL GENERAL EXPENSES	296,451	292,039	283,164
 HOUSING ASSISTANCE PAYMENTS			
TOTAL HOUSING ASSISTANCE PAYMENTS	6,724,721	8,275,164	9,060,582

Housing Authorities of the City of Eureka and County of Humboldt

Annual Budget - City and County Combined

For the Year Ending 12/31/2024

Description	2022 Audit	2023 Budget	2024 Budget
FINANCING EXPENSE			
TOTAL FINANCING EXPENSE	267,934	269,190	272,949
NON-OPERATING ITEMS			
TOTAL NON-OPERATING ITEMS	558,688	526,216	583,029
TOTAL EXPENSES	11,420,664	13,466,618	14,354,689
NET INCOME	(311,879)	(287,898)	(289,860)
Add Back:			
Subtotal additions			1,241,903
Deductions:			
Subtotal deductions			(1,266,830)
Adjusted Surplus (Deficit)			(314,788)
Estimated Reserves @ 1/1/2024			2,369,025
Estimated Reserves @ 12/31/2024			2,054,237

Housing Authorities of the City of Eureka and County of Humboldt

Annual Budget - City of Eureka Housing Authority

For the Year Ending 12/31/2024

Description	2022 Audit	2023 Budget	2024 Budget
Revenue & Expenses			
 INCOME			
 TENANT INCOME			
Total Rental Income	1,768,369	1,850,866	2,018,244
Total Other Tenant Income	60,278	70,618	72,823
NET TENANT INCOME	1,828,647	1,921,483	2,091,067
 GRANT INCOME			
TOTAL GRANT INCOME	1,454,467	1,227,715	1,236,029
 OTHER INCOME			
TOTAL OTHER INCOME	289,185	289,295	289,273
 TOTAL INCOME	3,572,300	3,438,494	3,616,370
 EXPENSES			
 ADMINISTRATIVE			
Total Administrative Salaries	524,085	1,012,612	991,168
Total Legal Expense	27,487	40,049	40,007
Total Other Admin Expenses	129,722	143,205	151,682
Total Miscellaneous Admin Expenses	67,694	52,687	57,795
TOTAL ADMINISTRATIVE EXPENSES	748,988	1,248,554	1,240,652
 TENANT SERVICES			
TOTAL TENANT SERVICES EXPENSES	72,845	82,813	89,969
 UTILITIES			
TOTAL UTILITY EXPENSES	481,227	500,454	503,831
 MAINTENANCE AND OPERATIONS			
Total General Maint Expense	513,139	534,326	578,730
Total Materials	168,691	132,214	180,174
Total Contract Costs	242,327	233,088	287,899
TOTAL MAINTENANCE EXPENSES	924,157	899,628	1,046,803
 GENERAL EXPENSES			
TOTAL GENERAL EXPENSES	244,762	235,470	246,734
 HOUSING ASSISTANCE PAYMENTS			
TOTAL HOUSING ASSISTANCE PAYMENTS	3,743	3,446	1,680

Housing Authorities of the City of Eureka and County of Humboldt

Annual Budget - City of Eureka Housing Authority

For the Year Ending 12/31/2024

Description	2022 Audit	2023 Budget	2024 Budget
FINANCING EXPENSE			
TOTAL FINANCING EXPENSE	266,601	269,190	272,949
NON-OPERATING ITEMS			
TOTAL NON-OPERATING ITEMS	543,071	517,584	574,396
TOTAL EXPENSES	3,285,394	3,757,139	3,977,013
NET INCOME	286,906	(318,643)	(360,643)
Add Back:			
Subtotal additions			1,157,600
Deductions:			
Subtotal deductions			(1,103,265)
Adjusted Surplus (Deficit)			(306,309)
Estimated Reserves @ 1/1/2024			1,102,968
Estimated Reserves @ 12/31/2024			796,659

Housing Authorities of the City of Eureka and County of Humboldt

Annual Budget - Public Housing

For the Year Ending 12/31/2024

Description	2022 Audit	2023 Budget	2024 Budget
Revenue & Expenses			
 INCOME			
 TENANT INCOME			
Total Rental Income	926,649	942,674	1,047,761
Total Other Tenant Income	52,223	58,573	55,897
NET TENANT INCOME	978,872	1,001,247	1,103,658
 GRANT INCOME			
TOTAL GRANT INCOME	1,453,567	1,227,715	1,236,029
 OTHER INCOME			
TOTAL OTHER INCOME	28,289	22,644	21,918
 TOTAL INCOME	2,460,729	2,251,606	2,361,605
 EXPENSES			
 ADMINISTRATIVE			
Total Administrative Salaries	424,324	895,258	787,236
Total Legal Expense	24,900	32,658	33,089
Total Other Admin Expenses	27,522	40,581	44,955
Total Miscellaneous Admin Expenses	55,749	41,593	46,166
TOTAL ADMINISTRATIVE EXPENSES	532,494	1,010,091	911,446
 TENANT SERVICES			
TOTAL TENANT SERVICES EXPENSES	55,945	63,322	65,486
 UTILITIES			
TOTAL UTILITY EXPENSES	341,355	363,051	361,394
 MAINTENANCE AND OPERATIONS			
Total General Maint Expense	420,210	443,767	478,392
Total Materials	137,182	105,466	145,983
Total Contract Costs	146,781	161,219	223,387
TOTAL MAINTENANCE EXPENSES	704,173	710,452	847,763
 GENERAL EXPENSES			
TOTAL GENERAL EXPENSES	179,480	168,448	171,994
 HOUSING ASSISTANCE PAYMENTS			
TOTAL HOUSING ASSISTANCE PAYMENTS	2,946	3,346	1,146

Housing Authorities of the City of Eureka and County of Humboldt

Annual Budget - Public Housing

For the Year Ending 12/31/2024

Description	2022 Audit	2023 Budget	2024 Budget
FINANCING EXPENSE			
TOTAL FINANCING EXPENSE	330	0	0
NON-OPERATING ITEMS			
TOTAL NON-OPERATING ITEMS	264,125	242,097	283,833
TOTAL EXPENSES	2,080,849	2,560,807	2,643,061
NET INCOME	379,880	(309,201)	(281,455)
Add Back:			
Subtotal additions			465,899
Deductions:			
Subtotal deductions			(595,130)
Adjusted Surplus (Deficit)			(410,686)
Estimated Reserves @ 1/1/2024			665,531
Estimated Reserves @ 12/31/2024			254,845

Housing Authorities of the City of Eureka and County of Humboldt

Annual Budget - Eureka Family Housing

For the Year Ending 12/31/2024

Description	2022 Audit	2023 Budget	2024 Budget
Revenue & Expenses			
 INCOME			
 TENANT INCOME			
Total Rental Income	665,332	713,722	760,441
Total Other Tenant Income	6,469	7,545	12,656
NET TENANT INCOME	671,801	721,267	773,097
 GRANT INCOME			
TOTAL GRANT INCOME	900	0	0
 OTHER INCOME			
TOTAL OTHER INCOME	5,141	3,606	8,438
 TOTAL INCOME	677,841	724,873	781,536
 EXPENSES			
 ADMINISTRATIVE			
Total Administrative Salaries	34,178	38,678	77,785
Total Legal Expense	1,301	6,756	6,398
Total Other Admin Expenses	71,408	73,394	76,363
Total Miscellaneous Admin Expenses	7,154	5,818	6,373
TOTAL ADMINISTRATIVE EXPENSES	114,041	124,646	166,919
 TENANT SERVICES			
TOTAL TENANT SERVICES EXPENSES	14,468	16,645	17,105
 UTILITIES			
TOTAL UTILITY EXPENSES	104,834	100,320	108,741
 MAINTENANCE AND OPERATIONS			
Total General Maint Expense	44,087	41,388	60,562
Total Materials	21,829	19,024	23,621
Total Contract Costs	60,376	43,610	45,431
TOTAL MAINTENANCE EXPENSES	126,292	104,022	129,615
 GENERAL EXPENSES			
TOTAL GENERAL EXPENSES	55,050	55,603	63,424
 HOUSING ASSISTANCE PAYMENTS			
TOTAL HOUSING ASSISTANCE PAYMENTS	797	100	534

Housing Authorities of the City of Eureka and County of Humboldt

Annual Budget - Eureka Family Housing

For the Year Ending 12/31/2024

Description	2022 Audit	2023 Budget	2024 Budget
FINANCING EXPENSE			
TOTAL FINANCING EXPENSE	221,349	226,379	231,558
NON-OPERATING ITEMS			
TOTAL NON-OPERATING ITEMS	229,996	230,942	237,239
TOTAL EXPENSES	866,827	858,657	955,135
NET INCOME	(188,986)	(133,784)	(173,599)
Add Back:			
Subtotal additions			595,126
Deductions:			
Subtotal deductions			(251,316)
Adjusted Surplus (Deficit)			170,211
Estimated Reserves @ 1/1/2024			186,140
Estimated Reserves @ 12/31/2024			356,351

Housing Authorities of the City of Eureka and County of Humboldt

Annual Budget - Eureka Senior Housing

For the Year Ending 12/31/2024

Description	2022 Audit	2023 Budget	2024 Budget
Revenue & Expenses			
 INCOME			
 TENANT INCOME			
Total Rental Income	176,388	194,469	210,042
Total Other Tenant Income	1,587	4,500	4,270
NET TENANT INCOME	177,975	198,969	214,312
 GRANT INCOME			
TOTAL GRANT INCOME	0	0	0
 OTHER INCOME			
TOTAL OTHER INCOME	266	273	315
 TOTAL INCOME	178,240	199,242	214,627
 EXPENSES			
 ADMINISTRATIVE			
Total Administrative Salaries	17,936	20,663	42,701
Total Legal Expense	494	635	520
Total Other Admin Expenses	28,200	25,621	26,437
Total Miscellaneous Admin Expenses	2,711	2,488	2,642
TOTAL ADMINISTRATIVE EXPENSES	49,340	49,407	72,299
 TENANT SERVICES			
TOTAL TENANT SERVICES EXPENSES	2,433	2,846	7,379
 UTILITIES			
TOTAL UTILITY EXPENSES	34,749	36,800	32,449
 MAINTENANCE AND OPERATIONS			
Total General Maint Expense	23,098	19,499	20,166
Total Materials	9,434	7,715	10,561
Total Contract Costs	31,003	27,364	17,820
TOTAL MAINTENANCE EXPENSES	63,534	54,578	48,547
 GENERAL EXPENSES			
TOTAL GENERAL EXPENSES	7,108	8,293	7,316
 HOUSING ASSISTANCE PAYMENTS			
TOTAL HOUSING ASSISTANCE PAYMENTS	0	0	0

Housing Authorities of the City of Eureka and County of Humboldt

Annual Budget - Eureka Senior Housing

For the Year Ending 12/31/2024

Description	2022 Audit	2023 Budget	2024 Budget
FINANCING EXPENSE			
TOTAL FINANCING EXPENSE	43,774	42,811	41,392
NON-OPERATING ITEMS			
TOTAL NON-OPERATING ITEMS	36,524	36,612	36,843
TOTAL EXPENSES	237,461	231,347	246,225
NET INCOME	(59,220)	(32,105)	(31,598)
Add Back:			
Subtotal additions			80,093
Deductions:			
Subtotal deductions			(61,051)
Adjusted Surplus (Deficit)			(12,555)
Estimated Reserves @ 1/1/2024			46,140
Estimated Reserves @ 12/31/2024			33,585

Housing Authorities of the City of Eureka and County of Humboldt

Annual Budget - Eureka Housing Development Corporation

For the Year Ending 12/31/2024

Description	2022 Audit	2023 Budget	2024 Budget
Revenue & Expenses			
 INCOME			
 TENANT INCOME			
Total Rental Income	0	0	0
Total Other Tenant Income	0	0	0
NET TENANT INCOME	0	0	0
 GRANT INCOME			
TOTAL GRANT INCOME	0	0	0
 OTHER INCOME			
TOTAL OTHER INCOME	7,500	7,500	7,500
 TOTAL INCOME	7,500	7,500	7,500
 EXPENSES			
 ADMINISTRATIVE			
Total Administrative Salaries	0	0	0
Total Legal Expense	0	0	0
Total Other Admin Expenses	1,984	1,889	2,052
Total Miscellaneous Admin Expenses	0	0	0
TOTAL ADMINISTRATIVE EXPENSES	1,984	1,889	2,052
 TENANT SERVICES			
TOTAL TENANT SERVICES EXPENSES	0	0	0
 UTILITIES			
TOTAL UTILITY EXPENSES	0	0	0
 MAINTENANCE AND OPERATIONS			
Total General Maint Expense	0	0	0
Total Materials	0	0	0
Total Contract Costs	0	0	0
TOTAL MAINTENANCE EXPENSES	0	0	0
 GENERAL EXPENSES			
TOTAL GENERAL EXPENSES	943	820	950
 HOUSING ASSISTANCE PAYMENTS			
TOTAL HOUSING ASSISTANCE PAYMENTS	0	0	0

Housing Authorities of the City of Eureka and County of Humboldt

Annual Budget - Eureka Housing Development Corporation

For the Year Ending 12/31/2024

Description	2022 Audit	2023 Budget	2024 Budget
FINANCING EXPENSE			
TOTAL FINANCING EXPENSE	0	0	0
NON-OPERATING ITEMS			
TOTAL NON-OPERATING ITEMS	0	0	0
TOTAL EXPENSES	2,927	2,709	3,002
NET INCOME	4,573	4,791	4,498
Add Back:			
Subtotal additions			0
Deductions:			
Subtotal deductions			(7,500)
Adjusted Surplus (Deficit)			(3,002)
Estimated Reserves @ 1/1/2024			52,607
Estimated Reserves @ 12/31/2024			49,605

Housing Authorities of the City of Eureka and County of Humboldt

Annual Budget - Marine View Terrace

For the Year Ending 12/31/2024

Description	2022 Audit	2023 Budget	2024 Budget
Revenue & Expenses			
 INCOME			
 TENANT INCOME			
Total Rental Income	0	0	0
Total Other Tenant Income	0	0	0
NET TENANT INCOME	0	0	0
 GRANT INCOME			
TOTAL GRANT INCOME	0	0	0
 OTHER INCOME			
TOTAL OTHER INCOME	247,989	255,273	251,102
 TOTAL INCOME	247,989	255,273	251,102
 EXPENSES			
 ADMINISTRATIVE			
Total Administrative Salaries	47,648	58,014	83,446
Total Legal Expense	792	0	0
Total Other Admin Expenses	608	1,719	1,874
Total Miscellaneous Admin Expenses	2,080	2,788	2,615
TOTAL ADMINISTRATIVE EXPENSES	51,129	62,521	87,934
 TENANT SERVICES			
TOTAL TENANT SERVICES EXPENSES	0	0	0
 UTILITIES			
TOTAL UTILITY EXPENSES	289	283	1,247
 MAINTENANCE AND OPERATIONS			
Total General Maint Expense	25,744	29,672	19,609
Total Materials	245	9	9
Total Contract Costs	4,168	894	1,261
TOTAL MAINTENANCE EXPENSES	30,157	30,575	20,879
 GENERAL EXPENSES			
TOTAL GENERAL EXPENSES	2,180	2,306	3,050
 HOUSING ASSISTANCE PAYMENTS			
TOTAL HOUSING ASSISTANCE PAYMENTS	0	0	0

Housing Authorities of the City of Eureka and County of Humboldt

Annual Budget - Marine View Terrace

For the Year Ending 12/31/2024

Description	2022 Audit	2023 Budget	2024 Budget
FINANCING EXPENSE			
TOTAL FINANCING EXPENSE	1,148	0	0
NON-OPERATING ITEMS			
TOTAL NON-OPERATING ITEMS	12,427	7,932	16,481
TOTAL EXPENSES	97,330	103,617	129,591
NET INCOME	150,659	151,656	121,511
Add Back:			
Subtotal additions			16,481
Deductions:			
Subtotal deductions			(188,269)
Adjusted Surplus (Deficit)			(50,277)
Estimated Reserves @ 1/1/2024			152,549
Estimated Reserves @ 12/31/2024			102,272

Housing Authorities of the City of Eureka and County of Humboldt

Annual Budget - County of Humboldt Housing Authority

For the Year Ending 12/31/2024

Description	2022 Audit	2023 Budget	2024 Budget
Revenue & Expenses			
 INCOME			
 TENANT INCOME			
Total Rental Income	0	0	0
Total Other Tenant Income	0	0	0
NET TENANT INCOME	0	0	0
 GRANT INCOME			
TOTAL GRANT INCOME	7,498,832	9,703,115	10,421,939
 OTHER INCOME			
TOTAL OTHER INCOME	37,653	37,110	26,520
 TOTAL INCOME	7,536,485	9,740,225	10,448,459
 EXPENSES			
 ADMINISTRATIVE			
Total Administrative Salaries	1,025,838	904,540	980,929
Total Legal Expense	29,599	29,586	24,297
Total Other Admin Expenses	33,016	25,761	29,383
Total Miscellaneous Admin Expenses	86,591	82,248	106,187
TOTAL ADMINISTRATIVE EXPENSES	1,175,043	1,042,134	1,140,796
 TENANT SERVICES			
TOTAL TENANT SERVICES EXPENSES	142,387	299,940	98,822
 UTILITIES			
TOTAL UTILITY EXPENSES	13,765	13,454	15,608
 MAINTENANCE AND OPERATIONS			
Total General Maint Expense	131	0	0
Total Materials	643	400	0
Total Contract Costs	13,684	16,630	18,486
TOTAL MAINTENANCE EXPENSES	14,459	17,030	18,486
 GENERAL EXPENSES			
TOTAL GENERAL EXPENSES	51,689	56,569	36,431
 HOUSING ASSISTANCE PAYMENTS			
TOTAL HOUSING ASSISTANCE PAYMENTS	6,720,978	8,271,718	9,058,902

Housing Authorities of the City of Eureka and County of Humboldt

Annual Budget - County of Humboldt Housing Authority

For the Year Ending 12/31/2024

Description	2022 Audit	2023 Budget	2024 Budget
FINANCING EXPENSE			
TOTAL FINANCING EXPENSE	1,333	0	0
NON-OPERATING ITEMS			
TOTAL NON-OPERATING ITEMS	15,617	8,632	8,632
TOTAL EXPENSES	8,135,271	9,709,479	10,377,676
NET INCOME	(598,785)	30,746	70,783
Add Back:			
Subtotal additions			84,303
Deductions:			
Subtotal deductions			(163,565)
Adjusted Surplus (Deficit)			(8,479)
Estimated Reserves @ 1/1/2024			1,266,057
Estimated Reserves @ 12/31/2024			1,257,578

Housing Authorities of the City of Eureka and County of Humboldt

Annual Budget - Housing Choice Voucher

For the Year Ending 12/31/2024

Description	2022 Audit	2023 Budget	2024 Budget
Revenue & Expenses			
 INCOME			
 TENANT INCOME			
Total Rental Income	0	0	0
Total Other Tenant Income	0	0	0
NET TENANT INCOME	0	0	0
 GRANT INCOME			
TOTAL GRANT INCOME	6,979,028	7,242,024	8,111,696
 OTHER INCOME			
TOTAL OTHER INCOME	22,872	23,850	11,152
 TOTAL INCOME	7,001,900	7,265,874	8,122,848
 EXPENSES			
 ADMINISTRATIVE			
Total Administrative Salaries	915,774	733,181	798,891
Total Legal Expense	19,018	17,784	19,793
Total Other Admin Expenses	30,373	22,356	25,683
Total Miscellaneous Admin Expenses	78,596	67,752	86,018
TOTAL ADMINISTRATIVE EXPENSES	1,043,760	841,074	930,386
 TENANT SERVICES			
TOTAL TENANT SERVICES EXPENSES	0	40	40
 UTILITIES			
TOTAL UTILITY EXPENSES	12,807	11,182	12,715
 MAINTENANCE AND OPERATIONS			
Total General Maint Expense	54	0	0
Total Materials	613	332	0
Total Contract Costs	12,415	14,554	14,644
TOTAL MAINTENANCE EXPENSES	13,082	14,886	14,644
 GENERAL EXPENSES			
TOTAL GENERAL EXPENSES	48,750	50,812	29,553
 HOUSING ASSISTANCE PAYMENTS			
TOTAL HOUSING ASSISTANCE PAYMENTS	6,039,238	6,320,713	7,109,149

Housing Authorities of the City of Eureka and County of Humboldt

Annual Budget - Housing Choice Voucher

For the Year Ending 12/31/2024

Description	2022 Audit	2023 Budget	2024 Budget
FINANCING EXPENSE			
TOTAL FINANCING EXPENSE	1,333	0	0
NON-OPERATING ITEMS			
TOTAL NON-OPERATING ITEMS	12,343	2,988	2,988
TOTAL EXPENSES	7,171,313	7,241,696	8,099,475
NET INCOME	(169,412)	24,178	23,373
Add Back:			
Subtotal additions			78,544
Deductions:			
Subtotal deductions			(28,775)
Adjusted Surplus (Deficit)			73,142
Estimated Reserves @ 1/1/2024			662,901
Estimated Reserves @ 12/31/2024			736,044

Housing Authorities of the City of Eureka and County of Humboldt

Annual Budget - Emergency Housing Voucher

For the Year Ending 12/31/2024

Description	2022 Audit	2023 Budget	2024 Budget
Revenue & Expenses			
 INCOME			
 TENANT INCOME			
Total Rental Income	0	0	0
Total Other Tenant Income	0	0	0
NET TENANT INCOME	0	0	0
 GRANT INCOME			
TOTAL GRANT INCOME	263,643	1,879,292	1,675,190
 OTHER INCOME			
TOTAL OTHER INCOME	240	0	0
 TOTAL INCOME	263,883	1,879,292	1,675,190
 EXPENSES			
 ADMINISTRATIVE			
Total Administrative Salaries	84,049	119,381	133,824
Total Legal Expense	8,960	10,234	3,021
Total Other Admin Expenses	1,684	2,095	2,240
Total Miscellaneous Admin Expenses	4,910	9,518	13,722
TOTAL ADMINISTRATIVE EXPENSES	99,602	141,227	152,807
 TENANT SERVICES			
TOTAL TENANT SERVICES EXPENSES	142,387	299,900	98,782
 UTILITIES			
TOTAL UTILITY EXPENSES	501	1,457	1,940
 MAINTENANCE AND OPERATIONS			
Total General Maint Expense	75	0	0
Total Materials	11	43	0
Total Contract Costs	855	1,014	2,631
TOTAL MAINTENANCE EXPENSES	941	1,057	2,631
 GENERAL EXPENSES			
TOTAL GENERAL EXPENSES	2,096	3,590	4,510
 HOUSING ASSISTANCE PAYMENTS			
TOTAL HOUSING ASSISTANCE PAYMENTS	414,280	1,434,456	1,391,521

Housing Authorities of the City of Eureka and County of Humboldt

Annual Budget - Emergency Housing Voucher

For the Year Ending 12/31/2024

Description	2022 Audit	2023 Budget	2024 Budget
FINANCING EXPENSE			
TOTAL FINANCING EXPENSE	0	0	0
NON-OPERATING ITEMS			
TOTAL NON-OPERATING ITEMS	2,371	4,742	4,742
TOTAL EXPENSES	662,178	1,886,429	1,656,932
NET INCOME	(398,295)	(7,137)	18,257
Add Back:			
Subtotal additions			4,818
Deductions:			
Subtotal deductions			(133,319)
Adjusted Surplus (Deficit)			(110,244)
Estimated Reserves @ 1/1/2024			188,675
Estimated Reserves @ 12/31/2024			78,431

Housing Authorities of the City of Eureka and County of Humboldt

Annual Budget - Mainstream Voucher

For the Year Ending 12/31/2024

Description	2022 Audit	2023 Budget	2024 Budget
Revenue & Expenses			
 INCOME			
 TENANT INCOME			
Total Rental Income	0	0	0
Total Other Tenant Income	0	0	0
NET TENANT INCOME	0	0	0
 GRANT INCOME			
TOTAL GRANT INCOME	256,160	581,799	635,054
 OTHER INCOME			
TOTAL OTHER INCOME	0	0	0
 TOTAL INCOME	256,160	581,799	635,054
 EXPENSES			
 ADMINISTRATIVE			
Total Administrative Salaries	22,185	47,852	47,952
Total Legal Expense	1,621	1,568	1,483
Total Other Admin Expenses	589	910	1,078
Total Miscellaneous Admin Expenses	2,969	4,931	6,383
TOTAL ADMINISTRATIVE EXPENSES	27,365	55,261	56,896
 TENANT SERVICES			
TOTAL TENANT SERVICES EXPENSES	0	0	0
 UTILITIES			
TOTAL UTILITY EXPENSES	457	816	953
 MAINTENANCE AND OPERATIONS			
Total General Maint Expense	2	0	0
Total Materials	19	24	0
Total Contract Costs	414	1,063	1,211
TOTAL MAINTENANCE EXPENSES	435	1,087	1,211
 GENERAL EXPENSES			
TOTAL GENERAL EXPENSES	789	2,013	2,214
 HOUSING ASSISTANCE PAYMENTS			
TOTAL HOUSING ASSISTANCE PAYMENTS	267,460	516,549	558,232

Housing Authorities of the City of Eureka and County of Humboldt

Annual Budget - Mainstream Voucher

For the Year Ending 12/31/2024

Description	2022 Audit	2023 Budget	2024 Budget
FINANCING EXPENSE			
TOTAL FINANCING EXPENSE	0	0	0
NON-OPERATING ITEMS			
TOTAL NON-OPERATING ITEMS	0	0	0
TOTAL EXPENSES	296,505	575,726	619,505
NET INCOME	(40,345)	6,073	15,549
Add Back:			
Subtotal additions			37
Deductions:			
Subtotal deductions			(1,471)
Adjusted Surplus (Deficit)			14,115
Estimated Reserves @ 1/1/2024			61,181
Estimated Reserves @ 12/31/2024			75,296

Housing Authorities of the City of Eureka and County of Humboldt

Annual Budget - Humboldt Management

For the Year Ending 12/31/2024

Description	2022 Audit	2023 Budget	2024 Budget
Revenue & Expenses			
 INCOME			
 TENANT INCOME			
Total Rental Income	0	0	0
Total Other Tenant Income	0	0	0
NET TENANT INCOME	0	0	0
 GRANT INCOME			
TOTAL GRANT INCOME	0	0	0
 OTHER INCOME			
TOTAL OTHER INCOME	14,541	13,260	15,368
 TOTAL INCOME	14,541	13,260	15,368
 EXPENSES			
 ADMINISTRATIVE			
Total Administrative Salaries	3,830	4,125	261
Total Legal Expense	0	0	0
Total Other Admin Expenses	369	399	382
Total Miscellaneous Admin Expenses	116	47	64
TOTAL ADMINISTRATIVE EXPENSES	4,316	4,571	707
 TENANT SERVICES			
TOTAL TENANT SERVICES EXPENSES	0	0	0
 UTILITIES			
TOTAL UTILITY EXPENSES	0	0	0
 MAINTENANCE AND OPERATIONS			
Total General Maint Expense	0	0	0
Total Materials	0	0	0
Total Contract Costs	1	0	0
TOTAL MAINTENANCE EXPENSES	1	0	0
 GENERAL EXPENSES			
TOTAL GENERAL EXPENSES	54	154	154
 HOUSING ASSISTANCE PAYMENTS			
TOTAL HOUSING ASSISTANCE PAYMENTS	0	0	0

Housing Authorities of the City of Eureka and County of Humboldt

Annual Budget - Humboldt Management

For the Year Ending 12/31/2024

Description	2022 Audit	2023 Budget	2024 Budget
FINANCING EXPENSE			
TOTAL FINANCING EXPENSE	0	0	0
NON-OPERATING ITEMS			
TOTAL NON-OPERATING ITEMS	903	903	903
TOTAL EXPENSES	5,274	5,628	1,764
NET INCOME	9,267	7,632	13,604
Add Back:			
Subtotal additions			903
Deductions:			
Subtotal deductions			0
Adjusted Surplus (Deficit)			14,507
Estimated Reserves @ 1/1/2024			353,300
Estimated Reserves @ 12/31/2024			367,807

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

Approved by the City of Eureka Housing Authority Board of Commissioners on 10/17/2022 and by the County of Humboldt Housing Authority Board of Commissioners on 10/11/2022.

PHA Board Resolution
Approving Operating Budget

U.S. Department of Housing
and Urban Development
Office of Public and Indian Housing -
Real Estate Assessment Center (PIH-REAC)

OMB No. 2577-0026
(exp. 07/31/2019)

Public reporting burden for this collection of information is estimated to average 10 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. This agency may not collect this information, and you are not required to complete this form, unless it displays a currently valid OMB control number.

This information is required by Section 6(c)(4) of the U.S. Housing Act of 1937. The information is the operating budget for the low-income public housing program and provides a summary of the proposed/budgeted receipts and expenditures, approval of budgeted receipts and expenditures, and justification of certain specified amounts. HUD reviews the information to determine if the operating plan adopted by the public housing agency (PHA) and the amounts are reasonable, and that the PHA is in compliance with procedures prescribed by HUD. Responses are required to obtain benefits. This information does not lend itself to confidentiality.

PHA Name:PHA Code:

PHA Fiscal Year Beginning:Board Resolution Number:

Acting on behalf of the Board of Commissioners of the above-named PHA as its Chairperson, I make the following certifications and agreement to the Department of Housing and Urban Development (HUD) regarding the Board's approval of (check one or more as applicable):

DATE

- Operating Budget approved by Board resolution on:
- Operating Budget submitted to HUD, if applicable, on:
- Operating Budget revision approved by Board resolution on:
- Operating Budget revision submitted to HUD, if applicable, on:

I certify on behalf of the above-named PHA that:

1. All statutory and regulatory requirements have been met;
2. The PHA has sufficient operating reserves to meet the working capital needs of its developments;
3. Proposed budget expenditure are necessary in the efficient and economical operation of the housing for the purpose of serving low-income residents;
4. The budget indicates a source of funds adequate to cover all proposed expenditures;
5. The PHA will comply with the wage rate requirement under 24 CFR 968.110(c) and (f); and
6. The PHA will comply with the requirements for access to records and audits under 24 CFR 968.110(i).

I hereby certify that all the information stated within, as well as any information provided in the accompaniment herewith, if applicable, is true and accurate.

Warning: HUD will prosecute false claims and statements. Conviction may result in criminal and/or civil penalties. (18 U.S.C. 1001, 1010, 1012.31, U.S.C. 3729 and 3802)

Print Board Chairperson's Name:	Signature:	Date:
---------------------------------	------------	-------

RESOLUTION NO. 499

**TO APPROVE ANNUAL OPERATING BUDGET
FOR HOUSING AUTHORITY OF THE COUNTY OF HUMBOLDT,
INCLUDING SECTION 8 HOUSING CHOICE VOUCHER, CA086
FOR FISCAL YEAR ENDING DECEMBER 31, 2024**

WHEREAS, The Housing Authority of the County of Humboldt Board of Commissioners directed the Executive Director to prepare an Operating Budget for Section 8 Housing Choice Voucher program, CA086, for fiscal year ending December 31, 2024; and

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

NOW, THEREFORE, BE IT RESOLVED, That the Commissioners of the Housing Authority of the County of Humboldt do hereby approve and adopt the Operating Budget for the Housing Authority of the County of Humboldt, including the CA086 Section 8 Housing Choice Voucher program, for fiscal year ending December 31, 2024.

PASSED AND ADOPTED on the 10 day of October 2023 by the following vote:

AYES:
NAYS:
ABSENT:
ABSTAIN:

Cheryl Churchill
Name

Elizabeth Conner
Name

Secretary
Title

Chairperson
Title

Signature

Signature

Housing Authority of the County of Humboldt

Board of Commissioners Meeting

October 16, 2023

Agenda Item 8c

Memorandum

To: Commissioners

From: Cheryl Churchill, Executive Director

Subject: Updated payment standards for voucher programs

BACKGROUND AND HISTORY:

Payment standards for voucher assistance programs (Housing Choice Vouchers, Mainstream, Emergency Housing Vouchers, and Veteran's Affairs Supported Housing) are based on "Fair Market Rents" published annually by HUD. The rates for 2024 were published October 1, 2023, and implementation of updated payment standards is required within 90 days. Based on this, the Housing Authority of the County of Humboldt plans to implement 2024 payment standards as of 12/1/2023.

The 120% payment standard that has been allowed under HUD waiver for the past two years expires on 12/31/2023. However, with the increase in Fair Market Rents from 2023 to 2024, by setting our payment standards at 110% (the maximum HUD allows without a waiver request to HUD headquarters) of 2024 fair market rents, this will still provide an average 4% increase to voucher payment standards. This increase is critical in keeping up with inflation and the increasing market rents in Humboldt.

Impact to Personnel:

Minimal; staff update the payment standards annually, and this is built into regular processes.

Fiscal Impact:

The increase in payment standards may result in an increased per-unit per-month (PUPM) voucher cost, which in turn would spend down our HAP funding quicker. However, as we work to achieve higher voucher utilization, the increase in payment standard should increase viability of voucher usage in the market, maintaining or increasing our voucher lease-up rate. HUD has encouraged our PHA for years to spend down our HUD-held reserves, and increasing the payment standard supports efforts to achieve this. Furthermore, increased voucher utilization will provide additional unrestricted administrative fee income to support continued program growth.

Alternatives:

Updating payment standards to between 90-110% of published Fair Market Rents is required within 90 days of FMRs being published. While the current payment standards would fall into that range,

maintaining the same amounts as 2023, or anything less than the 110% allowed, would not support program growth. As such, no alternative standards are recommended.

STAFF RECOMMENDATION:

Staff recommend that the Board approve the payment standards at 110% of 2024 Fair Market Rents, effective December 1, 2023.

Housing Authority of the County of Humboldt
2023 and 2024 HUD Fair Market Rents and Payment Standards

	SRO	Efficiency	1-BR	2-BR	3-BR	4-BR	5-BR	6-BR
2023 HUD FMR	\$ 609	\$ 812	\$ 907	\$ 1,183	\$ 1,681	\$ 2,015	\$ 2,317	\$ 2,620
2024 HUD FMR	\$ 713	\$ 950	\$ 1,032	\$ 1,352	\$ 1,905	\$ 2,294	\$ 2,638	\$ 2,982
Increase	17.0%	17.0%	13.8%	14.3%	13.3%	13.8%	13.8%	13.8%
2023 Payment Standard - 120%	\$ 730	\$ 974	\$ 1,088	\$ 1,419	\$ 2,017	\$ 2,418	\$ 2,780	\$ 3,143
2024 Payment Standard - 110%	\$ 783	\$ 1,045	\$ 1,135	\$ 1,487	\$ 2,095	\$ 2,523	\$ 2,901	\$ 3,280
Increase	7.3%	7.3%	4.3%	4.8%	3.9%	4.3%	4.4%	4.4%

HOUSING AUTHORITY OF THE COUNTY OF HUMBOLDT

RESOLUTION 500

A RESOLUTION FOR THE PURPOSE OF SETTING THE 2024 PAYMENT STANDARD FOR RESIDENTS WITH THE HOUSING AUTHORITY OF THE COUNTY OF HUMBOLDT HOUSING CHOICE VOUCHERS

WHEREAS, the Department of Housing and Urban Development (HUD) has published the 2024 Fair Market Rents on October 1, 2023; and

WHEREAS, the Housing Authority of the County of Humboldt (HACH) must adopt a Payment Standard within 90% and 110% of the established Fair Market Rents within 90 days of publication; and

WHEREAS, HACH's existing 2023 Payment Standards are currently set at 120% of the 2023 Fair Market Rents; and

WHEREAS, HUD's published 2024 Fair Market Rents increased by an average of 14% across bedroom sizes from 2023; and

WHEREAS, HACH wishes to adopt the 2024 Payment Standards at 110% of the Fair Market Rents for 2024, the maximum allowed by HUD without waiver, in order to match the trends in the current rental market, allowing Housing Choice Voucher participants the opportunity to competitively access decent, safe and affordable housing. HACH would be adopting a payment standard within the allowable range by HUD and continue to serve the voucher participants appropriately; and

NOW THEREFORE, be it resolved that the Board of Commissioners of the Housing Authority of the County of Humboldt approves adopting Humboldt County Payment Standards at 110% of the 2024 HUD Fair Market Rents for Humboldt County, effective December 1, 2023.

PASSED AND ADOPTED on the 16 day of October 2023 by the following vote:

AYES:
NAYS:
ABSENT:
ABSTAIN:

Name

Name

Title

Title

Signature

Signature