



# HOUSING AUTHORITIES

## CITY OF EUREKA & COUNTY OF HUMBOLDT



735 WEST EVERDING STREET, EUREKA CA 95503  
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### AGENDA

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

DATE AND TIME  
Tuesday, February 13, 2024  
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](mailto:heatherh@eurekahumboldtha.org) prior to the Board of Commissioners meeting.
- Call and leave a message at (707) 443-4583 ext. 219.

When addressing the Board on agenda items or business introduced by Commissioners, members of the public may speak for a maximum of five minutes per agenda item when the subject is before the Board.

1. Roll Call

2. Public Comment (Non-Agenda):

This time is reserved for members of the public to address the Committee relative to matters of the 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 January 08, 2024.

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

5b. HCV Utilization Reports

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 504, Section 8 Management Assessment Program (SEMAP) Certification

*Recommended Board Action: Accept and Adopt for Approval*

8b. Resolution 505, Resolution to Approve Submission of Waiver Request to HUD in Support of HACE Repositioning Activities and Related Voucher Support from HACH

*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://eurekahumboldt.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, JANUARY 08, 2024**

Chairperson Conner declared a quorum present and called the meeting to order at 12:00p.m.

1. Roll Call:

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

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

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

Motion to approve the minutes of the meeting of November 13, 2023, made by Commissioner Leon.

Second - Commissioner Fitzgerald

Roll call:

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

Vice Chairperson Fitzgerald declared the motion carried to approve the minutes of November 13, 2023.

4. Bills and Communication: Landlord Newsletter 2023.2

Secretary Churchill briefly goes over the landlord newsletter.

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 noting that waitlist numbers are currently at 1,270. Secretary Churchill notes that Laurel Canyon's HAP contract was executed in December with 34 of 35 units leased up. Providence was supposed to lease up in December but didn't get the certificate of occupancy until the first week of January 2024. Secretary Churchill goes on to note that she expects the HAP contract for Providence to be executed the week of January 8, 2024.

6. Reports of the Commissioners: None heard.

7. Unfinished Business: None.

8. New Business:

- 8a. Resolution 503, Annual Agency Plan, HUD Form 50075  
Recommended Board Action: Accept and Adopt for Approval

#### RESOLUTION 503

#### RESOLUTION TO APPROVE ANNUAL 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 5-Year Agency Plan update was approved on October 16, 2023; and

WHEREAS, the annual plan was not included for approval on October 16, 2023; and

WHEREAS, the annual plan must be approved for submission to the United States Department of Housing and Urban Development.

NOW, THEREFORE, BE IT RESOLVED, That the Commissioners of the Housing Authority of the County of Humboldt do hereby approve the addition of the annual plan as submitted for review.

Motion to approve Resolution 503 made by Commissioner Leon.

Second - Commissioner Escarda

Roll Call:

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

Vice Chairperson Fitzgerald declared the motion carried and Resolution 503 approved.

- 8b. Resolution 502, Proposed Utility Allowance Study Schedule for 2024  
Recommended Board Action: Accept and Adopt for Approval

#### RESOLUTION 502

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

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

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

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

NOW, THEREFORE, BE IT RESOLVED, that the Commissioners of the County of Humboldt Housing Authority approve and adopt the June 2023 updated schedule for Section 8 Utility Allowances for Tenant Furnished Utilities and Other Services, effective May 1, 2024.

Motion to approve Resolution 502 made by Commissioner Leon.

Second - Commissioner Escarda

Roll Call:

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

Vice Chairperson Fitzgerald declared the motion carried and Resolution 502 approved.

9. Closed Session: None needed.

10. Adjournment

There being no further business to come before the Commissioners, the meeting was adjourned at 12:24p.m.

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Secretary

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Chairperson

# Occupancy and Leasing Report April 2023 - December 2023

## HOUSING AUTHORITY OF THE CITY OF EUREKA HOUSING AUTHORITY OF THE COUNTY OF HUMBOLDT

Program	Total Units													Wait List
	Available	Jan-23	Feb-23	Mar-23	Apr-23	May-23	Jun-23	Jul-23	Aug-23	Sep-23	Oct-23	Nov-23	Dec-23	End of Month
HACE														
Public Housing	195	185	184	184	183	185	185	186	188	186	189	186	186	711
Eureka Family Housing	51	48	47	49	49	49	48	48	46	46	46	47	48	745
Eureka Senior Housing	22	19	19	21	21	21	21	21	21	21	21	21	21	267
Total City Units	268	252	250	254	253	255	254	255	255	253	256	254	255	

<b>HACH</b>														
<u>Tenant Based Vouchers</u>														
Housing Choice Vouchers	1234	808	810	810	783	775	780	790	785	784	767	764	764	1220
VASH Vouchers	95	33	33	35	61	62	61	60	62	62	77	75	74	N/A
Mainstream vouchers	75	43	45	48	50	50	51	52	53	50	51	50	51	N/A
Emergency Housing Vouchers (EHV)	182	86	100	102	108	111	114	127	127	137	135	141	147	N/A
<b>Total All Vouchers</b>	<b>1586</b>	<b>970</b>	<b>988</b>	<b>995</b>	<b>1002</b>	<b>998</b>	<b>1006</b>	<b>1029</b>	<b>1027</b>	<b>1033</b>	<b>1030</b>	<b>1030</b>	<b>1036</b>	
<u>Project Based Vouchers (note that these are a subset of HCV &amp; VASH voucher counts shown above)</u>														
PBV-VASH - Bayview Heights (Eureka)	22	22	22	22	22	22	22	22	22	22	22	22	22	N/A
PBV-HCV - Bayview Heights (Eureka)	3	3	3	3	3	3	3	3	3	3	3	3	3	1
PBV-HCV - Sorrell Place (Arcata)	5	5	5	5	5	5	5	5	5	5	5	5	5	161
PBV-HCV - Providence (Eureka)	42	(Projects not yet completed)												N/A
PBV-HCV - Laurel Canyon	35													71
<b>Total Project Based Vouchers</b>	<b>107</b>	<b>30</b>	<b>30</b>	<b>30</b>	<b>30</b>	<b>30</b>	<b>30</b>	<b>30</b>	<b>30</b>	<b>30</b>	<b>30</b>	<b>30</b>	<b>30</b>	

Vouchers issued but not under contract, end of month (aka "Searching")	85
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Note: Occupancy / utilization numbers shown are as of the first day of the month.

1. Total PH units is 198; 3 units are exempted for EPD use, Boys & Girls Club, and Maintenance use and are unavailable for tenant rental.
2. 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.  
Mainstream applicants share waitlist with HCV applicants.
3. No PHA waitlist for EHV's; all are issued based on referral from HHC or HDVS. Referrals began Q4 2021.
4. 25 Project Based Vouchers at Bayview Heights Veteran's housing at 4th & C Street, Eureka; contract signed 6/30/2020.
5. 5 Project Based HCV vouchers at Sorrell Place, extremely low income units at 7th & I Street, Arcata; effective 6/1/2022.
6. Providence Mother Bernard House PBV's - Occupancy based on referral from CoC; contract signed 01/08/2024.
7. Laurel Canyon (7th & Myrtle Ave.) 35 senior PBV units; contracts signed 12/07/2023.

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

	January	February	March	April	May	June	July	August	September	October	November	December	Total
<b>Traditional HCV &amp; VASH (Includes PBVs)</b>													
HAP Income (budget authority)	\$ 554,989	\$ 561,152	\$ 561,152	\$ 561,152	\$ 561,152	\$ 513,444	\$ 513,444	\$ 513,444	\$ 513,444	\$ 505,969	\$ 528,590	\$ 528,590	\$ 6,416,518
HAP expenses	(526,451)	(537,222)	(542,351)	(543,583)	(543,351)	(545,994)	(553,858)	(554,820)	(555,264)	(552,024)	(557,138)	(577,643)	(6,590,131)
Surplus (Deficit)	28,538	23,930	18,369	17,569	17,801	(32,551)	(40,415)	(41,377)	(41,821)	(46,055)	(28,548)	(49,053)	(173,614)
<b>* % Total income utilized</b>	94.86%	95.74%	96.73%	96.87%	96.83%	106.34%	107.87%	108.06%	108.15%	109.10%	105.40%	109.28%	102.71%
Administrative/Other Income	75,927	91,889	76,230	75,898	75,742	76,587	76,007	107,199	136,664	74,797	82,855	82,818	1,032,613
Operating expenses	(57,389)	(65,305)	(70,107)	(62,912)	(60,073)	(59,020)	(59,984)	(61,826)	(69,929)	(58,863)	(67,720)	(72,182)	(765,310)
Surplus (Deficit)	18,538	26,584	6,123	12,986	15,669	17,567	16,023	45,373	66,734	15,934	15,135	10,636	267,302
<b>B Remaining HAP Cash</b>	15,197	2,741	29,886	(3,180)	93,597	18,802	17,902	21,091	86,035	27,653	45,965	32,830	
Remaining Non-HAP Cash	546,993	597,179	567,907	610,780	469,621	556,625	577,095	623,326	630,324	690,165	699,965	741,000	
Total HCV Cash	562,189	599,919	597,793	607,600	563,218	575,427	594,997	644,416	716,359	717,818	745,930	773,830	
Cash Increase/(Decrease)	14,569	37,730	(2,126)	9,806	(44,381)	12,209	19,570	49,420	71,942	1,459	28,112	27,900	
# of Households Assisted	843	844	844	844	838	841	849	847	846	844	839	838	10,117
Average HAP Payment	\$ 624	\$ 637	\$ 643	\$ 644	\$ 648	\$ 649	\$ 652	\$ 655	\$ 656	\$ 654	\$ 664	\$ 689	\$ 651
<b>Mainstream (disabled &amp; non-elderly)</b>													
HAP Income (budget authority)	\$ 23,639	\$ 23,639	\$ 24,287	\$ 24,287	\$ 23,833	\$ 23,833	\$ 23,833	\$ 23,833	\$ 23,833	\$ 23,833	\$ 23,546	\$ 23,546	\$ 285,942
HAP expenses	(29,831)	(30,983)	(32,401)	(33,608)	(33,704)	(34,267)	(34,480)	(35,043)	(33,614)	(33,811)	(34,270)	(35,223)	(401,235)
Surplus (Deficit)	(6,192)	(7,344)	(8,114)	(9,321)	(9,871)	(10,434)	(10,647)	(11,210)	(9,781)	(9,978)	(10,724)	(11,677)	(115,293)
<b>A % Total income utilized</b>	126.19%	131.07%	133.41%	138.38%	141.42%	143.78%	144.67%	147.04%	141.04%	141.87%	145.54%	149.59%	140.32%
Administrative/Other Income	2,768	2,768	9,761	2,811	2,949	7,175	2,949	8,636	10,467	2,949	4,789	4,795	62,817
Operating expenses	(2,659)	(3,434)	(3,623)	(3,001)	(4,218)	(3,640)	(3,170)	(3,570)	(4,020)	(3,547)	(3,828)	(3,871)	(42,580)
Surplus (Deficit)	109	(666)	6,138	(190)	(1,269)	3,535	(221)	5,066	6,447	(598)	961	924	20,237
<b>B Remaining HAP Cash</b>	(1,723)	122	5,938	(1,852)	5,074	2,916	2,495	(2,476)	5,784	(1,532)	2,659	2,233	
Remaining Non-HAP Cash	42,711	42,545	41,764	48,416	42,822	53,790	53,358	58,187	57,129	63,789	60,559	60,646	
Total MSV Cash	40,988	42,667	47,702	46,564	47,896	56,706	55,853	55,711	62,913	62,257	63,218	62,879	
Cash Increase/(Decrease)	(1,906)	1,679	5,035	(1,138)	1,332	8,810	(853)	(142)	7,203	(656)	961	(339)	
# of Households Assisted	43	45	48	50	50	51	52	53	50	51	50	51	594
Average HAP Payment	\$ 694	\$ 689	\$ 675	\$ 672	\$ 674	\$ 672	\$ 663	\$ 661	\$ 672	\$ 663	\$ 685	\$ 691	\$ 675
<b>Emergency Housing Vouchers (EHVs)</b>													
HAP Income (budget authority)	\$ 37,098	\$ 37,098	\$ 37,098	\$ 37,098	\$ 55,647	\$ 55,647	\$ 55,647	\$ 55,647	\$ 55,647	\$ 55,647	\$ 55,647	\$ 55,647	\$ 593,567.00
HAP expenses	(76,264)	(82,314)	(86,565)	(88,899)	(90,776)	(99,809)	(101,882)	(102,098)	(109,125)	(109,681)	(117,447)	(121,309)	(1,186,169)
Surplus (Deficit)	(39,166)	(45,216)	(49,467)	(51,801)	(35,129)	(44,162)	(46,235)	(46,451)	(53,478)	(54,034)	(61,800)	(65,662)	(592,602)
<b>A % Total income utilized</b>	205.57%	221.88%	233.34%	239.63%	163.13%	179.36%	183.09%	183.47%	196.10%	197.10%	211.06%	218.00%	199.84%
Administrative/Other Income	11,884	27,313	25,144	20,721	37,745	35,438	72,519	37,667	43,275	30,333	58,780	50,902	451,721
Operating expenses	(16,160)	(37,880)	(27,311)	(21,459)	(31,262)	(32,921)	(64,475)	(32,622)	(41,481)	(25,330)	(54,428)	(47,905)	(433,234)
Surplus (Deficit)	(4,276)	(10,566)	(2,167)	(738)	6,483	2,517	8,044	5,045	1,794	5,003	4,352	2,997	18,487
<b>B Remaining HAP Cash</b>	27,743	-	1,538	1,177	14,662	3,259	1,639	80	(9,160)	(6,181)	(3,036)	-	
Remaining Non-HAP Cash	149,958	114,694	96,854	82,378	51,376	50,163	162,206	142,969	275,805	264,761	227,396	188,919	
Total EHV Cash	177,701	114,694	98,391	83,555	66,037	53,422	163,845	143,049	266,645	258,581	224,361	188,919	
Cash Increase/(Decrease)	(107,282)	(63,007)	(16,303)	(14,836)	(17,518)	(12,615)	110,422	(20,796)	123,597	(8,065)	(34,220)	(35,442)	
# of Households Assisted	86	100	102	108	111	114	127	127	137	135	141	147	1,435
Average HAP Payment	\$ 887	\$ 823	\$ 849	\$ 823	\$ 818	\$ 876	\$ 802	\$ 804	\$ 797	\$ 812	\$ 833	\$ 825	\$ 827

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

	January	February	March	April	May	June	July	August	September	October	November	December	Total
<b>Total All Voucher Programs</b>													
HAP income (budget authority)	\$ 615,726	\$ 621,889	\$ 622,537	\$ 622,537	\$ 640,631	\$ 592,923	\$ 592,923	\$ 592,923	\$ 592,923	\$ 585,449	\$ 607,783	\$ 607,783	\$ 7,296,027
HAP expenses	(632,546)	(650,519)	(661,749)	(666,090)	(667,831)	(680,070)	(690,220)	(691,961)	(698,003)	(695,516)	(708,855)	(734,175)	(8,177,535)
Surplus (Deficit)	<u>(16,821)</u>	<u>(28,631)</u>	<u>(39,213)</u>	<u>(43,554)</u>	<u>(27,200)</u>	<u>(87,147)</u>	<u>(97,297)</u>	<u>(99,038)</u>	<u>(105,080)</u>	<u>(110,067)</u>	<u>(101,072.13)</u>	<u>(126,392.13)</u>	<u>(881,509)</u>
<b>A % Total income utilized</b>	102.73%	104.60%	106.30%	107.00%	104.25%	114.70%	116.41%	116.70%	117.72%	118.80%	116.63%	120.80%	112.08%
Administrative/Other Income	90,579	121,971	111,134	99,430	116,436	119,200	151,475	153,502	190,405	108,079	146,424	138,515	1,547,151
Operating expenses	(76,208)	(106,619)	(101,040)	(87,372)	(95,553)	(95,581)	(127,629)	(98,018)	(115,430)	(87,740)	(125,976)	(123,958)	(1,241,125)
Surplus (Deficit)	<u>14,371</u>	<u>15,352</u>	<u>10,094</u>	<u>12,058</u>	<u>20,884</u>	<u>23,619</u>	<u>23,846</u>	<u>55,484</u>	<u>74,975</u>	<u>20,340</u>	<u>20,448</u>	<u>14,557</u>	<u>306,026</u>
Remaining HAP Cash	41,217	2,863	37,362	(3,855)	113,332	24,977	22,035	18,694	82,659	19,940	45,589	35,063	
Remaining Non-HAP Cash	739,662	754,418	706,525	741,574	563,819	660,578	792,659	824,481	963,258	1,018,715	987,920	990,565	
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>	<u>1,045,917</u>	<u>1,038,656</u>	<u>1,033,509</u>	<u>1,025,628</u>	
Cash Increase/(Decrease)	(94,619)	(23,598)	(13,394)	(6,168)	(60,568)	8,404	129,139	28,481	202,742	(7,262)	(5,147)	(7,881)	
# of Households Assisted	972	989	994	1,002	999	1,006	1,028	1,027	1,033	1,030	1,030	1,036	12,146
Average HAP Payment	\$ 651	\$ 658	\$ 666	\$ 665	\$ 668	\$ 676	\$ 671	\$ 674	\$ 676	\$ 675	\$ 688	\$ 709	\$ 673

**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 12/11/2023**

HCV - \$2,664,225

MSV - \$152,151

EHV - \$723,876

*\*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. Third and final installment of EHV Services Fees received in September of 2023 for \$159,250.



# Housing Authority of the County of Humboldt

Board of Commissioners Meeting

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February 13, 2024

Agenda Item 8a

## Memorandum

To: Commissioners

From: Cheryl Churchill, Executive Director

Subject: Section Eight Management Assessment Program (SEMAP) Certification

### BACKGROUND AND HISTORY:

The U.S. Department of Housing and Urban Development (HUD) established the Section Eight Management Assessment Program (SEMAP) to measure management capabilities and identify deficiencies of agencies administering the Housing Choice Voucher Program. HUD uses this tool to measure performance levels by assessing a point value to each of the 14 indicators, for a total maximum of 145 points (note that not all PHAs have all programs, so total points possible may be less than 145). Public Housing Agencies must document compliance and/or noncompliance in these key areas and submit the information electronically to HUD. The total point value earned under SEMAP translates into a rating of high performer (90% or above), standard (60% to 89%), or troubled (below 60%).

The Housing Authority of the County of Humboldt self-scoring for calendar year 2023 indicates a rating of “high performer” based on achieving 130 points or 100%. The 14 indicators, 2022 and 2023 comparisons, and related points and ratings are shown in the attached table.

See attached Lead the Way training “Understanding Section Eight Management Assessment Program (SEMAP)” documentation for further description of SEMAP indicators.

### STAFF RECOMMENDATION:

Staff recommend that the Board of Commissioners of the Housing Authority of the County of Humboldt adopt the attached resolution authorizing the Executive Director to submit the SEMAP certification to HUD by the deadline of February 29, 2024.

## SEMAP Comparison of 2022 certification and 2023 proposed certification for the HCV Program

SEMAP Indicator	Maximum Points	2022 Score	2023 Score
1. Selection from the Waiting List	15	15	15
2. Reasonable Rent	20	20	20
3. Determination of adjusted Income	20	20	20
4. Utility Allowance Schedule	5	5	5
5. Housing Quality Standards (HQS) Quality Control Inspections	5	0	5
6. HQS Enforcement	10	0	10
7. Expanding Housing Opportunities	5	N/A	N/A
8. Payment Standards	5	5	5
9. Annual Reexaminations	10	10	10
10. Correct Tenant Rent Calculations	5	5	5
11. Pre-contract HQS Inspections	5	5	5
12. Annual HQS Inspections	10	10	10
13. Lease Up	20	20	20
14. FSS Enrollment and Escrow Accounts	10	N/A	N/A
<b>Total Points Earned</b>	<b>145</b>	<b>115</b>	<b>130</b>
<b>Score</b>	<b>100%</b>	<b>88%</b>	<b>100%</b>
<b>Rating</b>		<b>Standard</b>	<b>High Performer</b>



# UNDERSTANDING SECTION EIGHT MANAGEMENT ASSESSMENT PROGRAM (SEMAP)



**LEAD THE WAY**

PHA GOVERNANCE AND  
FINANCIAL MANAGEMENT  
A Training for Board Members and Staff



The Section Eight Management Assessment Program (SEMAP) is HUD's performance measurement tool for the Housing Choice Voucher Program. A PHA self-certifies to HUD 60 days after the end of the fiscal year. The Field Office will then issue a score within 120 days after the end of fiscal the year. High performers have a score above 90. Troubled performers have a score below 60.

## The Board's Role in SEMAP

Your PHA's SEMAP score is an important tool for the Board of Commissioners. Track SEMAP scores each month in board meetings. You can use the SEMAP indicators to guide the way you assess your PHA's performance. Focus your attention on weak performance areas to effectively and efficiently use scarce resources. Failing to meet SEMAP standards means a failure to ensure residents are living in quality housing. Consequences of failing performance can include required corrective actions and limits on new HUD funding awards. Keep your PHA on track.

## HUD's Role in SEMAP

HUD reviews and monitors PHA SEMAP scores. The SEMAP certification is analyzed by HUD Field Offices, and may also be confirmed on site. HUD staff will then provide recommendations for improving failing SEMAP indicators, and will assist in preparing a Corrective Action Plan (CAP).

## SEMAP Indicators

All SEMAP performance indicators set a standard for a key area of Housing Choice Voucher Program management. PHAs are assessed against these standards to show whether the PHA administers the program properly and effectively. The SEMAP certification that is submitted by PHAs addresses all of the following indicators:

### Self-Certified

#### Indicator 1 – Selection from Waiting List

The score for this indicator is based on whether the PHA has a written policy in its administrative plan for selecting applicants from the waiting list and whether it follows that policy. The certification must be based on the results of a quality control sample measuring the rate at which the PHA follows its selection policy.

**Score:** The PHA receives a score of 15 for this indicator if it certifies that it has a written policy and the sample shows that 98% of applicants selected from the waiting list were selected in a manner that conformed to the PHA's policy. If the PHA had no policy or less than 98% of selected applicants were selected in the manner the policy prescribes, the PHA receives zero points for this indicator.

## Do you know your SEMAP score?

Are you a “high,” “standard,” or “troubled” performer?

### Indicator 2 – Rent Reasonableness

The score for this indicator is based on whether the PHA has a written policy for determining and documenting that the rent paid to owners is reasonable based on current rents for comparable unassisted units and whether it follows that policy. The PHA must conduct a quality control sample to determine whether the PHA is following its own policies for determining rent reasonableness.

**Score:** The PHA receives 20 points for this indicator if the PHA has a written policy that meets HUD’s requirements and the sample shows that the policy was followed at least 98% of the time. The PHA receives 15 points for this indicator if the sample shows that the PHA’s policy was followed at least 80% of the time. If the PHA had no policy that met HUD’s requirements or if the PHA’s policy was followed less than 80% of the time, the PHA receives zero points for this indicator.

### Indicator 3 – Determination of Adjusted Income

The score for this indicator is based on whether the PHA verifies and correctly determines adjusted annual income and utility allowances at each family’s admission and annual reexamination. The PHA must conduct a quality control sample to determine whether the PHA: 1) Obtains and uses third party verification of the factors that affect the determination of adjusted income or documents the reasons third party verification was not available, 2) Properly attributes and calculates medical, child care, and disability allowances; and 3) Uses the appropriate utility allowances.

**Score:** The PHA receives 20 points for this indicator if it certifies that it has verified and correctly determined adjusted annual income and utility allowances for at least 90% of families sampled. The PHA receives 15 points if the PHA correctly processed 80% to 89% of families sampled and zero points if less than 80% were correctly processed.

### Indicator 4 – Utility Allowance Schedule

For this indicator, the PHA is scored on whether the PHA maintains an up-to-date utility allowance schedule. A utility allowance schedule is “up-to-date” if the PHA reviewed utility rate data within the last 12 months and adjusted its utility allowance schedule if there has been a change of 10% or more in a utility rate since the last time the utility allowance schedule was revised.

**Score:** If the PHA certifies that it has updated its utility allowance schedule, it receives 5 points for this indicator. If the PHA has not done so, it receives zero points for this indicator.

### Indicator 5 – HQS Quality Control Inspections

This indicator measures whether the PHA has verified or re-inspected a sample of recently completed Housing Quality Standards (HQS) inspections representing a cross section of neighborhoods and a cross section of inspectors.

**Score:** A PHA receives 5 points for this indicator if it certifies that it has re-inspected a sample and zero points if it has not.

### Indicator 6 – HQS Enforcement

The score for this indicator is based on whether the PHA addressed deficiencies found during HQS inspections in a manner that conforms to HUD regulations. To correctly address deficiencies, the PHA must ensure that: 1) Any cited life-threatening HQS deficiencies are corrected within 24 hours from the inspection, 2) All other cited HQS deficiencies are corrected within no more than 30 calendar days from the inspection or any PHA-approved extension, 3) If HQS deficiencies are not corrected timely, the PHA stops (abates) housing assistance payments beginning no later than the first of the month following the specified correction period or terminates the HAP contract, and 4) For family-caused defects, the PHA takes prompt and vigorous action to enforce the family obligations. The PHA must conduct a quality control sample to determine whether the PHA has addressed deficiencies correctly.

**Score:** The PHA receives 10 points for this indicator if it certifies that the sample shows that all cited life-threatening HQS deficiencies were corrected within 24 hours and 98% of other HQS deficiencies were correctly addressed. Otherwise, the PHA receives zero points.

### Indicator 7 – Expanding Housing Opportunities

PHAs with jurisdiction in a metropolitan fair market rent (FMR) area will be scored under this indicator. The score is based on whether the PHA has adopted and implemented a written policy to encourage participation by owners of units located outside areas of poverty or minority concentration, as well as whether the PHA has researched and distributed information about areas of poverty or minority concentration to voucher holders.

**Score:** A PHA receives 5 points if it meets the following conditions. If the PHA does not meet these conditions, the PHA receives zero points.

1. The PHA has a written policy to encourage participation by owners of units located outside defined areas of poverty or minority concentration;
2. The PHA has followed its written policy;
3. The PHA has prepared maps of and information about areas that do not contain poverty or minority concentration, which the PHA uses when briefing rental voucher holders about the full range of areas where they may look for housing;
4. The PHA's information packet contains information about portability;
5. The PHA has analyzed whether rental voucher holders have experienced difficulties in finding housing outside areas of poverty or minority concentration and, if such difficul-



ties have been found, the PHA has considered seeking approval of exception payment standard amounts and has sought such approval when necessary.

### **Not Self-Certified (evidence of certification is required)**

#### **Indicator 8 – Payment Standards**

For this indicator, the PHA is scored on whether its payment standards do not exceed 110% and are not less than 90% of the current applicable published FMRs (unless a higher or lower payment standard amount is approved by HUD). The PHA submits the FMRs and payment standards in the SEMAP certification form.

**Score:** The PHA receives 5 points if the payment standards are between 90 and 110% of the FMRs, and zero points if they are not.

#### **Indicator 9 – Annual Reexaminations**

The score for this indicator is based on whether the PHA completes a reexamination for each participating family at least every 12 months.

**Score:** The PHA receives a score of 10 for this indicator if it certifies that it has completed a timely reexamination for over 95% of families, 5 points if it has completed a timely reexamination for between 90% and 95% of families, and zero points if it has completed a timely reexamination for less than 90% of families.

#### **Indicator 10 – Correct Tenant Rent Calculations**

The score for this indicator is based on whether the PHA correctly calculates tenant rent in the rental certificate program and the family's share of the rent to owner in the rental voucher program.

**Score:** The PHA receives 5 points if it certifies that 2% or fewer of PHA tenant rent and family's share of the rent to owner calculations are incorrect. The PHA receives zero points if more than 2% of these calculations are incorrect.

#### **Indicator 11 – Pre-Contract HQS Inspections**

The score for this indicator is based on the %age of newly leased units that pass HQS inspections.

**Score:** The PHA receives a score of 5 if it certifies that at least 98% of the newly leased units pass HQS inspections and zero points if less than 98% pass HQS inspections.

#### **Indicator 12 – Annual HQS Inspections**

The score for this indicator is based on whether the PHA inspects each unit under contract at least annually.

**Score:** The PHA receives a score of 10 for this indicator if it certifies that it has completed a timely inspection of over 95% of units, 5 points if it has completed a timely inspection of between 90% and 95% of units, and zero points if it has completed a timely inspection of less than 90% of units.

### **Indicator 13 – Lease-Up**

The score for this indicator is based on whether the PHA has entered HAP contracts for the number of units reserved under Annual Contributions Contract (ACC) for at least one year. Data is entered into SEMAP by the field office. The lease-up indicator is measured by the greater of the unit or budget authority percentages.

**Score:** The PHA receives 20 points for this indicator if the percent of units leased or the percent of allocated budget authority expended during the last PHA fiscal year was 98% or more. The PHA receives 15 points if the relevant percentage is 95-97% and zero points if the percentage is less than 95%.

### **Indicator 14 – Family Self-Sufficiency (FSS) Enrollment**

PHAs with mandatory FSS programs receive a score for this indicator based on whether the PHA has enrolled families in the FSS program as required and the percent of current FSS participants that have had increases in earned income that resulted in escrow account balances. The PHA provides this information as part of the SEMAP certification and the field office verifies it. If the certified mandatory minimum number of FSS units is different from the number listed in HUD records by a reasonable amount, this indicator will be scored based on the smaller number. If there is a large discrepancy between the two numbers, the field office must research the difference to determine the correct number to enter.

**Score:** The PHA can earn up to 10 points for this indicator.

### **Deconcentration Bonus Indicator**

PHAs that use a payment standard that exceeds 100% of the published FMR set at the 50th percentile rent in accordance with 24 CFR 888.113(c) must submit data for this indicator, while all other PHAs have the option of submitting deconcentration data.

**Score:** The PHA can earn 5 points for demonstrating that a high percent of its HCV families with children live in, or have moved during the PHA fiscal year to, low poverty census tracts in the PHA's principal operating area. PHAs will not be adversely affected if they get zero points on this indicator.



# Section 8 Management Assessment Program (SEMAP) Certification

U.S. Department of Housing  
and Urban Development  
Office of Public and Indian Housing

OMB Approval No. 2577-0215  
(exp. 02/29/2020)

Public reporting burden for this collection of information is estimated to average 12 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. This agency may not conduct or sponsor, and you are not required to respond to, a collection of information unless it displays a currently valid OMB control number.

This collection of information is required by 24 CFR sec 985.101 which requires a Public Housing Agency (PHA) administering a Section 8 tenant-based assistance program to submit an annual SEMAP Certification within 60 days after the end of its fiscal year. The information from the PHA concerns the performance of the PHA and provides assurance that there is no evidence of seriously deficient performance. HUD uses the information and other data to assess PHA management capabilities and deficiencies, and to assign an overall performance rating to the PHA. Responses are mandatory and the information collected does not lend itself to confidentiality.

**Instructions** Respond to this certification form using the PHA's actual data for the fiscal year just ended.

PHA Name Housing Authority of the County of Humboldt	For PHA FY Ending (mm/dd/yyyy) 12/31/2023	Submission Date (mm/dd/yyyy)
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**Check here if the PHA expends less than \$300,000 a year in Federal awards** ☐

Indicators 1 - 7 will not be rated if the PHA expends less than \$300,000 a year in Federal awards and its Section 8 programs are not audited for compliance with regulations by an independent auditor. A PHA that expends less than \$300,000 in Federal awards in a year must still complete the certification for these indicators.

## Performance Indicators

1. Selection from the Waiting List. (24 CFR 982.54(d)(1) and 982.204(a))

(a) The PHA has written policies in its administrative plan for selecting applicants from the waiting list.

**PHA Response** Yes ☒ No ☐

(b) The PHA's quality control samples of applicants reaching the top of the waiting list and of admissions show that at least 98% of the families in the samples were selected from the waiting list for admission in accordance with the PHA's policies and met the selection criteria that determined their places on the waiting list and their order of selection.

**PHA Response** Yes ☒ No ☐

2. Reasonable Rent. (24 CFR 982.4, 982.54(d)(15), 982.158(f)(7) and 982.507)

(a) The PHA has and implements a reasonable written method to determine and document for each unit leased that the rent to owner is reasonable based on current rents for comparable unassisted units (i) at the time of initial leasing, (ii) before any increase in the rent to owner, and (iii) at the HAP contract anniversary if there is a 5 percent decrease in the published FMR in effect 60 days before the HAP contract anniversary. The PHA's method takes into consideration the location, size, type, quality, and age of the program unit and of similar unassisted units, and any amenities, housing services, maintenance or utilities provided by the owners.

**PHA Response** Yes ☒ No ☐

(b) The PHA's quality control sample of tenant files for which a determination of reasonable rent was required shows that the PHA followed its written method to determine reasonable rent and documented its determination that the rent to owner is reasonable as required for (check one):

**PHA Response** ☒ At least 98% of units sampled ☐ 80 to 97% of units sampled ☐ Less than 80% of units sampled

3. Determination of Adjusted Income. (24 CFR part 5, subpart F and 24 CFR 982.516)

The PHA's quality control sample of tenant files shows that at the time of admission and reexamination, the PHA properly obtained third party verification of adjusted income or documented why third party verification was not available; used the verified information in determining adjusted income; properly attributed allowances for expenses; and, where the family is responsible for utilities under the lease, the PHA used the appropriate utility allowances for the unit leased in determining the gross rent for (check one):

**PHA Response** ☒ At least 90% of files sampled ☐ 80 to 89% of files sampled ☐ Less than 80% of files sampled

4. Utility Allowance Schedule. (24 CFR 982.517)

The PHA maintains an up-to-date utility allowance schedule. The PHA reviewed utility rate data that it obtained within the last 12 months, and adjusted its utility allowance schedule if there has been a change of 10% or more in a utility rate since the last time the utility allowance schedule was revised.

**PHA Response** Yes ☒ No ☐

5. HQS Quality Control Inspections. (24 CFR 982.405(b))

A PHA supervisor (or other qualified person) reinspected a sample of units during the PHA fiscal year, which met the minimum sample size required by HUD (see 24 CFR 985.2), for quality control of HQS inspections. The PHA supervisor's reinspected sample was drawn from recently completed HQS inspections and represents a cross section of neighborhoods and the work of a cross section of inspectors.

**PHA Response** Yes ☒ No ☐

6. HQS Enforcement. (24 CFR 982.404)

The PHA's quality control sample of case files with failed HQS inspections shows that, for all cases sampled, any cited life-threatening HQS deficiencies were corrected within 24 hours from the inspection and, all other cited HQS deficiencies were corrected within no more than 30 calendar days from the inspection or any PHA-approved extension, or, if HQS deficiencies were not corrected within the required time frame, the PHA stopped housing assistance payments beginning no later than the first of the month following the correction period, or took prompt and vigorous action to enforce the family obligations for (check one):

**PHA Response** ☒ At least 98% of cases sampled ☐ Less than 98% of cases sampled

7. Expanding Housing Opportunities. (24 CFR 982.54(d)(5), 982.153(b)(3) and (b)(4), 982.301(a) and 983.301(b)(4) and (b)(12)).

**Applies only to PHAs with jurisdiction in metropolitan FMR areas.**

**Check here if not applicable** ☒

(a) The PHA has a written policy to encourage participation by owners of units outside areas of poverty or minority concentration which clearly delineates areas in its jurisdiction that the PHA considers areas of poverty or minority concentration, and which includes actions the PHA will take to encourage owner participation.

**PHA Response** Yes ☐ No ☐

(b) The PHA has documentation that shows that it took actions indicated in its written policy to encourage participation by owners outside areas of poverty and minority concentration.

**PHA Response** Yes ☐ No ☐

(c) The PHA has prepared maps that show various areas, both within and neighboring its jurisdiction, with housing opportunities outside areas of poverty and minority concentration; the PHA has assembled information about job opportunities, schools and services in these areas; and the PHA uses the maps and related information when briefing voucher holders.

**PHA Response** Yes ☐ No ☐

(d) The PHA's information packet for voucher holders contains either a list of owners who are willing to lease, or properties available for lease, under the voucher program, or a list of other organizations that will help families find units and the list includes properties or organizations that operate outside areas of poverty or minority concentration.

**PHA Response** Yes ☐ No ☐

(e) The PHA's information packet includes an explanation of how portability works and includes a list of neighboring PHAs with the name, address and telephone number of a portability contact person at each.

**PHA Response** Yes ☐ No ☐

(f) The PHA has analyzed whether voucher holders have experienced difficulties in finding housing outside areas of poverty or minority concentration and, where such difficulties were found, the PHA has considered whether it is appropriate to seek approval of exception payment standard amounts in any part of its jurisdiction and has sought HUD approval when necessary.

**PHA Response** Yes ☐ No ☐

8. Payment Standards. The PHA has adopted current payment standards for the voucher program by unit size for each FMR area in the PHA jurisdiction and, if applicable, for each PHA-designated part of an FMR area, which do not exceed 110 percent of the current applicable FMR and which are not less than 90 percent of the current FMR (unless a lower percent is approved by HUD). (24 CFR 982.503)

**PHA Response** Yes ☒ No ☐

Enter current FMRs and payment standards (PS)

0-BR FMR	812	1-BR FMR	907	2-BR FMR	1183	3-BR FMR	1681	4-BR FMR	2015
PS	893	PS	997	PS	1301	PS	1849	PS	2216

**If the PHA has jurisdiction in more than one FMR area, and/or if the PHA has established separate payment standards for a PHA-designated part of an FMR area, attach similar FMR and payment standard comparisons for each FMR area and designated area.**

9. Annual Reexaminations. The PHA completes a reexamination for each participating family at least every 12 months. (24 CFR 982.516)

**PHA Response** Yes ☒ No ☐

10. Correct Tenant Rent Calculations. The PHA correctly calculates tenant rent in the rental certificate program and the family rent to owner in the rental voucher program. (24 CFR 982, Subpart K)

**PHA Response** Yes ☒ No ☐

11. Precontract HQS Inspections. Each newly leased unit passed HQS inspection before the beginning date of the assisted lease and HAP contract. (24 CFR 982.305)

**PHA Response** Yes ☒ No ☐

12. Annual HQS Inspections. The PHA inspects each unit under contract at least annually. (24 CFR 982.405(a))

**PHA Response** Yes ☒ No ☐

13. Lease-Up. The PHA executes assistance contracts on behalf of eligible families for the number of units that has been under budget for at least one year.

**PHA Response** Yes ☒ No ☐

- 14a. Family Self-Sufficiency Enrollment. The PHA has enrolled families in FSS as required. (24 CFR 984.105)

**Applies only to PHAs required to administer an FSS program.**

**Check here if not applicable** ☒

**PHA Response**

a. Number of mandatory FSS slots (Count units funded under the FY 1992 FSS incentive awards and in FY 1993 and later through 10/20/1998. Exclude units funded in connection with Section 8 and Section 23 project-based contract terminations; public housing demolition, disposition and replacement; HUD multifamily property sales; prepaid or terminated mortgages under section 236 or section 221(d)(3); and Section 8 renewal funding. Subtract the number of families that successfully completed their contracts on or after 10/21/1998.)

  

or, Number of mandatory FSS slots under HUD-approved exception

b. Number of FSS families currently enrolled

c. Portability: If you are the **initial** PHA, enter the number of families currently enrolled in your FSS program, but who have moved under portability and whose Section 8 assistance is administered by another PHA

Percent of FSS slots filled (b + c divided by a)

14b. Percent of FSS Participants with Escrow Account Balances. The PHA has made progress in supporting family self-sufficiency as measured by the percent of currently enrolled FSS families with escrow account balances. (24 CFR 984.305)

**Applies only to PHAs required to administer an FSS program.**

Check here if not applicable ☒

PHA Response

Yes ☐

No ☐

Portability: If you are the **initial** PHA, enter the number of families with FSS escrow accounts currently enrolled in your FSS program, but who have moved under portability and whose Section 8 assistance is administered by another PHA

**Deconcentration Bonus Indicator** (Optional and only for PHAs with jurisdiction in metropolitan FMR areas).

The PHA is submitting with this certification data which show that:

- (1) Half or more of all Section 8 families with children assisted by the PHA in its principal operating area resided in low poverty census tracts at the end of the last PHA FY;
- (2) The percent of Section 8 mover families with children who moved to low poverty census tracts in the PHA's principal operating area during the last PHA FY is at least two percentage points higher than the percent of all Section 8 families with children who resided in low poverty census tracts at the end of the last PHA FY;

**or**

- (3) The percent of Section 8 mover families with children who moved to low poverty census tracts in the PHA's principal operating area over the last two PHA FYs is at least two percentage points higher than the percent of all Section 8 families with children who resided in low poverty census tracts at the end of the second to last PHA FY.

PHA Response

Yes ☐

No ☒

If yes, attach completed deconcentration bonus indicator addendum.

I hereby certify that, to the best of my knowledge, the above responses under the Section 8 Management Assessment Program (SEMAP) are true and accurate for the PHA fiscal year indicated above. I also certify that, to my present knowledge, there is not evidence to indicate seriously deficient performance that casts doubt on the PHA's capacity to administer Section 8 rental assistance in accordance with Federal law and regulations.

**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, 3802)

Executive Director, signature

Chairperson, Board of Commissioners, signature

Date (mm/dd/yyyy) \_\_\_\_\_

Date (mm/dd/yyyy) \_\_\_\_\_

The PHA may include with its SEMAP certification any information bearing on the accuracy or completeness of the information used by the PHA in providing its certification.

**HOUSING AUTHORITY OF THE COUNTY OF HUMBOLDT**

**RESOLUTION 504**

**RESOLUTION TO APPROVE THE SECTION 8 MANAGEMENT ASSESSMENT PROGRAM  
(SEMAP) CERTIFICATION AND AUTHORIZING ITS SUBMITTAL TO THE U.S. DEPARTMENT OF  
HOUSING AND URBAN DEVELOPMENT (HUD)**

WHEREAS, the U.S. Department of Housing and Urban Development (HUD) measures the Public Housing Authorities' performance of their administration of the Section 8 Housing Choice Voucher Program through the Section Eight Management Assessment Program (SEMAP); and

WHEREAS, Housing Authorities are required to submit SEMAP certifications to HUD, and under SEMAP, HUD evaluates the Housing Authority's performance based on various indicators and routinely conducts onsite SEMAP Confirmatory Reviews; and

WHEREAS, HUD requires that SEMAP certifications be submitted sixty (60) days after the end of the preceding fiscal year; and

WHEREAS, staff has compiled accurate and complete information in preparation of the 2023 SEMAP certification and it is ready to be submitted to HUD.

NOW, THEREFORE, BE IT RESOLVED, that the Section Eight Management Assessment Program (SEMAP) Certifications for Fiscal Year Ending December 31, 2023, are approved and submittal of the SEMAP 2023 Certifications to the U.S. Department of Housing and Urban Development is authorized, and the Executive Director is hereby further authorized to take all actions necessary to implement the foregoing resolution.

PASSED AND ADOPTED on the \_\_\_\_\_ day of \_\_\_\_\_ 2024 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

February 13, 2024

Agenda Item 8b

## Memorandum

To: Commissioners

From: Cheryl Churchill, Executive Director

Subject: Waiver Request to HUD related to HACE repositioning activities

### BACKGROUND AND HISTORY:

The Housing Authority of the City of Eureka (HACE) is undertaking activities related to repositioning for its entire Public Housing portfolio. This includes not only rehabilitating existing units, but redeveloping certain properties as appropriate, with plans to increase the inventory of affordable units from 195 to approximately 350. Repositioning also entails converting from the traditional public housing operating subsidy annual contributions contract with HUD, to Project Based Voucher (PBV) HAP contract assistance for the rehabilitated/redeveloped units. While tenant-protection vouchers convertible to PBVs will be provided for existing Public Housing units (195), which would be new vouchers on top of the Housing Authority of the County of Humboldt's ("HACH's") existing voucher allocation, HACH could also provide additional PBVs from its current voucher allocation (1,404 total vouchers; excludes 182 EHV's as these cannot be project based) to further support the long-term sustainability of the new units exceeding 195. However, HACH's ability to utilize additional PBVs in HACE's new units would be dependent upon the request of certain waivers and approval by HUD.

### Overview of waivers being requested:

1. "PHA Owned Housing" – HACH does not and would not own any of the HACE units. However, it is a simpler process to issue vouchers for PHA owned housing. We will request that HACH and HACE be treated as a single entity for purposes of defining ownership related to issuing PBVs, though this will not give HACH any ownership right to HACE properties.
2. Percent limitations – PBV projects are limited to a cap of 25% of the units being assisted. This means that, without waiver, all 350 units could not be assisted with PBVs, endangering the long-term financial viability of the project. We will request that HUD waive the limit and allow up to 100% of units be able to receive project based voucher assistance.
3. Units Not Subject to Percentage Limitation – Projects are allowed to go above 25% PBV assistance if they meet specific requirements (units are for elderly, disabled, or families receiving supportive services). However, these are not the intended populations for the majority of repositioned units. We will request that HUD not require these specific populations or services to allow us to assist up to 100% of units with PBVs.

- 
4. Competitive Process – Typically a competitive process must be followed for issuing PBVs, unless they are being attached to units owned by the issuing PHA. In our situation, HACE or its affiliate nonprofit will be the owner, and HACH is the voucher administrator. Consistent with #1 above, we will request that HACH and HACE be treated as a single entity for purposes of issuing vouchers for “PHA Owned” units.

Impact to Personnel:

N/A

Fiscal Impact:

If HACH and HACE cannot request and receive the requested waivers, the financial viability of HACE’s repositioning plan is questionable. HACH would only see financial gains by adding more vouchers, as we currently have some capacity to add vouchers to current caseloads, and a significant increase in vouchers would cover the administrative costs of adding new staff.

Alternatives:

None recommended. Failure to request the waivers outlined makes HACE’s repositioning plan questionable as to its viability.

STAFF RECOMMENDATION:

Staff recommend that the Board approve the resolution to submit a combined waiver request to HUD.



# 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

DATE TBD

Gerard Windt, Director  
Office of Public Housing – Northern California  
U.S. Department of Housing and Urban Development  
One Sansome Street, 12<sup>th</sup> Floor  
San Francisco, CA 94104

Re: Request for Regulatory Waiver for the Housing Authorities of the City of Eureka and the County of Humboldt in Support of Public Housing Repositioning

Dear Mr. Windt:

I am writing to request a waiver of four specific regulatory elements found in 24 CFR 982 and 24 CFR 983, itemized more fully below, to facilitate the repositioning of public housing undertaken by the Housing Authorities of the City of Eureka and the County of Humboldt. A waiver, if granted, would allow the Housing Authority of the County of Humboldt to follow the exemptions currently available to a Combined<sup>1</sup> public housing authority when undertaking the repositioning of public housing.

For context, this request seeks the identical exemptions recently made available by PIH 2023-08 Rental Assistance Demonstration – Supplemental Notice 4B to public housing repositioning projects completed under the RAD program. With this request, we seek identical exemptions but for a Section 18 Disposition project.

1)	PHA Owned Housing	24 CFR §983.3, 24 CFR §982.352, and 24 CFR §982.628(d), PIH 2017-21
2)	Percent Limitations (Program Cap)	24 CFR §983.6
3)	Units Not Subject to Percentage Limitation (Program Cap) or Income-Mixing Requirement (Project Cap)	24 CFR §983.6, 24 CFR §983.56(a), 24 CFR §983.56(b)(1) and (2)
4)	Attaching PBVs to Certain PHA-Owned Projects Without Following a Competitive Process (Attachment L)	24 CFR § 983.51(b)

<sup>1</sup> Used to mean a public housing authority that has both a public housing and Housing Choice Voucher Annual Contributions Contract with HUD.



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# 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

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

The Housing Authority of the City of Eureka (HACE) (CA025) was incorporated on August 6, 1946, a few years before the massive expansion in public housing under the Housing Act of 1949. HACE is an independent agency with operations separate from the City of Eureka. HACE operated exclusively traditional public housing until the development of its first Low-Income Housing Tax Credit Project (LIHTC) in 1998. HACE owns and operates several housing projects throughout the City of Eureka, including Eureka Family Housing, Eureka Senior Housing, and Public Housing Projects.

The Housing Authority of the County of Humboldt (HACH) (CA086) was incorporated on December 1, 1970. HACH was established to help obtain clean, decent, safe, sanitary, affordable housing for low-income families. HACH is an independent agency with operations separate from those of the County of Humboldt and HACE. HACH administers assistance through the Section 8 Housing Choice Voucher (HCV) program with nearly 1,600 vouchers. The program allows income-eligible individuals to receive vouchers for rental assistance payments for qualified housing throughout the County of Humboldt.

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

### **Public Housing Repositioning**

HACE has set out to reposition all of its traditional public housing. HACE owns and operates 196 traditional public housing units across 12 separate properties. Among the households served, there are approximately 500 total residents.

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

An evaluation of physical, financial, and social information related to the HACE portfolio was completed to understand existing conditions and opportunities available. Details of the current conditions, desired outcomes, and implementation steps are provided in the Repositioning Plan. HACE's board of commissioners adopted the Repositioning Plan in June of 2022.



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

In support of HACE's Repositioning Plan, HACH's board of commissioners passed a resolution on July 11, 2022, indicating support of the Repositioning Plan and commitment to perform Housing Choice Voucher administrative functions needed to support public housing repositioning.

### Regulatory Waiver Request

Project Based Vouchers (PBV) are a component of HACH's Housing Choice Voucher (HCV) program. Regulations found at 24 CFR 983 establish basic regulations for PBV programs. The Housing Opportunity Through Modernization Act of 2016 (HOTMA) changed the definition of PHA-owned housing and the project-based voucher (PBV) program. Notice 2017-21 provides guidance on implementing these changes.

Regulatory Waiver Sought		Precedent for Waiver Available to a Combined public housing authority
1)	PHA Owned Housing 24 CFR §983.3, 24 CFR §982.352, and 24 CFR §982.628(d), PIH 2017-21	HOTMA Reference: Sec. 105, which amends Sec. 8(o)(11) of the Act. PIH 2017-21 Attachment A
2)	Percent Limitations (Program Cap) 24 CFR §983.6	HOTMA Reference: Sec. 106(a)(2), which amends Sec. 8(o)(13)(B) of the Act. PIH 2017-21 Attachment C
3)	Units Not Subject to Percentage Limitation (Program Cap) or Income-Mixing Requirement (Project Cap) 24 CFR §983.6, 24 CFR §983.56(a), 24 CFR §983.56(b)(1) and (2)	HOTMA Reference: Sec. 106(a)(2), which amends Sec. 8(o)(13)(B) of the Act, and Sec. 106(a)(3), which amends Sec. 8(o)(13)(D) of the Act PIH 2017-21 Attachment F PIH 2023-19 Section VIII.3
4)	Attaching PBVs to Certain PHA-Owned Projects Without Following a Competitive Process 24 CFR § 983.51(b)	HOTMA Reference: Sec. 106 (a)(9), which adds Sec. 8(o)(13)(N) to the Act PIH 2017-21 Attachment L PIH 2023-19 Section VIII.3



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In summary, this request seeks that HUD determine, to apply the specific waivers detailed above, that the Housing Authorities of the City of Eureka and the County of Humboldt are viewed as a Combined public housing authority.

## **Rationale for Approving this Request**

HACE and HACH believe there is sufficient good cause for approving this waiver request. The Housing Authorities of the City of Eureka and the County of Humboldt are each known to be well-run public housing authorities. Through updated Notices, training, and technical assistance, HUD encourages public housing authorities to reposition public housing.

Consistent with Current Practices., RAD Supplemental Notice 4B (H-2023-08 PIH-2023-19) provides the exemptions sought by Housing Authorities of the City of Eureka and the County of Humboldt when the RAD program is used to covert public housing to local Project Based Vouchers. The facts and circumstances of the situation at hand in Humboldt County are identical to those in which HUD provided regulatory relief when using RAD. The only difference is in the repositioning tool used. This request would apply the same exemptions permitted under the RAD program to a Section 18 conversion of public housing.

Housing Authorities of the City of Eureka and the County of Humboldt effectively operate as a Combined public housing authority. For all intents and purposes important to granting this waiver request, the Housing Authorities of the City of Eureka and the County of Humboldt operate in common to deliver housing and housing resources. While two corporate entities, they conduct their business in a highly cooperative manner and share administrative functions.

Legacy decisions resulted in the creation of two public housing authorities operating in Humboldt County. In 1946, HACE was created to own and operate public housing in the City of Eureka. In 1970, Congress passed the Housing and Urban Development Act of 1970 and directed HUD to undertake an experimental program to demonstrate the feasibility of providing families of low income with housing allowances to assist them in obtaining rental housing. This program was the origin of today's Housing Choice Voucher program. HACH was created in 1970 to implement this "experimental" program throughout Humboldt County. Simply, the community never saw a need to legally merge or consolidate the two organizations. Functionally, it works for our community.

For comparison, the alignment and coordination between the Housing Authorities of the City of Eureka and the County of Humboldt are similar to a single public housing authority creating separate legal entities to own and operate an affordable housing property. Distinction between the entities does exist, but they also share administrative functions and are accepted locally as just the "housing authority."

It is worth noting that Humboldt County and the City of Eureka are isolated on the coast in Northern California from other cities with public housing authorities. The nearest public housing authorities



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are in City of Crescent City (84 miles or 1.5 hours north), City of Redding (147 miles or 3 hours east), City of Ukiah (Mendocino County) (158 miles or 2.75 hours south). This is relevant to viewing the Housing Authorities of the City of Eureka and the County of Humboldt as a single unit for the purposes of granting this request.

HACH is a well-run Housing Choice Voucher administrator. HACH's recent SEMAP score was 88%. Prior to 2022, HACH achieved 100% for several years. HACH has a demonstrated track record of successfully administering its tenant-based and project-based programs.

Today, HACE and HACH effectively function as a single entity to deliver housing and housing resources to low-income people in Humboldt County, including the City of Eureka. Administrative distinctions between the two public housing authorities are maintained to manage respective Annual Contributions Contracts.

HUD intends to create efficiencies and administrative exemptions to encourage public housing repositioning. Exemptions currently available in PIH Notice 2017-21 and PIH 2023-19 for Combined public housing authorities are intended to remove regulatory barriers for public housing repositioning. Granting this waiver request would be consistent with the policy rationale underlying HUD's approach to repositioning.

Precedent for this waiver was established in other similar situations.

On November 22, 2021, HUD granted a request from the Rice County Housing & Redevelopment Authority (Rice HRA) (MN193) to waive provisions in 24 CFR 983. Here, Rice HRA sought the waiver so that PBVs could be provided to public housing being repositioned by the City of Faribault. This is like the circumstances that exist with HACE and HACH. Unlike Rice HRA and the City of Faribault, HACE and HACH are more closely connected, functioning like a single entity delivering housing and housing services in Humboldt County.

### Importance of Waiver

HACE intends to reposition the entire public housing program. The Repositioning Plan established five policy guidelines to shape the implementation of the plan.

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

This waiver is needed to ensure that the Housing Authorities of the City of Eureka and the County of Humboldt can deliver on public commitments related to repositioning and that HACH is constrained programmatically for serving as the PBV HAP administrator.



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## HOUSING AUTHORITIES CITY OF EUREKA & COUNTY OF HUMBOLDT



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I appreciate your consideration of this request and your continued support of our efforts to reposition public housing. We have created a solid plan with community support. Our plan reflects goals and objectives shared by HUD and Housing Authorities of the City of Eureka and the County of Humboldt.

Best regards,

Cheryl Churchill  
Executive Director  
Housing Authorities of the City of Eureka & County of Humboldt  
707.443.4583 x224  
[cherylc@eurekahumboldt.org](mailto:cherylc@eurekahumboldt.org)



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# **HOUSING AUTHORITY OF THE COUNTY OF HUMBOLDT**

## **RESOLUTION 505**

### **RESOLUTION TO APPROVE SUBMISSION OF WAIVER REQUEST TO HUD IN SUPPORT OF HACE REPOSITIONING ACTIVITIES AND RELATED VOUCHER SUPPORT FROM HACH**

WHEREAS, the Housing Authority of the County of Humboldt ("HACH") and the Housing Authority of the City of Eureka ("HACE") are two distinct agencies established under state and federal law to provide affordable housing services within their respective jurisdictions; and

WHEREAS, HACE has initiated repositioning activities for all of its traditional public housing as allowed and encouraged by the United States Department of Housing and Urban Development (HUD) to (1) improve existing public housing units through rehabilitation, (2) increase the number of units provided through redevelopment, and (3) streamline administrative processes and improve efficiency in the administration of providing affordable housing; and

WHEREAS, HACH passed a resolution in support of HACE's Repositioning Plan on July 11, 2022, indicating support of the repositioning plan, as HACH is the housing authority that provides rental assistance in the form of voucher-based programs for tenants and for properties, and would be the Public Housing Authority (PHA) to administer any vouchers issued or necessary for the repositioning of HACE's Public Housing properties; and

WHEREAS, HACH and HACE already operate seamlessly as the "Housing Authorities of the City of Eureka and County of Humboldt", effectively as a combined housing authority with a single staff and recognize the benefits of collaboration to better and more efficiently serve the residents of Humboldt County and the City of Eureka; and

WHEREAS, PHAs are typically limited to a cap of 25% per project being assisted by Project Based Vouchers (PBVs); and

WHEREAS, PHAs also must follow a competitive proposal process for awarding PBVs unless the PHA owns the units to be assisted; and

WHEREAS, HACH and HACE wish to request waivers from HUD regarding the 25% per project cap and the competitive proposal requirement, allowing HACH and HACE to be treated by HUD effectively as a single entity for purposes of issuing and administering vouchers related to HACE repositioning efforts; and

WHEREAS, such waiver would in no way change the ownership or management structure of either HACH or HACE, but would provide for efficiencies in allocation and administration of PBVs related to repositioning, and allow a greater number of new units to be assisted with PBVs, ensuring that they are both affordable and sustainable long-term;

NOW, THEREFORE, BE IT RESOLVED, that the Board of Commissioners of the Housing Authority of the County of Humboldt hereby approves the submission of a waiver request to HUD to treat HACH and HACE as a single entity for purposes of supporting HACE repositioning activities; and

BE IT FURTHER RESOLVED, that the Executive Director of HACH, or their designee, is authorized and directed to take all necessary actions to request and implement the requested waivers, including but not limited to executing any required agreements or documents and communicating with HUD and other relevant stakeholders.

PASSED AND ADOPTED on the \_\_\_\_\_ day of \_\_\_\_\_ 2024 by the following vote:

AYES:

NAYS:

ABSENT:

ABSTAIN:

\_\_\_\_\_  
Name

\_\_\_\_\_  
Name

\_\_\_\_\_  
Title

\_\_\_\_\_  
Title

\_\_\_\_\_  
Signature

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Signature