



HOUSING AUTHORITIES CITY OF EUREKA & COUNTY OF HUMBOLDT



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

DATE AND TIME
Tuesday, October 15, 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 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 regular meeting held September 10, 2024. (pages 3-5)

4. Bills and Communications: None

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 7-8)

6. Reports of the Commissioners:

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

7. Unfinished Business: None.

8. New Business:

8a. Resolution 508, Annual Operating Budget for FY Ending December 31, 2025

Recommended Board Action: *Accept and Adopt for Approval* (pages 9-36)

8b. Resolution 509, Administrative Plan Update – Chapter 4, Preferences

Recommended Board Action: *Accept and Adopt for Approval* (pages 37-55)

8c. Resolution 510, Proposed Utility Allowance Study Schedule for 2025

Recommended Board Action: *Accept and Adopt for Approval* (pages 56-110)

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

Tuesday, September 10, 2024

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

1. Roll Call:

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

Absent: Commissioner Escarda

Staff: Churchill, Humphreys, Wiesner

Commissioner Escarda was not in attendance during roll call but joined the meeting at 12:05pm during the discussion of item 8a.

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

3. Approve minutes of the board of commissioners regular meeting held July 08, 2024 and the special meeting held August 19, 2024.

Motion to approve both minutes of the regular meeting of July 08, 2024, and special meeting of August 19, 2024, made by Commissioner Derooy.

Second - Commissioner Zondervan-Droz

Roll call:

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

Nays: None

Abstain: Escarda for minutes of August 19, 2024

Absent: None

Chairperson Conner declared the motion carried to approve the minutes of July 08, 2024, and August 19, 2024.

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, noting that there are 1,168 HCV vouchers utilized as of July 2024. Secretary Churchill comments that our programs continue to be utilized well above 100% which means we are pulling from our reserves.

6. Reports of the Commissioners: None heard.

7. Unfinished Business: None.

8. New Business:

8a. HACH Board of Commissioners: Reappointment of Kaylen Escarda and Maureen Fitzgerald - Current board roster and commissioner terms; *Informational* Chairperson Conner and Secretary Churchill thank Commissioner Escarda and Commissioner Fitzgerald for their continued support and service to the Board of Commissioners.

8b. Customer Service Survey Results; *Informational* Secretary Churchill goes over the results of the survey with the board and notes that we will continue to conduct surveys at least annually, per our annual goals.

8c. Resolution 507, CA086 Revised 5-Year Plan 2022-2026
Recommended Board Action: *Accept and Adopt for Approval*

RESOLUTION TO APPROVE ANNUAL AGENCY PLAN
AND UPDATES TO 5-YEAR 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 or as deemed necessary based on program changes and an 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 Draft Agency Plans were available for review at the Housing Authority office from May 30, 2024 through July 15, 2024 was published and available 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 July 16, 2024; 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 5 Year Plan updates and Annual Agency Plan for 2022-2026 and 2025 respectively as submitted for review.

Motion to approve Resolution 507 made by Commissioner Derooy.

Second - Commissioner Leon

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

Chairperson Conner declared the motion carried and Resolution 507 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.

Chairperson

Secretary

**Occupancy and Leasing Report
January 2024 - August 2024**

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

Program	Total Units									Wait List End of Month	
	Available	Jan-24	Feb-24	Mar-24	Apr-24	May-24	Jun-24	Jul-24	Aug-24		
HACE											
Public Housing	195	184	186	190	191	190	192	194	194	801	1
Eureka Family Housing	51	48	49	49	48	48	48	49	49	786	
Eureka Senior Housing	22	21	21	21	21	21	21	20	19	291	
Total City Units	268	253	256	260	260	259	261	263	262		

HACH											
<u>Tenant Based Vouchers</u>											
Housing Choice Vouchers	1234	804	849	853	856	869	874	888	893	890	
VASH Vouchers	95	76	75	79	79	80	80	84	81	N/A	
Mainstream vouchers	75	51	52	54	53	55	55	55	54	N/A	2
Emergency Housing Vouchers (EHV)	182	145	146	145	144	142	141	141	142	N/A	3
Total All Vouchers	1586	1076	1122	1131	1132	1146	1150	1168	1170		
<u>Project Based Vouchers (note that these are a subset of HCV & VASH voucher counts shown above)</u>											
PBV-VASH - Bayview Heights (Eureka)	22	22	22	22	22	22	22	22	22	N/A	4
PBV-HCV - Bayview Heights (Eureka)	3	3	3	3	3	3	3	2	2	1	4
PBV-HCV - Sorrell Place (Arcata)	5	5	5	5	5	5	4	5	5	193	5
PBV-HCV - Providence (Eureka)	42		41	41	41	41	42	42	41	N/A	6
PBV-HCV - Laurel Canyon	35	34	34	35	35	35	35	35	35	103	7
Total Project Based Vouchers	107	64	105	106	106	106	106	106	105		

Vouchers issued but not under contract, end of month (aka "Searching")	67
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Note: Occupancy / utilization numbers shown are as of the first day of the month.

- Total PH units is 198; 3 units are exempted for EPD use, Boys & Girls Club, and Maintenance use and are unavailable for tenant rental.
- 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.
- No PHA waitlist for EHVs; all are issued based on referral from HHHC or HDVS. Referrals began Q4 2021.
- 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.
- Providence Mother Bernard House PBV's - Occupancy based on referral from CoC; contract signed 01/08/2024.
- 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 August 2024

	January	February	March	April	May	June	July	August	Total
Traditional HCV & VASH (Includes PBVs)									
HAP income (budget authority)	\$ 568,483	\$ 568,483	\$ 564,144	\$ 600,362	\$ 575,368	\$ 629,691	\$ 629,691	\$ 629,691	\$ 4,765,914
HAP expenses	(613,174)	(633,854)	(633,889)	(645,641)	(659,503)	(673,590)	(698,755)	(706,203)	(5,264,609)
Surplus (Deficit)	<u>(44,691)</u>	<u>(65,371)</u>	<u>(69,745)</u>	<u>(45,279)</u>	<u>(84,135)</u>	<u>(43,899)</u>	<u>(69,064)</u>	<u>(76,512)</u>	<u>(498,695)</u>
* % Total income utilized	107.86%	111.50%	112.36%	107.54%	114.62%	106.97%	110.97%	112.15%	110.46%
Administrative/Other Income	78,651	87,003	78,760	79,318	79,226	79,632	92,138	112,674	687,400
Operating expenses	(75,804)	(71,139)	(66,541)	(71,692)	(67,103)	(72,009)	(123,428)	(76,953)	(624,669)
Surplus (Deficit)	<u>2,846</u>	<u>15,865</u>	<u>12,219</u>	<u>7,626</u>	<u>12,122</u>	<u>7,623</u>	<u>(31,290)</u>	<u>35,720</u>	<u>62,731</u>
B/D Remaining HAP Cash	49,460	(6,365)	665,581	10,319	(163)	15,964	20,058	44,458	
Remaining Non-HAP Cash	729,405	718,621	731,978	735,490	724,451	735,769	748,534	785,823	
Total HCV Cash	<u>778,865</u>	<u>712,256</u>	<u>1,397,559</u>	<u>745,808</u>	<u>724,288</u>	<u>751,733</u>	<u>768,592</u>	<u>830,281</u>	
Cash Increase/(Decrease)	5,035	(66,609)	685,303	(651,751)	(21,520)	27,445	16,859	61,688	
# of Households Assisted	878	924	933	935	949	954	972	974	7,519
Average HAP Payment	\$ 698	\$ 686	\$ 679	\$ 691	\$ 695	\$ 706	\$ 719	\$ 725	\$ 700
Mainstream (disabled & non-elderly)									
HAP income (budget authority)	\$ 34,358	\$ 34,358	\$ 34,358	\$ 34,358	\$ 37,726	\$ 37,726	\$ 37,726	\$ 37,726	\$ 288,336
HAP expenses	(34,902)	(35,671)	(37,621)	(37,815)	(38,630)	(40,689)	(40,443)	(40,353)	(306,124)
Surplus (Deficit)	<u>(544)</u>	<u>(1,313)</u>	<u>(3,263)</u>	<u>(3,457)</u>	<u>(904)</u>	<u>(2,963)</u>	<u>(2,717)</u>	<u>(2,627)</u>	<u>(17,788)</u>
A % Total income utilized	101.58%	103.82%	109.50%	110.06%	102.40%	107.85%	107.20%	106.96%	106.17%
Administrative/Other Income	5,845	12,139	5,845	5,845	7,043	7,121	10,155	10,067	64,060
Operating expenses	(4,779)	(4,390)	(3,966)	(4,510)	(5,862)	(4,674)	(8,188)	(4,720)	(41,089)
Surplus (Deficit)	<u>1,066</u>	<u>7,749</u>	<u>1,879</u>	<u>1,335</u>	<u>1,181</u>	<u>2,447</u>	<u>1,968</u>	<u>5,347</u>	<u>22,971</u>
B/D Remaining HAP Cash	1,690	719	37,917	(1,643)	1,005	(5,159)	(4,523)	(4,370)	
Remaining Non-HAP Cash	60,685	68,340	70,080	71,234	72,483	74,941	79,936	85,092	
Total MSV Cash	<u>62,375</u>	<u>69,059</u>	<u>107,997</u>	<u>69,591</u>	<u>73,488</u>	<u>69,782</u>	<u>75,413</u>	<u>80,723</u>	
Cash Increase/(Decrease)	(504)	6,684	38,939	(38,406)	3,897	(3,706)	5,631	5,310	
# of Households Assisted	51	52	53	53	55	55	55	54	428
Average HAP Payment	\$ 684	\$ 686	\$ 710	\$ 713	\$ 702	\$ 740	\$ 735	\$ 747	\$ 715
Emergency Housing Vouchers (EHVs)									
HAP income (budget authority)	\$ 100,228	\$ 100,228	\$ 100,228	\$ 100,228	\$ 100,228	\$ 100,228	\$ 215,277	\$ 215,277	\$ 1,031,923.00
HAP expenses	(120,280)	(122,235)	(121,013)	(120,651)	(118,809)	(119,805)	(118,249)	(122,481)	(963,523)
Surplus (Deficit)	<u>(20,052)</u>	<u>(22,007)</u>	<u>(20,785)</u>	<u>(20,423)</u>	<u>(18,581)</u>	<u>(19,577)</u>	<u>97,028</u>	<u>92,796</u>	<u>68,400</u>
A % Total income utilized	120.01%	121.96%	120.74%	120.38%	118.54%	119.53%	54.93%	56.89%	93.37%
Administrative/Other Income	31,114	27,059	34,763	27,236	24,793	23,058	19,316	21,907	209,247
Operating expenses	(24,159)	(24,402)	(18,641)	(14,032)	(17,910)	(13,111)	(24,724)	(20,248)	(157,226)
Surplus (Deficit)	<u>6,955</u>	<u>2,657</u>	<u>16,121</u>	<u>13,205</u>	<u>6,884</u>	<u>9,947</u>	<u>(5,408)</u>	<u>1,659</u>	<u>52,021</u>
B/D Remaining HAP Cash	27,402	19,245	164,139	19,725	24,139	32,940	38,116	37,828	
Remaining Non-HAP Cash	153,925	143,153	150,356	161,364	164,258	171,244	167,575	159,267	
Total EHV Cash	<u>181,327</u>	<u>162,398</u>	<u>314,495</u>	<u>181,089</u>	<u>188,397</u>	<u>204,184</u>	<u>205,691</u>	<u>197,095</u>	

COUNTY OF HUMBOLDT HOUSING AUTHORITY
All Voucher Programs
For the month of August 2024

	January	February	March	April	May	June	July	August	Total
C Cash Increase/(Decrease)	(7,592)	(18,929)	152,097	(133,406)	7,308	15,787	1,507	(8,596)	
# of Households Assisted	145	146	145	144	142	141	141	142	1,146
Average HAP Payment	\$ 830	\$ 837	\$ 835	\$ 838	\$ 837	\$ 850	\$ 839	\$ 863	\$ 841
Total All Voucher Programs									
HAP income (budget authority)	\$ 703,069	\$ 703,069	\$ 698,730	\$ 734,948	\$ 713,322	\$ 767,645	\$ 882,694	\$ 882,694	\$ 6,086,173
HAP expenses	(768,356)	(791,760)	(792,523)	(804,107)	(816,942)	(834,084)	(857,447)	(869,037)	(6,534,256)
Surplus (Deficit)	<u>(65,287)</u>	<u>(88,691)</u>	<u>(93,793)</u>	<u>(69,159)</u>	<u>(103,620)</u>	<u>(66,439)</u>	<u>25,247</u>	<u>13,657</u>	<u>(448,083)</u>
A % Total income utilized	109.29%	112.61%	113.42%	109.41%	114.53%	108.65%	97.14%	98.45%	107.36%
Administrative/Other Income	115,610	126,201	119,368	112,399	111,062	109,811	121,609	144,647	960,707
Operating expenses	(104,742)	(99,930)	(89,148)	(90,234)	(90,875)	(89,794)	(156,339)	(101,921)	(822,984)
Surplus (Deficit)	<u>10,867</u>	<u>26,271</u>	<u>30,219</u>	<u>22,165</u>	<u>20,187</u>	<u>20,017</u>	<u>(34,730)</u>	<u>42,726</u>	<u>137,722</u>
B/D Remaining HAP Cash	78,552	13,599	867,637	28,401	24,981	43,745	53,651	77,916	
Remaining Non-HAP Cash	944,014	930,114	952,414	968,088	961,193	981,955	996,046	1,030,182	
Total Program Cash	<u>1,022,566</u>	<u>943,712</u>	<u>1,820,051</u>	<u>996,488</u>	<u>986,173</u>	<u>1,025,699</u>	<u>1,049,696</u>	<u>1,108,098</u>	
Cash Increase/(Decrease)	(3,062)	(78,854)	876,339	(823,563)	(10,315)	39,526	23,997	58,402	
# of Households Assisted	1,074	1,122	1,131	1,132	1,146	1,150	1,168	1,170	9,093
Average HAP Payment	\$ 715	\$ 706	\$ 701	\$ 710	\$ 713	\$ 725	\$ 734	\$ 743	\$ 719

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 estimated as of 06/07/2024

HCV - \$2,365,771

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

MSV - \$143,200

EHV - \$196,536

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.

D Cash for April HAP received early in March.

Housing Authority of the County of Humboldt

Board of Commissioners Meeting

October 15, 2024

Agenda Item 8a

Memorandum

To: Commissioners

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

Subject: Housing Authority of the County of Humboldt 2025 Budget

BACKGROUND AND HISTORY:

Presented is the 2025 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 2024 budget to the presented 2025 budget*

Highlights

County Budget (pg. 15-16)

- Net income is projected to decrease from \$70,783 to \$69,498.
 - Most of the change is due to planned voucher growth of 14.4%.
 - Administrative expenses are projected to increase due to the following factors:
 - Increases to Section 8 salary allocations due to staff time involved in voucher growth and implementing new programs. Budgeted vouchers are expected to increase a conservative 14.4%.
 - A 3% Cost of Living Adjustment (COLA) to match incurred inflation and remain competitive in the current labor market.
 - A 12% increase in benefit dollars from \$890 to \$1,000 per month, per employee. This will conclude the multi-year goal of raising benefit dollars from \$500 per month to \$1,000 per month.
- Reserves are expected to decrease from \$1,295,423 to \$1,292,633

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- 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 2025 Budget.

Housing Authorities of the City of Eureka and County of Humboldt

Annual Budget - City and County Combined

For the Year Ending 12/31/2025

Description	2023 Audit	2024 Budget	2025 Budget
Revenue & Expenses			
 INCOME			
 TENANT INCOME			
Total Rental Income	1,938,650	2,018,244	2,052,602
Total Other Tenant Income	86,526	72,823	76,032
NET TENANT INCOME	2,025,176	2,091,067	2,128,635
 GRANT INCOME			
TOTAL GRANT INCOME	10,925,812	11,657,968	13,763,864
 OTHER INCOME			
TOTAL OTHER INCOME	376,255	315,794	377,812
 TOTAL INCOME	13,327,244	14,064,829	16,270,311
 EXPENSES			
 ADMINISTRATIVE			
Total Administrative Salaries	1,867,185	1,972,098	2,061,179
Total Legal Expense	46,939	64,303	73,097
Total Other Admin Expenses	187,786	181,066	209,067
Total Miscellaneous Admin Expenses	145,060	163,982	164,073
TOTAL ADMINISTRATIVE EXPENSES	2,246,969	2,381,448	2,507,416
 TENANT SERVICES			
TOTAL TENANT SERVICES EXPENSES	409,439	188,791	118,142
 UTILITIES			
TOTAL UTILITY EXPENSES	550,252	519,438	612,982
 MAINTENANCE AND OPERATIONS			
Total General Maint Expense	503,252	578,730	622,512
Total Materials	176,606	180,174	168,503
Total Contract Costs	294,280	306,384	324,999
TOTAL MAINTENANCE EXPENSES	974,138	1,065,288	1,116,015
 GENERAL EXPENSES			
TOTAL GENERAL EXPENSES	420,017	283,164	349,505
 HOUSING ASSISTANCE PAYMENTS			
TOTAL HOUSING ASSISTANCE PAYMENTS	8,171,198	9,060,582	10,971,203

Housing Authorities of the City of Eureka and County of Humboldt

Annual Budget - City and County Combined

For the Year Ending 12/31/2025

Description	2023 Audit	2024 Budget	2025 Budget
FINANCING EXPENSE			
TOTAL FINANCING EXPENSE	286,639	272,949	291,469
NON-OPERATING ITEMS			
TOTAL NON-OPERATING ITEMS	652,476	583,029	586,719
TOTAL EXPENSES	13,711,128	14,354,690	16,553,450
NET INCOME	(383,886)	(289,861)	(283,139)
Add Back:			
Subtotal additions			678,796
Deductions:			
Subtotal deductions			(528,374)
Adjusted Surplus (Deficit)			(71,375)
Estimated Reserves @ 1/1/2025			2,437,935
Estimated Reserves @ 12/31/2025			2,529,587

Housing Authorities of the City of Eureka and County of Humboldt

Annual Budget - City of Eureka Housing Authority

For the Year Ending 12/31/2025

Description	2023 Audit	2024 Budget	2025 Budget
Revenue & Expenses			
 INCOME			
 TENANT INCOME			
Total Rental Income	1,938,650	2,018,244	2,052,602
Total Other Tenant Income	86,522	72,823	76,032
NET TENANT INCOME	2,025,172	2,091,067	2,128,635
 GRANT INCOME			
TOTAL GRANT INCOME	1,304,656	1,236,029	1,327,306
 OTHER INCOME			
TOTAL OTHER INCOME	332,881	289,273	328,353
 TOTAL INCOME	3,662,710	3,616,370	3,784,294
 EXPENSES			
 ADMINISTRATIVE			
Total Administrative Salaries	982,251	991,168	894,194
Total Legal Expense	20,324	40,007	37,412
Total Other Admin Expenses	160,606	151,682	171,768
Total Miscellaneous Admin Expenses	58,850	57,795	57,743
TOTAL ADMINISTRATIVE EXPENSES	1,222,030	1,240,652	1,161,116
 TENANT SERVICES			
TOTAL TENANT SERVICES EXPENSES	117,339	89,969	95,558
 UTILITIES			
TOTAL UTILITY EXPENSES	536,323	503,831	595,664
 MAINTENANCE AND OPERATIONS			
Total General Maint Expense	503,252	578,730	622,512
Total Materials	175,901	180,174	168,323
Total Contract Costs	281,333	287,899	308,773
TOTAL MAINTENANCE EXPENSES	960,486	1,046,803	1,099,607
 GENERAL EXPENSES			
TOTAL GENERAL EXPENSES	383,881	246,734	316,872
 HOUSING ASSISTANCE PAYMENTS			
TOTAL HOUSING ASSISTANCE PAYMENTS	412	1,680	71

Housing Authorities of the City of Eureka and County of Humboldt

Annual Budget - City of Eureka Housing Authority

For the Year Ending 12/31/2025

Description	2023 Audit	2024 Budget	2025 Budget
FINANCING EXPENSE			
TOTAL FINANCING EXPENSE	285,219	272,949	291,469
NON-OPERATING ITEMS			
TOTAL NON-OPERATING ITEMS	631,998	574,396	576,574
TOTAL EXPENSES	4,137,689	3,977,013	4,136,932
NET INCOME	(474,980)	(360,643)	(352,638)
Add Back:			
Subtotal additions			581,175
Deductions:			
Subtotal deductions			(538,464)
Adjusted Surplus (Deficit)			(68,584)
Estimated Reserves @ 1/1/2025			1,142,512
Estimated Reserves @ 12/31/2025			1,236,954

Housing Authorities of the City of Eureka and County of Humboldt

Annual Budget - Public Housing

For the Year Ending 12/31/2025

Description	2023 Audit	2024 Budget	2025 Budget
Revenue & Expenses			
 INCOME			
 TENANT INCOME			
Total Rental Income	1,018,616	1,047,761	1,037,193
Total Other Tenant Income	66,706	55,897	58,395
NET TENANT INCOME	1,085,322	1,103,658	1,095,588
 GRANT INCOME			
TOTAL GRANT INCOME	1,304,656	1,236,029	1,327,306
 OTHER INCOME			
TOTAL OTHER INCOME	33,812	21,918	30,476
 TOTAL INCOME	2,423,790	2,361,605	2,453,370
 EXPENSES			
 ADMINISTRATIVE			
Total Administrative Salaries	863,275	787,236	745,918
Total Legal Expense	15,160	33,089	27,420
Total Other Admin Expenses	44,760	44,955	45,594
Total Miscellaneous Admin Expenses	46,801	46,166	46,353
TOTAL ADMINISTRATIVE EXPENSES	969,996	911,446	865,285
 TENANT SERVICES			
TOTAL TENANT SERVICES EXPENSES	61,864	65,486	69,409
 UTILITIES			
TOTAL UTILITY EXPENSES	378,746	361,394	417,255
 MAINTENANCE AND OPERATIONS			
Total General Maint Expense	418,687	478,392	513,720
Total Materials	136,157	145,983	127,020
Total Contract Costs	198,963	223,387	238,870
TOTAL MAINTENANCE EXPENSES	753,807	847,763	879,610
 GENERAL EXPENSES			
TOTAL GENERAL EXPENSES	261,648	171,994	203,942
 HOUSING ASSISTANCE PAYMENTS			
TOTAL HOUSING ASSISTANCE PAYMENTS	56	1,146	71

Housing Authorities of the City of Eureka and County of Humboldt

Annual Budget - Public Housing

For the Year Ending 12/31/2025

Description	2023 Audit	2024 Budget	2025 Budget
FINANCING EXPENSE			
TOTAL FINANCING EXPENSE	352	0	0
NON-OPERATING ITEMS			
TOTAL NON-OPERATING ITEMS	292,020	283,833	287,166
TOTAL EXPENSES	2,718,489	2,643,061	2,722,738
NET INCOME	(294,699)	(281,455)	(269,368)
Add Back:			
Subtotal additions			477,289
Deductions:			
Subtotal deductions			(300,000)
Adjusted Surplus (Deficit)			(92,078)
Estimated Reserves @ 1/1/2025			713,986
Estimated Reserves @ 12/31/2025			621,908

Housing Authorities of the City of Eureka and County of Humboldt

Annual Budget - Eureka Family Housing

For the Year Ending 12/31/2025

Description	2023 Audit	2024 Budget	2025 Budget
Revenue & Expenses			
 INCOME			
 TENANT INCOME			
Total Rental Income	721,216	760,441	787,397
Total Other Tenant Income	19,128	12,656	12,997
NET TENANT INCOME	740,344	773,097	800,395
 GRANT INCOME			
TOTAL GRANT INCOME	0	0	0
 OTHER INCOME			
TOTAL OTHER INCOME	14,993	8,438	9,140
 TOTAL INCOME	755,338	781,536	809,535
 EXPENSES			
 ADMINISTRATIVE			
Total Administrative Salaries	42,030	77,785	74,247
Total Legal Expense	4,823	6,398	4,694
Total Other Admin Expenses	89,545	76,363	95,513
Total Miscellaneous Admin Expenses	6,244	6,373	6,445
TOTAL ADMINISTRATIVE EXPENSES	142,641	166,919	180,899
 TENANT SERVICES			
TOTAL TENANT SERVICES EXPENSES	52,847	17,105	18,022
 UTILITIES			
TOTAL UTILITY EXPENSES	118,052	108,741	135,280
 MAINTENANCE AND OPERATIONS			
Total General Maint Expense	37,488	60,562	65,086
Total Materials	25,282	23,621	26,106
Total Contract Costs	53,629	45,431	55,618
TOTAL MAINTENANCE EXPENSES	116,399	129,615	146,810
 GENERAL EXPENSES			
TOTAL GENERAL EXPENSES	88,441	63,424	91,672
 HOUSING ASSISTANCE PAYMENTS			
TOTAL HOUSING ASSISTANCE PAYMENTS	356	534	0

Housing Authorities of the City of Eureka and County of Humboldt

Annual Budget - Eureka Family Housing

For the Year Ending 12/31/2025

Description	2023 Audit	2024 Budget	2025 Budget
FINANCING EXPENSE			
TOTAL FINANCING EXPENSE	226,328	231,558	236,943
NON-OPERATING ITEMS			
TOTAL NON-OPERATING ITEMS	284,809	237,239	241,252
TOTAL EXPENSES	1,029,873	955,135	1,050,877
NET INCOME	(274,535)	(173,599)	(241,342)
Add Back:			
Subtotal additions			502,727
Deductions:			
Subtotal deductions			(98,358)
Adjusted Surplus (Deficit)			163,026
Estimated Reserves @ 1/1/2025			227,575
Estimated Reserves @ 12/31/2025			390,602

Housing Authorities of the City of Eureka and County of Humboldt

Annual Budget - Eureka Senior Housing

For the Year Ending 12/31/2025

Description	2023 Audit	2024 Budget	2025 Budget
Revenue & Expenses			
 INCOME			
 TENANT INCOME			
Total Rental Income	183,209	210,042	208,914
Total Other Tenant Income	588	4,270	4,600
NET TENANT INCOME	183,797	214,312	213,514
 GRANT INCOME			
TOTAL GRANT INCOME	0	0	0
 OTHER INCOME			
TOTAL OTHER INCOME	315	315	231
 TOTAL INCOME	184,112	214,627	213,745
 EXPENSES			
 ADMINISTRATIVE			
Total Administrative Salaries	20,303	42,701	34,555
Total Legal Expense	338	520	298
Total Other Admin Expenses	24,894	26,437	26,949
Total Miscellaneous Admin Expenses	2,760	2,642	2,721
TOTAL ADMINISTRATIVE EXPENSES	48,296	72,299	64,524
 TENANT SERVICES			
TOTAL TENANT SERVICES EXPENSES	2,628	7,379	7,774
 UTILITIES			
TOTAL UTILITY EXPENSES	37,300	32,449	41,489
 MAINTENANCE AND OPERATIONS			
Total General Maint Expense	19,248	20,166	21,648
Total Materials	14,086	10,561	11,221
Total Contract Costs	27,469	17,820	13,561
TOTAL MAINTENANCE EXPENSES	60,802	48,547	46,430
 GENERAL EXPENSES			
TOTAL GENERAL EXPENSES	6,667	7,316	11,882
 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 12/31/2025

Description	2023 Audit	2024 Budget	2025 Budget
FINANCING EXPENSE			
TOTAL FINANCING EXPENSE	42,603	41,392	40,068
NON-OPERATING ITEMS			
TOTAL NON-OPERATING ITEMS	38,409	36,843	39,608
TOTAL EXPENSES	236,705	246,225	251,775
NET INCOME	(52,593)	(31,598)	(38,030)
Add Back:			
Subtotal additions			82,858
Deductions:			
Subtotal deductions			(37,393)
Adjusted Surplus (Deficit)			7,435
Estimated Reserves @ 1/1/2025			23,733
Estimated Reserves @ 12/31/2025			31,168

Housing Authorities of the City of Eureka and County of Humboldt

Annual Budget - Eureka Housing Development Corporation

For the Year Ending 12/31/2025

Description	2023 Audit	2024 Budget	2025 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	23,080	7,500	24,028
 TOTAL INCOME	23,080	7,500	24,028
 EXPENSES			
 ADMINISTRATIVE			
Total Administrative Salaries	0	0	0
Total Legal Expense	0	0	5,000
Total Other Admin Expenses	(46)	2,052	2,114
Total Miscellaneous Admin Expenses	0	0	1,000
TOTAL ADMINISTRATIVE EXPENSES	(46)	2,052	8,114
 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	825	950	2,480
 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 12/31/2025

Description	2023 Audit	2024 Budget	2025 Budget
FINANCING EXPENSE			
TOTAL FINANCING EXPENSE	0	0	0
NON-OPERATING ITEMS			
TOTAL NON-OPERATING ITEMS	0	0	0
TOTAL EXPENSES	779	3,002	10,594
NET INCOME	22,301	4,498	13,434
Add Back:			
Subtotal additions			0
Deductions:			
Subtotal deductions			(7,500)
Adjusted Surplus (Deficit)			5,934
Estimated Reserves @ 1/1/2025			80,187
Estimated Reserves @ 12/31/2025			86,121

Housing Authorities of the City of Eureka and County of Humboldt

Annual Budget - Marine View Terrace

For the Year Ending 12/31/2025

Description	2023 Audit	2024 Budget	2025 Budget
Revenue & Expenses			
 INCOME			
 TENANT INCOME			
Total Rental Income	15,609	0	19,098
Total Other Tenant Income	100	0	40
NET TENANT INCOME	15,709	0	19,138
 GRANT INCOME			
TOTAL GRANT INCOME	0	0	0
 OTHER INCOME			
TOTAL OTHER INCOME	260,681	251,102	264,478
 TOTAL INCOME	276,390	251,102	283,616
 EXPENSES			
 ADMINISTRATIVE			
Total Administrative Salaries	56,644	83,446	39,473
Total Legal Expense	2	0	0
Total Other Admin Expenses	1,454	1,874	1,598
Total Miscellaneous Admin Expenses	3,045	2,615	1,224
TOTAL ADMINISTRATIVE EXPENSES	61,144	87,934	42,295
 TENANT SERVICES			
TOTAL TENANT SERVICES EXPENSES	0	0	353
 UTILITIES			
TOTAL UTILITY EXPENSES	2,225	1,247	1,639
 MAINTENANCE AND OPERATIONS			
Total General Maint Expense	27,829	19,609	22,058
Total Materials	376	9	3,975
Total Contract Costs	1,273	1,261	724
TOTAL MAINTENANCE EXPENSES	29,478	20,879	26,757
 GENERAL EXPENSES			
TOTAL GENERAL EXPENSES	26,299	3,050	6,897
 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 12/31/2025

Description	2023 Audit	2024 Budget	2025 Budget
FINANCING EXPENSE			
TOTAL FINANCING EXPENSE	15,937	0	14,458
NON-OPERATING ITEMS			
TOTAL NON-OPERATING ITEMS	16,760	16,481	8,549
TOTAL EXPENSES	151,844	129,591	100,948
NET INCOME	124,546	121,511	182,667
Add Back:			
Subtotal additions			21,028
Deductions:			
Subtotal deductions			(193,571)
Adjusted Surplus (Deficit)			10,124
Estimated Reserves @ 1/1/2025			97,031
Estimated Reserves @ 12/31/2025			107,155

Housing Authorities of the City of Eureka and County of Humboldt

Annual Budget - County of Humboldt Housing Authority

For the Year Ending 12/31/2025

Description	2023 Audit	2024 Budget	2025 Budget
Revenue & Expenses			
 INCOME			
 TENANT INCOME			
Total Rental Income	0	0	0
Total Other Tenant Income	4	0	0
NET TENANT INCOME	4	0	0
 GRANT INCOME			
TOTAL GRANT INCOME	9,621,156	10,421,939	12,436,558
 OTHER INCOME			
TOTAL OTHER INCOME	43,374	26,520	49,459
 TOTAL INCOME	9,664,534	10,448,459	12,486,017
 EXPENSES			
 ADMINISTRATIVE			
Total Administrative Salaries	884,933	980,930	1,166,986
Total Legal Expense	26,615	24,297	35,685
Total Other Admin Expenses	27,180	29,384	37,299
Total Miscellaneous Admin Expenses	86,210	106,187	106,330
TOTAL ADMINISTRATIVE EXPENSES	1,024,938	1,140,797	1,346,300
 TENANT SERVICES			
TOTAL TENANT SERVICES EXPENSES	292,100	98,822	22,584
 UTILITIES			
TOTAL UTILITY EXPENSES	13,929	15,607	17,318
 MAINTENANCE AND OPERATIONS			
Total General Maint Expense	0	0	0
Total Materials	705	0	181
Total Contract Costs	12,947	18,486	16,227
TOTAL MAINTENANCE EXPENSES	13,652	18,486	16,407
 GENERAL EXPENSES			
TOTAL GENERAL EXPENSES	36,136	36,431	32,633
 HOUSING ASSISTANCE PAYMENTS			
TOTAL HOUSING ASSISTANCE PAYMENTS	8,170,786	9,058,902	10,971,132

Housing Authorities of the City of Eureka and County of Humboldt

Annual Budget - County of Humboldt Housing Authority

For the Year Ending 12/31/2025

Description	2023 Audit	2024 Budget	2025 Budget
FINANCING EXPENSE			
TOTAL FINANCING EXPENSE	1,420	0	0
NON-OPERATING ITEMS			
TOTAL NON-OPERATING ITEMS	20,478	8,632	10,145
TOTAL EXPENSES	9,573,439	10,377,676	12,416,518
NET INCOME	91,095	70,783	69,498
Add Back:			
Subtotal additions			97,622
Deductions:			
Subtotal deductions			10,090
Adjusted Surplus (Deficit)			(2,790)
Estimated Reserves @ 1/1/2025			1,295,423
Estimated Reserves @ 12/31/2025			1,292,633

Housing Authorities of the City of Eureka and County of Humboldt

Annual Budget - Housing Choice Voucher

For the Year Ending 12/31/2025

Description	2023 Audit	2024 Budget	2025 Budget
Revenue & Expenses			
 INCOME			
 TENANT INCOME			
Total Rental Income	0	0	0
Total Other Tenant Income	4	0	0
NET TENANT INCOME	4	0	0
 GRANT INCOME			
TOTAL GRANT INCOME	7,629,377	8,111,696	10,216,370
 OTHER INCOME			
TOTAL OTHER INCOME	21,188	11,152	24,508
 TOTAL INCOME	7,650,569	8,122,848	10,240,878
 EXPENSES			
 ADMINISTRATIVE			
Total Administrative Salaries	722,435	798,891	1,000,706
Total Legal Expense	22,371	19,793	32,156
Total Other Admin Expenses	24,783	25,683	31,154
Total Miscellaneous Admin Expenses	70,122	86,018	88,726
TOTAL ADMINISTRATIVE EXPENSES	839,712	930,386	1,152,741
 TENANT SERVICES			
TOTAL TENANT SERVICES EXPENSES	68	40	78
 UTILITIES			
TOTAL UTILITY EXPENSES	11,821	12,715	14,515
 MAINTENANCE AND OPERATIONS			
Total General Maint Expense	0	0	0
Total Materials	568	0	152
Total Contract Costs	10,252	14,644	13,173
TOTAL MAINTENANCE EXPENSES	10,820	14,644	13,325
 GENERAL EXPENSES			
TOTAL GENERAL EXPENSES	29,768	29,553	27,218
 HOUSING ASSISTANCE PAYMENTS			
TOTAL HOUSING ASSISTANCE PAYMENTS	6,586,114	7,109,149	9,027,180

Housing Authorities of the City of Eureka and County of Humboldt

Annual Budget - Housing Choice Voucher

For the Year Ending 12/31/2025

Description	2023 Audit	2024 Budget	2025 Budget
FINANCING EXPENSE			
TOTAL FINANCING EXPENSE	1,420	0	0
NON-OPERATING ITEMS			
TOTAL NON-OPERATING ITEMS	14,834	2,988	0
TOTAL EXPENSES	7,494,555	8,099,475	10,235,056
NET INCOME	156,014	23,373	5,822
Add Back:			
Subtotal additions			87,380
Deductions:			
Subtotal deductions			(39,900)
Adjusted Surplus (Deficit)			53,302
Estimated Reserves @ 1/1/2025			662,901
Estimated Reserves @ 12/31/2025			716,203

Housing Authorities of the City of Eureka and County of Humboldt

Annual Budget - Emergency Housing Voucher

For the Year Ending 12/31/2025

Description	2023 Audit	2024 Budget	2025 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	1,526,211	1,675,190	1,573,181
 OTHER INCOME			
TOTAL OTHER INCOME	1,524	0	4,879
 TOTAL INCOME	1,527,735	1,675,190	1,578,060
 EXPENSES			
 ADMINISTRATIVE			
Total Administrative Salaries	122,115	133,824	115,549
Total Legal Expense	3,738	3,021	2,103
Total Other Admin Expenses	1,237	2,240	3,816
Total Miscellaneous Admin Expenses	11,759	13,722	12,088
TOTAL ADMINISTRATIVE EXPENSES	138,849	152,807	133,555
 TENANT SERVICES			
TOTAL TENANT SERVICES EXPENSES	292,032	98,782	22,501
 UTILITIES			
TOTAL UTILITY EXPENSES	1,454	1,940	1,894
 MAINTENANCE AND OPERATIONS			
Total General Maint Expense	0	0	0
Total Materials	106	0	20
Total Contract Costs	2,036	2,631	2,115
TOTAL MAINTENANCE EXPENSES	2,142	2,631	2,135
 GENERAL EXPENSES			
TOTAL GENERAL EXPENSES	5,040	4,510	3,552
 HOUSING ASSISTANCE PAYMENTS			
TOTAL HOUSING ASSISTANCE PAYMENTS	1,183,992	1,391,521	1,373,514

Housing Authorities of the City of Eureka and County of Humboldt

Annual Budget - Emergency Housing Voucher

For the Year Ending 12/31/2025

Description	2023 Audit	2024 Budget	2025 Budget
FINANCING EXPENSE			
TOTAL FINANCING EXPENSE	0	0	0
NON-OPERATING ITEMS			
TOTAL NON-OPERATING ITEMS	4,742	4,742	4,742
TOTAL EXPENSES	1,628,250	1,656,932	1,541,893
NET INCOME	(100,515)	18,257	36,166
Add Back:			
Subtotal additions			4,807
Deductions:			
Subtotal deductions			(40,010)
Adjusted Surplus (Deficit)			963
Estimated Reserves @ 1/1/2025			164,078
Estimated Reserves @ 12/31/2025			165,041

Housing Authorities of the City of Eureka and County of Humboldt

Annual Budget - Mainstream Voucher

For the Year Ending 12/31/2025

Description	2023 Audit	2024 Budget	2025 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	465,568	635,054	647,007
 OTHER INCOME			
TOTAL OTHER INCOME	6	0	1,855
 TOTAL INCOME	465,574	635,054	648,862
 EXPENSES			
 ADMINISTRATIVE			
Total Administrative Salaries	36,622	47,952	50,182
Total Legal Expense	505	1,483	1,426
Total Other Admin Expenses	768	1,078	1,953
Total Miscellaneous Admin Expenses	4,303	6,383	5,451
TOTAL ADMINISTRATIVE EXPENSES	42,198	56,896	59,013
 TENANT SERVICES			
TOTAL TENANT SERVICES EXPENSES	0	0	5
 UTILITIES			
TOTAL UTILITY EXPENSES	654	953	909
 MAINTENANCE AND OPERATIONS			
Total General Maint Expense	0	0	0
Total Materials	31	0	9
Total Contract Costs	659	1,211	938
TOTAL MAINTENANCE EXPENSES	690	1,211	948
 GENERAL EXPENSES			
TOTAL GENERAL EXPENSES	1,328	2,214	1,704
 HOUSING ASSISTANCE PAYMENTS			
TOTAL HOUSING ASSISTANCE PAYMENTS	400,680	558,232	570,438

Housing Authorities of the City of Eureka and County of Humboldt

Annual Budget - Mainstream Voucher

For the Year Ending 12/31/2025

Description	2023 Audit	2024 Budget	2025 Budget
FINANCING EXPENSE			
TOTAL FINANCING EXPENSE	0	0	0
NON-OPERATING ITEMS			
TOTAL NON-OPERATING ITEMS	0	0	0
TOTAL EXPENSES	445,551	619,505	633,016
NET INCOME	20,023	15,549	15,846
Add Back:			
Subtotal additions			31
Deductions:			
Subtotal deductions			0
Adjusted Surplus (Deficit)			15,877
Estimated Reserves @ 1/1/2025			91,687
Estimated Reserves @ 12/31/2025			107,564

Housing Authorities of the City of Eureka and County of Humboldt

Annual Budget - Humboldt Management

For the Year Ending 12/31/2025

Description	2023 Audit	2024 Budget	2025 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	20,655	15,368	18,217
 TOTAL INCOME	20,655	15,368	18,217
 EXPENSES			
 ADMINISTRATIVE			
Total Administrative Salaries	3,761	261	549
Total Legal Expense	0	0	0
Total Other Admin Expenses	392	382	376
Total Miscellaneous Admin Expenses	26	64	66
TOTAL ADMINISTRATIVE EXPENSES	4,180	707	990
 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	0	154	159
 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 12/31/2025

Description	2023 Audit	2024 Budget	2025 Budget
FINANCING EXPENSE			
TOTAL FINANCING EXPENSE	0	0	0
NON-OPERATING ITEMS			
TOTAL NON-OPERATING ITEMS	903	903	5,403
TOTAL EXPENSES	5,083	1,764	6,552
NET INCOME	15,572	13,604	11,664
Add Back:			
Subtotal additions			5,403
Deductions:			
Subtotal deductions			90,000
Adjusted Surplus (Deficit)			(72,933)
Estimated Reserves @ 1/1/2025			376,757
Estimated Reserves @ 12/31/2025			303,824

HOUSING AUTHORITY OF THE CITY OF EUREKA						
HOUSING AUTHORITY OF THE COUNTY OF HUMBOLDT						
SALARY SCHEDULE		EFFECTIVE 01/01/2024				
TITLE	GRADE	A	B	C	D	E
(monthly gross pay amounts)						
EXECUTIVE DIRECTOR	L	10,606	11,136	11,693	12,278	12,891
DEPUTY DIRECTOR	K	9,814	10,305	10,820	11,361	11,929
EXECUTIVE ASSISTANT	E	4,592	4,822	5,063	5,316	5,582
OFFICE ASSISTANT	A	3,642	3,824	4,015	4,216	4,427
DIRECTOR OF FINANCE, ADMINISTRATION, & TECHNOLOGY	J	8,258	8,671	9,104	9,559	10,037
DIRECTOR OF FINANCE & ADMINISTRATION	I	7,529	7,905	8,300	8,715	9,151
FINANCE AND ADMINISTRATION MANAGER	H	6,319	6,635	6,967	7,315	7,681
ACCOUNTING MANAGER	F	4,761	4,999	5,249	5,512	5,787
ACCOUNTING SPECIALIST III	D	4,418	4,639	4,871	5,114	5,370
ACCOUNTING SPECIALIST II	C	3,964	4,162	4,370	4,589	4,818
ACCOUNTING SPECIALIST I	B	3,800	3,990	4,190	4,399	4,619
ACCOUNTING ASSISTANT	A	3,642	3,824	4,015	4,216	4,427
HOUSING ADVOCATE	F	4,761	4,999	5,249	5,512	5,787
HOUSING SUPERVISOR	H	6,319	6,635	6,967	7,315	7,681
HOUSING MANAGER	F	4,761	4,999	5,249	5,512	5,787
HOUSING SPECIALIST III (including EHV Specialist)	D	4,418	4,639	4,871	5,114	5,370
HOUSING SPECIALIST II (including EHV Specialist)	C	3,964	4,162	4,370	4,589	4,818
HOUSING SPECIALIST I (with a hire date 5/01/2011 or later)	B	3,800	3,990	4,190	4,399	4,619
COMMUNITY LIAISON/COMPLIANCE OFFICER	E	4,592	4,822	5,063	5,316	5,582
COMMUNITY LIAISON	D	4,418	4,639	4,871	5,114	5,370
HOUSING NEGOTIATOR/ INSPECTOR	D	4,418	4,639	4,871	5,114	5,370
MAINTENANCE SUPERVISOR	G	6,132	6,439	6,761	7,099	7,454
MAINTENANCE & COST NEGOTIATIONS LEAD	Ff	5,250	5,513	5,788	6,077	6,381
MAINTENANCE LEAD	F	4,761	4,999	5,249	5,512	5,787
MAINTENANCE SPECIALIST III	D	4,418	4,639	4,871	5,114	5,370
MAINTENANCE SPECIALIST II	C	3,964	4,162	4,370	4,589	4,818
MAINTENANCE SPECIALIST I	B	3,800	3,990	4,190	4,399	4,619
DEVELOPMENT MANAGER	H	6,319	6,635	6,967	7,315	7,681
SPECIAL PROJECTS COORDINATOR	H	6,319	6,635	6,967	7,315	7,681
APPROVED BY THE HOUSING AUTHORITY OF THE COUNTY OF HUMBOLDT ON 10/16/2023 AND HOUSING AUTHORITY OF THE CITY OF EUREKA ON 10/16/2023.						

Housing Authority of the County of Humboldt

Board of Commissioners Meeting

October 15, 2024

Agenda Item 8b

Memorandum

To: Commissioners

From: Cheryl Churchill, Executive Director

Subject: Update to Administrative Plan: Preferences

BACKGROUND AND HISTORY:

HUD permits Housing Authorities to establish local preferences, at their discretion, to encourage voucher utilization. Below are two preferences that were discussed and considered for adoption at the special HACH board meeting on August 19, 2024.

TBRA Preference:

The City of Arcata is currently administering HUD's Tenant Based Rental Assistance (TBRA) program for low-income rental assistance, assisting 59 clients under the HUD HOME grant program. Program funding is time limited, and expires on November 1, 2024, which puts these tenants in danger of returning to homelessness or becoming homeless for the first time. The Housing Authority of the County of Humboldt has under-utilized Housing Choice Vouchers (HCV) that TBRA clients would be able to transition to for rental assistance, based on individual eligibility requirements. Because it generally takes an average of two to three years on the waitlist before being selected for a voucher, clients on a 2-year TBRA program have generally not been selected for assistance before their TBRA assistance expires. However, assistance may be provided if we establish a local preference to assist these clients. HACH implemented this preference in 2022 to assist TBRA clients. However, the preference has since been removed from the Administrative Plan, as there were subsequently no TBRA referrals expected. With this new cohort of expiring TBRA participants, we are considering converting some or all of these participants to voucher assistance. Note that TBRA participation was income-based, and did not discriminate based on any protected classes.

Lease-in-place Preference:

Humboldt's voucher utilization rate (based on voucher unit counts) as of May 2024, HUD's most recent verified period, is 71.41%, compared to a California state average of 88.03% and national average of 86.31% for the same period. Several challenges plague applicants and voucher holders in Humboldt. First, the lack of sufficient new housing means resources are limited for finding new rental

units. Second, though landlords may not deny voucher holders a rental based on source of income discrimination laws, some are finding ways to circumvent this, such as asking rents higher than FMRs, knowing their units would not be approved for our programs at their asking rents (thus precluding the use of vouchers in their rentals). Last, renters may first secure housing, then realize thereafter that rent is costing too much of their disposable income, and only then apply for our programs, which have a minimum two- to three-year wait time, leaving the possibility that they may lose their housing before even obtaining a voucher. One of the ways housing authorities have found to combat these multiple difficulties and increase voucher utilization when it is below HUD's expectation is to implement a lease-in-place preference. This preference requires that an applicant provide evidence that they have a current lease and that the current landlord would be willing to participate in our program with the tenant in that current unit. Subject to meeting program eligibility requirements and the rental unit passing inspection, an applicant would then be able to obtain housing assistance.

How the lease-in-place preference would work: In the event that HACH's leasing rate is or falls below an established percentage 90%, preference will be given to an applicant who is able to 'lease-in place'. Preference will continue to be active until the lease-up rate again reaches the established percent. Once the target lease-up rate is obtained, preference will continue to be documented as part of the application intake process; however, it will not be utilized in determining applicant waitlist selection until such time that the voucher utilization rate falls below that set rate.

Regulations:

Based on our Administrative Plan, Chapter 4-III.C Selection Method: *PHAs are permitted to establish local preferences, and to give priority to serving families that meet those criteria. HUD specifically authorizes and places restrictions on certain types of local preferences. HUD also permits the PHA to establish other local preferences, at its discretion. Any local preferences established must be consistent with the PHA plan and the consolidated plan, and they must be based on local housing needs and priorities that can be documented by generally accepted data sources.*

Adding a preference requires an update to the Administrative Plan. An update for a preference to allow for assisting TBRA participants and/or for lease-in-place clients should be considered as additions to the Administrative Plan, to increase voucher utilization rates (number of households served). Should the board choose to support one or both preferences, HACH will draft an update to the Administrative Plan, Chapter 4, and post public notice for the 45-day comment period to review the draft updates and provide comment. We would bring this item back to the board at the October 15, 2024 board meeting for final approval if recommended.

STAFF RECOMMENDATION:

Accept and adopt for approval

From the Code of Federal Regulations, Title 24 – Housing and Urban Development, Subtitle B – Regulations Relating to Housing and Urban Development, Chapter IX, Part 982 – Section 8 Tenant-Based Assistance: Housing Choice Voucher Program, Subpart E – Admission to Tenant-Based Program, § 982.207, Waiting list: Local preferences in admission to program.

(a) **Establishment of PHA local preferences.**

1. The PHA may establish a system of local preferences for selection of families admitted to the program. PHA selection preferences must be described in the PHA Administrative Plan.
2. The PHA system of local preferences must be based on local housing needs and priorities, as determined by the PHA. In determining such needs and priorities, the PHA shall use generally accepted data sources. The PHA shall consider public comment on the proposed public housing agency plan and on the consolidated plan for the relevant jurisdiction.
3. The PHA may limit the number of applicants that may qualify for any local preference.

(b) **Particular local preferences —**

1. **Residency requirements or preferences.**
 - i. Residency requirements are prohibited. Although a PHA is not prohibited from adopting a residency preference, the PHA may only adopt or implement residency preferences in accordance with non-discrimination and equal opportunity requirements listed at [§ 5.105\(a\) of this title](#).
 - ii. A residency preference is a preference for admission of persons who reside in a specified geographic area (“residency preference area”). A county or municipality may be used as a residency preference area. An area smaller than a county or municipality may not be used as a residency preference area.
 - iii. Any PHA residency preferences must be included in the statement of PHA policies that govern eligibility, selection and admission to the program, which is included in the PHA annual plan (or supporting documents) pursuant to [part 903 of this title](#). Such policies must specify that use of a residency preference will not have the purpose or effect of delaying or otherwise denying admission to the program based on the race, color, ethnic origin, gender, religion, disability, or age of any member of an applicant family.
 - iv. A residency preference must not be based on how long an applicant has resided or worked in a residency preference area.
 - v. Applicants who are working or who have been notified that they are hired to work in a residency preference area must be treated as residents of the residency preference area. The PHA may treat graduates of, or active participants in, education and training programs in a residency preference area as residents of the residency preference area if the education or training program is designed to prepare individuals for the job market.
2. **Preference for working families.** The PHA may adopt a preference for admission of working families (families where the head, spouse or sole member is employed). However, an applicant shall be given the benefit of the working family preference if the head and spouse, or sole member is age 62 or older, or is a person with disabilities.
3. **Preference for person with disabilities.** The PHA may adopt a preference for admission of families that include a person with disabilities. However, the PHA may not adopt a preference for admission of persons with a specific disability.
4. **Preference for victims of domestic violence, dating violence, sexual assault, or stalking.** The PHA should consider whether to adopt a local preference for admission of families that include victims of domestic violence, dating violence, sexual assault, or stalking.
5. **Preference for single persons who are elderly, displaced, homeless, or persons with disabilities.** The PHA may adopt a preference for admission of single persons who are age 62 or older, displaced, homeless, or persons with disabilities over other single persons.

(c) **Selection among families with preference.** The PHA system of preferences may use either of the following to select among applicants on the waiting list with the same preference status:

1. Date and time of application; or
2. A drawing or other random choice technique.

(d) **Preference for higher-income families.** The PHA must not select families for admission to the program in an order different from the order on the waiting list for the purpose of selecting higher income families for admission to the program.

(e) **Verification of selection method.** The method for selecting applicants from a preference category must leave a clear audit trail that can be used to verify that each applicant has been selected in accordance with the method specified in the Administrative Plan.

[[64 FR 26643](#), May 14, 1999, as amended at [64 FR 56912](#), Oct. 21, 1999; [65 FR 16821](#), Mar. 30, 2000; [81 FR 80816](#), Nov. 16, 2016

Chapter 4

APPLICATIONS, WAITING LIST AND TENANT SELECTION

INTRODUCTION

When a family wishes to receive assistance under the HCV program, the family must submit an application that provides the PHA with the information needed to determine the family's eligibility. HUD requires the PHA to place all families that apply for assistance on a waiting list. When HCV assistance becomes available, the PHA must select families from the waiting list in accordance with HUD requirements and PHA policies as stated in the administrative plan and the annual plan.

The PHA is required to adopt clear policies and procedures for accepting applications, placing families on the waiting list, and selecting families from the waiting list, and must follow these policies and procedures consistently. The actual order in which families are selected from the waiting list can be affected if a family has certain characteristics designated by HUD or the PHA that justify their selection. Examples of this are the selection of families for income targeting and the selection of families that qualify for targeted funding.

HUD regulations require that all families have an equal opportunity to apply for and receive housing assistance, and that the PHA affirmatively further fair housing goals in the administration of the program [24 CFR 982.53, HCV GB p. 4-1]. Adherence to the selection policies described in this chapter ensures that the PHA will be in compliance with all relevant fair housing requirements, as described in Chapter 2.

This chapter describes HUD and PHA policies for taking applications, managing the waiting list and selecting families for HCV assistance. The policies outlined in this chapter are organized into three sections, as follows:

Part I: The Application Process. This part provides an overview of the application process, and discusses how applicants can obtain and submit applications. It also specifies how the PHA will handle the applications it receives.

Part II: Managing the Waiting List. This part presents the policies that govern how the PHA's waiting list is structured, when it is opened and closed, and how the public is notified of the opportunity to apply for assistance. It also discusses the process the PHA will use to keep the waiting list current.

Part III: Selection for HCV Assistance. This part describes the policies that guide the PHA in selecting families for HCV assistance as such assistance becomes available. It also specifies how in-person interviews will be used to ensure that the PHA has the information needed to make a final eligibility determination.

PART I: THE APPLICATION PROCESS

4-I.A. OVERVIEW

This part describes the PHA policies for making applications available, accepting applications making preliminary determinations of eligibility, and the placement of applicants on the waiting list. This part also describes the PHA's obligation to ensure the accessibility of the application process to elderly persons, people with disabilities, and people with limited English proficiency (LEP).

4-I.B. APPLYING FOR ASSISTANCE [HCV GB, pp. 4-11 – 4-16, Notice PIH 2009-36]

Any family that wishes to receive HCV assistance must apply for admission to the program. HUD permits the PHA to determine the format and content of HCV applications, as well how such applications will be made available to interested families and how applications will be accepted by the PHA. The PHA must include Form HUD-92006, Supplement to Application for Federally Assisted Housing, as part of the PHA's application.

PHA Policy

Depending upon the length of time that applicants may need to wait to receive assistance, the PHA may use a one- or two-step application process.

A one-step process will be used when it is expected that a family will be selected from the waiting list within 60 days of the date of application. At application, the family must provide all information necessary to establish family eligibility and level of assistance.

A two-step process will be used when it is expected that a family will not be selected from the waiting list for at least 60 days from the date of application. Under the two-step application process, the PHA initially will require families to provide only the information needed to make an initial assessment of the family's eligibility, and to determine the family's placement on the waiting list. The family will be required to provide all information necessary to establish family eligibility and level of assistance when the family is selected from the waiting list.

Families may obtain application forms from the PHA's office during normal business hours. Families may also request – by telephone, mail, or email – that an application be mailed to them via first class mail.

Completed applications must be returned to the PHA by mail, email, fax, or submitted in person during normal business hours. Applications must be complete in order to be accepted by the PHA for processing. If an application is incomplete, the PHA will notify the family of the additional information required.

4-I.C. ACCESSIBILITY OF THE APPLICATION PROCESS

Elderly and Disabled Populations [24 CFR 8 and HCV GB, pp. 4-11 – 4-13]

The PHA must take steps to ensure that the application process is accessible to those people who might have difficulty complying with the normal, standard PHA application process. This could include people with disabilities, certain elderly individuals, as well as persons with limited English proficiency (LEP). The PHA must provide reasonable accommodation to the needs of individuals with disabilities. The application-taking facility and the application process must be fully accessible, or the PHA must provide an alternate approach that provides full access to the application process. Chapter 2 provides a full discussion of the PHA's policies related to providing reasonable accommodations for people with disabilities.

Limited English Proficiency

PHAs are required to take reasonable steps to ensure equal access to their programs and activities by persons with limited English proficiency [24 CFR 1]. Chapter 2 provides a full discussion on the PHA's policies related to ensuring access to people with limited English proficiency (LEP).

4-I.D. PLACEMENT ON THE WAITING LIST

The PHA must review each complete application received and make a preliminary assessment of the family's eligibility. The PHA must accept applications from families for whom the list is open unless there is good cause for not accepting the application (such as denial of assistance) for the grounds stated in the regulations [24 CFR 982.206(b)(2)]. Where the family is determined to be ineligible, the PHA must notify the family in writing [24 CFR 982.201(f)]. Where the family is not determined to be ineligible, the family will be placed on a waiting list of applicants.

No applicant has a right or entitlement to be listed on the waiting list, or to any particular position on the waiting list [24 CFR 982.202(c)].

Ineligible for Placement on the Waiting List

PHA Policy

If the PHA can determine from the information provided that a family is ineligible, the family will not be placed on the waiting list. Where a family is determined to be ineligible, the PHA will send written notification of the ineligibility determination within 10 business days of receiving a complete application. The notice will specify the reasons for ineligibility and will inform the family of its right to request an informal review and explain the process for doing so (see Chapter 16).

Eligible for Placement on the Waiting List

PHA Policy

The PHA will send written notification of the preliminary eligibility determination within 10 business days of receiving a complete application.

Placement on the waiting list does not indicate that the family is, in fact, eligible for assistance. A final determination of eligibility will be made when the family is selected from the waiting list.

Applicants will be placed on the waiting list according to any preference(s) for which they qualify, and the date and time their complete application is received by the PHA.

PART II: MANAGING THE WAITING LIST

4-II.A. OVERVIEW

The PHA must have policies regarding various aspects of organizing and managing the waiting list of applicant families. This includes opening the list to new applicants, closing the list to new applicants, notifying the public of waiting list openings and closings, updating waiting list information, purging the list of families that are no longer interested in or eligible for assistance, as well as conducting outreach to ensure a sufficient number of applicants.

In addition, HUD imposes requirements on how a PHA may structure its waiting list and how families must be treated if they apply for assistance from a PHA that administers more than one assisted housing program.

4-II.B. ORGANIZATION OF THE WAITING LIST [24 CFR 982.204 and 205]

The PHA's HCV waiting list must be organized in such a manner to allow the PHA to accurately identify and select families for assistance in the proper order, according to the admissions policies described in this plan.

The waiting list must contain the following information for each applicant listed:

- Applicant name;
- Family unit size;
- Date and time of application;
- Qualification for any local preference;
- Racial or ethnic designation of the head of household.

HUD requires the PHA to maintain a single waiting list for the HCV program unless it serves more than one county or municipality. Such PHAs are permitted, but not required, to maintain a separate waiting list for each county or municipality served.

PHA Policy

The PHA will maintain a single waiting list for the HCV program.

HUD directs that a family that applies for assistance from the HCV program must be offered the opportunity to be placed on the waiting list for any public housing, project-based voucher or moderate rehabilitation program the PHA operates if 1) the other programs' waiting lists are open, and 2) the family is qualified for the other programs.

HUD permits, but does not require, that PHAs maintain a single merged waiting list for their public housing, Section 8, and other subsidized housing programs.

A family's decision to apply for, receive, or refuse other housing assistance must not affect the family's placement on the HCV waiting list, or any preferences for which the family may qualify.

PHA Policy

The PHA will not merge the HCV waiting list with the waiting list for any other program the PHA operates.

4-II.C. OPENING AND CLOSING THE WAITING LIST [24 CFR 982.206]

Closing the Waiting List

A PHA is permitted to close the waiting list if it has an adequate pool of families to use its available HCV assistance. Alternatively, the PHA may elect to continue to accept applications only from certain categories of families that meet particular preferences or funding criteria.

PHA Policy

The PHA will close the waiting list when the estimated waiting period for housing assistance for applicants on the list reaches 24 months for the most current applicants. Where the PHA has particular preferences or funding criteria that require a specific category of family, the PHA may elect to continue to accept applications from these applicants while closing the waiting list to others.

Reopening the Waiting List

If the waiting list has been closed, it cannot be reopened until the PHA publishes a notice in local newspapers of general circulation, minority media, and other suitable media outlets. The notice must comply with HUD fair housing requirements and must specify who may apply, and where and when applications will be received.

PHA Policy

The PHA will announce the reopening of the waiting list at least 10 business days prior to the date applications will first be accepted. If the list is only being reopened for certain categories of families, this information will be contained in the notice.

The PHA will give public notice by publishing the relevant information in suitable media outlets including, but not limited to:

- The Times Standard
- North Coast Journal
- Craigslist
- The PHA website at www.eurekahumboldtha.org

4-II.D. FAMILY OUTREACH [HCV GB, pp. 4-2 to 4-4]

The PHA must conduct outreach as necessary to ensure that the PHA has a sufficient number of applicants on the waiting list to use the HCV resources it has been allotted.

Because HUD requires the PHA to admit a specified percentage of extremely low-income families to the program (see Chapter 4, Part III), the PHA may need to conduct special outreach to ensure that an adequate number of such families apply for assistance [HCV GB, p. 4-20 to 4-21].

PHA outreach efforts must comply with fair housing requirements. This includes:

- Analyzing the housing market area and the populations currently being served to identify underserved populations
- Ensuring that outreach efforts are targeted to media outlets that reach eligible populations that are underrepresented in the program
- Avoiding outreach efforts that prefer or exclude people who are members of a protected class

PHA outreach efforts must be designed to inform qualified families about the availability of assistance under the program. These efforts may include, as needed, any of the following activities:

- Submitting press releases to local newspapers, including minority newspapers
- Developing informational materials and flyers to distribute to other agencies
- Providing application forms to other public and private agencies that serve the low-income population
- Developing partnerships with other organizations that serve similar populations, including agencies that provide services for persons with disabilities

PHA Policy

The PHA will monitor the characteristics of the population being served and the characteristics of the population as a whole in the PHA's jurisdiction. Targeted outreach efforts will be undertaken if a comparison suggests that certain populations are being underserved.

4-II.E. REPORTING CHANGES IN FAMILY CIRCUMSTANCES

PHA Policy

While the family is on the waiting list, the family must immediately inform the PHA of changes in contact information, including current residence, mailing address, and phone number. The changes must be submitted in writing.

4-II.F. UPDATING THE WAITING LIST [24 CFR 982.204]

HUD requires the PHA to establish policies to use when removing applicant names from the waiting list.

Purging the Waiting List

The decision to withdraw an applicant family that includes a person with disabilities from the waiting list is subject to reasonable accommodation. If the applicant did not respond to a PHA request for information or updates, and the PHA determines that the family did not respond because of the family member's disability, the PHA must reinstate the applicant family to their former position on the waiting list [24 CFR 982.204(c)(2)].

PHA Policy

The waiting list will be updated as needed to ensure that all applicants and applicant information is current and timely.

To update the waiting list, the PHA will send an update request via first class mail or email to each family on the waiting list to determine whether the family continues to be interested in, and to qualify for, the program. This update request will be sent to the last address or email that the PHA has on record for the family. The update request will provide a deadline by which the family must respond and will state that failure to respond will result in the applicant's name being removed from the waiting list.

The family's response must be in writing and may be delivered in person, by mail, by email, or by fax. Responses should be postmarked or received by the PHA not later than 14 business days from the date of the PHA letter.

If the family fails to respond within 14 business days, the family will be removed from the waiting list without further notice.

If the notice is returned by the post office with no forwarding address, the applicant will be removed from the waiting list without further notice.

If the notice is returned by the post office with a forwarding address, the notice will be re-sent to the address indicated. The family will have 14 business days to respond from the date the letter was re-sent.

If a family is removed from the waiting list for failure to respond, the PHA may reinstate the family if it is determined that the lack of response was due to PHA error, or to circumstances beyond the family's control, as a result of a family member's disability, or as a direct result of status as a victim of domestic violence, dating violence, sexual assault, stalking, or human trafficking, including an adverse factor resulting from such abuse.

Removal from the Waiting List

PHA Policy

If at any time an applicant family is on the waiting list, and the PHA determines that the family is not eligible for assistance (see Chapter 3), the family will be removed from the waiting list.

If a family is removed from the waiting list because the PHA has determined the family is not eligible for assistance, a notice will be sent to the family's address of record as well as to any alternate address provided on the initial application. The notice will state the reasons the family was removed from the waiting list and will inform the family how to request an informal review regarding the PHA's decision (see Chapter 16) [24 CFR 982.201(f)].

PART III: SELECTION FOR HCV ASSISTANCE

4-III.A. OVERVIEW

As vouchers become available, families on the waiting list must be selected for assistance in accordance with the policies described in this part.

The order in which families are selected from the waiting list depends on the selection method chosen by the PHA and is impacted in part by any selection preferences for which the family qualifies. The availability of targeted funding also may affect the order in which families are selected from the waiting list.

The PHA must maintain a clear record of all information required to verify that the family is selected from the waiting list according to the PHA's selection policies [24 CFR 982.204(b) and 982.207(e)].

4-III.B. SELECTION AND HCV FUNDING SOURCES

Special Admissions [24 CFR 982.203]

HUD may award funding for specifically-named families living in specified types of units (e.g., a family that is displaced by demolition of public housing; a non-purchasing family residing in a HOPE 1 or 2 projects). In these cases, the PHA may admit such families whether or not they are on the waiting list, and, if they are on the waiting list, without considering the family's position on the waiting list. These families are considered non-waiting list selections. The PHA must maintain records showing that such families were admitted with special program funding.

Targeted Funding [24 CFR 982.204(e)]

HUD may award a PHA funding for a specified category of families on the waiting list. The PHA must use this funding only to assist the families within the specified category. In order to assist families within a targeted funding category, the PHA may skip families that do not qualify within the targeted funding category. Within this category of families, the order in which such families are assisted is determined according to the policies provided in Section 4-III.C.

PHA Policy

The PHA administers the following types of targeted funding:

The PHA may provide HUD administered Foster Youth to Independence (FYI) Vouchers.

Regular HCV Funding

Regular HCV funding may be used to assist any eligible family on the waiting list. Families are selected from the waiting list according to the policies provided in Section 4-III.C.

4-III.C. SELECTION METHOD

PHAs must describe the method for selecting applicant families from the waiting list, including the system of admission preferences that the PHA will use [24 CFR 982.202(d)].

Local Preferences [24 CFR 982.207; HCV p. 4-16]

PHAs are permitted to establish local preferences, and to give priority to serving families that meet those criteria. HUD specifically authorizes and places restrictions on certain types of local preferences. HUD also permits the PHA to establish other local preferences, at its discretion. Any local preferences established must be consistent with the PHA plan and the consolidated plan and must be based on local housing needs and priorities that can be documented by generally accepted data sources.

PHA Policy

The PHA will use the following local preferences:

1. The PHA will offer a preference to any family that has been terminated from its HCV program due to insufficient program funding.
2. The PHA will offer a preference to families that include victims of domestic violence, dating violence, sexual assault, stalking, or human trafficking who have either been referred by a partnering service agency or consortia or are seeking an emergency transfer under VAWA from the PHA's public housing program or other covered housing program operated by the PHA. The applicant must certify that the abuser will not reside with the applicant unless the PHA gives prior written approval.
3. The PHA will offer a preference, limited to 20 new vouchers per calendar year, as a Moving-On preference with recommendation from a Continuum of Care participating agency, and subject to the requirements of the PHA's Moving-On checklist, to establish eligibility for this requirement. The PHA will issue up to 20 vouchers annually, in the order complete referrals are received, to support clients who no longer require the intensive support services they were previously receiving under HUD Permanent Supportive Housing (PSH) or similar Rapid Re-Housing (RRH) assistance programs.
4. **TBRA Preference: In a given year, up to 50 participants of the City of Arcata's TBRA program may be provided voucher assistance to replace TBRA assistance expiring after a two-year program. This preference is implemented to assist those households who would otherwise lose critical rental assistance and be at risk of homelessness by being cost burdened having to pay full market rent (paying more than 30% of income toward rent and utilities), subject to meeting all application, screening, inspection, and other requirements of the HCV program. Similar to the overall HCV program, at least 75% of allocated vouchers would go to ELI households, and the remaining may go to VLI households.**
5. **Lease-in-place Preference: In the event that HACH's leasing rate falls below 90% of vouchers available for tenant-based assistance, preference will be given to applicants who are able to 'lease-in place' (and will be otherwise pulled from the waitlist in order of date/time applied). Preference will continue to be applied until the lease up**

rate reaches 90% of vouchers available for tenant-based assistance. Once the target lease-up rate is obtained, preference will continue to be documented as part of the application intake process. However, it will not be applied to waitlist selections until such a time that the lease-up rate falls below 90% at any other given time.

6. Other preferences may be added and approved by the Board of Commissioners from time to time.

Income Targeting Requirement [24 CFR 982.201(b)(2)]

HUD requires that extremely low-income (ELI) families make up at least 75 percent of the families admitted to the HCV program during the PHA's fiscal year. ELI families are those with annual incomes at or below the federal poverty level or 30 percent of the area median income, whichever number is higher. To ensure this requirement is met, a PHA may skip non-ELI families on the waiting list in order to select an ELI family.

Low-income families admitted to the program that are "continuously assisted" under the 1937 Housing Act [24 CFR 982.4(b)], as well as low-income or moderate-income families admitted to the program that are displaced as a result of the prepayment of the mortgage or voluntary termination of an insurance contract on eligible low-income housing, are not counted for income targeting purposes [24 CFR 982.201(b)(2)(v)].

PHA Policy

The PHA will monitor progress in meeting the income targeting requirement throughout the fiscal year. Extremely low-income families will be selected ahead of other eligible families on an as-needed basis to ensure the income targeting requirement is met.

Order of Selection

The PHA system of preferences may select families based on local preferences according to the date and time of application or by a random selection process (lottery) [24 CFR 982.207(c)]. If a PHA does not have enough funding to assist the family at the top of the waiting list, it is not permitted to skip down the waiting list to a family that it can afford to subsidize when there are not sufficient funds to subsidize the family at the top of the waiting list [24 CFR 982.204(d) and (e)].

PHA Policy

Families will be selected from the waiting list based on the targeted funding or selection preference(s) for which they qualify, and in accordance with the PHA's hierarchy of preferences, if applicable. Within each targeted funding or preference category, families will be selected on a first-come, first-served basis according to the date and time their complete application is received by the PHA. Documentation will be maintained by the PHA as to whether families on the list qualify for and are interested in targeted funding. If a higher placed family on the waiting list is not qualified or not interested in targeted funding, there will be a notation maintained so that the PHA does not have to ask higher placed families each time targeted selections are made.

4-III.D. NOTIFICATION OF SELECTION

When a family has been selected from the waiting list, the PHA must notify the family [24 CFR 982.554(a)].

PHA Policy

The PHA will notify the family by first class mail or email when it is selected from the waiting list. The notice will inform the family of the following:

- Date, time, and location of the scheduled application interview, including any procedures for rescheduling the interview

- Who is required to attend the interview

- All documents that must be provided at the interview, including information about what constitutes acceptable documentation

If a notification letter is returned to the PHA with no forwarding address, the family will be removed from the waiting list. A notice of denial (see Chapter 3) will be sent to the family's address of record, as well as to any known alternate address.

4-III.E. THE APPLICATION INTERVIEW

HUD recommends that the PHA obtain the information and documentation needed to make an eligibility determination through a face-to-face interview with a PHA representative [HCV GB, pg. 4-16]. Being invited to attend an interview does not constitute admission to the program.

Assistance cannot be provided to the family until all SSN documentation requirements are met. However, if the PHA determines that an applicant family is otherwise eligible to participate in the program, the family may retain its place on the waiting list for a period of time determined by the PHA [Notice PIH 2018-24].

Reasonable accommodation must be made for persons with disabilities who are unable to attend an interview due to their disability.

PHA Policy

Families selected from the waiting list are required to participate in an eligibility interview.

The head of household and the spouse/cohead will be strongly encouraged to attend the interview together. However, either the head of household or the spouse/cohead may attend the interview on behalf of the family. Verification of information pertaining to adult members of the household not present at the interview will not begin until signed release forms are returned to the PHA.

The head of household or spouse/cohead must provide acceptable documentation of legal identity. (Chapter 7 provides a discussion of proper documentation of legal identity.) If the family representative does not provide the required documentation at the time of the interview, they will be required to provide it within 10 business days.

Pending disclosure and documentation of social security numbers, the PHA will allow the family to retain its place on the waiting list for *60 calendar days*. If not all household members have disclosed their SSNs at the next time the PHA is issuing vouchers, the PHA will issue a voucher to the next eligible applicant family on the waiting list.

The family must provide the information necessary to establish the family's eligibility and determine the appropriate level of assistance, and must complete required forms, provide required signatures, and submit required documentation. If any materials are missing, the PHA will provide the family with a written list of items that must be submitted.

Any required documents or information that the family is unable to provide at the interview must be provided within 10 business days of the interview (Chapter 7 provides details about longer submission deadlines for particular items, including documentation of eligible noncitizen status). If the family is unable to obtain the information or materials within the required time frame, the family may request an extension. If the required documents and information are not provided within the required time frame (plus any extensions), the family will be sent a notice of denial (See Chapter 3).

An advocate, interpreter, or other assistant may assist the family with the application and the interview process.

Interviews will be conducted in English. For limited English proficient (LEP) applicants, the PHA will provide translation services in accordance with the PHA's LEP plan.

If the family is unable to attend a scheduled interview, the family should contact the PHA in advance of the interview to schedule a new appointment. In all circumstances, if a family does not attend a scheduled interview, the PHA will send another notification letter with a new interview appointment time. Applicants who fail to attend two scheduled interviews without PHA approval will be denied assistance based on the family's failure to supply information needed to determine eligibility. A notice of denial will be issued in accordance with policies contained in Chapter 3.

4-III.F. COMPLETING THE APPLICATION PROCESS

The PHA must verify all information provided by the family (see Chapter 7). Based on verified information, the PHA must make a final determination of eligibility (see Chapter 3) and must confirm that the family qualified for any special admission, targeted funding admission, or selection preference that affected the order in which the family was selected from the waiting list.

PHA Policy

If the PHA determines that the family is ineligible, the PHA will send written notification of the ineligibility determination within 10 business days of the determination. The notice will specify the reasons for ineligibility and will inform the family of its right to request an informal review (Chapter 16).

If a family fails to qualify for any criteria that affected the order in which it was selected from the waiting list (e.g. targeted funding, extremely low-income), the family will be returned to its original position on the waiting list. The PHA will notify the family in writing that it has been returned to the waiting list and will specify the reasons for it.

If the PHA determines that the family is eligible to receive assistance, the PHA will invite the family to attend a briefing in accordance with the policies in Chapter 5.

Resolution 509

**Resolution Approving and Adopting Updates
to the Housing Authority of the County of Humboldt
Housing Choice Voucher Program Administrative Plan**

WHEREAS, It is a requirement of the Housing Authority of the County of Humboldt to have an updated, approved Administrative Plan for the administration of its Housing Choice Voucher programs; and

WHEREAS, Staff has amended the current Administrative Plan to include preferences to allow, budget permitting, for conversion of Tenant Based Rental Assistance (TBRA) participants with expiring assistance to Housing Choice Vouchers, and a preference for applicants who can Lease-in-Place; and

WHEREAS, The Commissioners have reviewed the proposed addition to the Administrative Plan for conversion of Tenant Based Rental Assistance (TBRA) participants with expiring assistance to Housing Choice Vouchers, and a preference for applicants who can Lease-in-Place; and

WHEREAS, The proposed addition was advertised and made available for forty-five (45) days of public comment, with a public comment meeting held on Wednesday, October 2, 2024, via zoom; and

WHEREAS, The approved, updated Administrative Plan will be sent to HUD for their reference;

NOW, THEREFORE, BE IT RESOLVED, That the Commissioners of the Housing Authority of the County of Humboldt do hereby approve and adopt the proposed changes to the Administrative Plan for Tenant Based Rental Assistance and Lease-in-Place options.

PASSED AND ADOPTED on the 15 day of October 2024 by the following vote:

AYES:
NAYS:
ABSENT:
ABSTAIN:

Name

Name

Name

Title

Title

Title

Signature

Signature

Signature

Housing Authority of the County of Humboldt

Board of Commissioners Meeting

October 15, 2024

Agenda Item 8c

Memorandum

To: Commissioners

From: Cheryl Churchill, Executive Director

Subject: HCV Utility Allowance

BACKGROUND AND HISTORY:

In accordance with HUD regulations, the Housing Authority must conduct an annual utility survey of a representative number of households in Humboldt County. This survey is then used to determine the utility allowance granted each Section 8 household to aid them in paying for their utilities.

Staff contracted with the Zappling Company to conduct the survey and recommend the utility allowances for the 2025 fiscal year. Attached are comparison sheets showing the proposed 2025 utility allowances and the current 2024 utility allowances, by building types and bedroom sizes.

Under HUD's regulations, if the utility survey indicates a change (increase OR decrease) in the utility allowance of at least 10%, the Housing Authority must adopt the new utility allowances. The study shows an increase in the utility allowances for electric, and a decrease in the utility allowance for gas. Utility allowance calculations vary with each rental unit, depending on which utilities are paid by the tenant, and which are paid by the landlord. Additionally, allowances have been provided for tenants who have approved reasonable accommodations for medical equipment allowances.

STAFF RECOMMENDATION:

Staff recommend that the Board accept and approve the proposed 2025 HCV Utility Allowances.

Proposed for effective date of January 1, 2025

Section 8 Utility Allowances

Housing Authority of the County of Humboldt

Allowances are rounded to nearest dollar

A = Apartment H = House

Utility or Service	0 BR		1 BR		2 BR		3 BR		4 BR		5 BR	
	A	H	A	H	A	H	A	H	A	H	A	H
HEATING*												
Natural Gas	65.00	76.00	78.00	92.00	86.00	110.00	92.00	125.00	99.00	141.00	106.00	157.00
Bottle Gas	90.00	77.00	106.00	91.00	113.00	105.00	121.00	119.00	128.00	132.00	136.00	146.00
Electric	63.00	165.00	74.00	194.00	94.00	225.00	115.00	257.00	135.00	288.00	156.00	319.00
Electric Heat Pump	49.00	91.00	57.00	107.00	68.00	127.00	76.00	143.00	85.00	158.00	93.00	174.00
Wood ****	28.00	28.00	28.00	28.00	28.00	28.00	34.00	34.00	41.00	41.00	41.00	41.00
Air Conditioning	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
COOKING												
Natural Gas	5.00	7.00	6.00	8.00	8.00	12.00	11.00	15.00	14.00	19.00	16.00	23.00
Bottle Gas	8.00	8.00	9.00	9.00	13.00	13.00	17.00	17.00	21.00	21.00	25.00	25.00
Electric	11.00	20.00	14.00	26.00	22.00	37.00	29.00	48.00	36.00	60.00	42.00	71.00
OTHER Electric (Lights Appliances includes CA Credit)	48.00	97.00	56.00	117.00	82.00	172.00	110.00	228.00	137.00	283.00	165.00	339.00
WATER HEATING												
Natural Gas	14.00	20.00	17.00	24.00	25.00	34.00	34.00	47.00	43.00	59.00	51.00	71.00
Bottle Gas	22.00	22.00	26.00	26.00	37.00	37.00	49.00	49.00	60.00	60.00	72.00	72.00
Electric	39.00	67.00	47.00	79.00	60.00	101.00	73.00	123.00	86.00	145.00	99.00	167.00
OTHER - Natural Gas Climate Credit	-8.00	-8.00	-8.00	-8.00	-8.00	-8.00	-8.00	-8.00	-8.00	-8.00	-8.00	-8.00
WATER	39.00	39.00	40.00	40.00	45.00	45.00	50.00	50.00	54.00	54.00	55.00	55.00
SEWER	44.00	44.00	47.00	47.00	63.00	63.00	80.00	80.00	97.00	97.00	99.00	99.00
TRASH COLLECTION (Avg)	37.00	37.00	37.00	37.00	37.00	37.00	37.00	37.00	37.00	37.00	37.00	37.00
RANGE/MICROWAVE	21.00	21.00	21.00	21.00	21.00	21.00	21.00	21.00	21.00	21.00	21.00	21.00
REFRIGERATOR	25.00	25.00	25.00	25.00	25.00	25.00	25.00	25.00	25.00	25.00	25.00	25.00
To be approved and adopted by the County board on 10/15/2024.												

* FUEL OIL use bottle gas amount. PER RHM 10/26/2006

Effective 5/1/2024
Section 8 Utility Allowances
Housing Authority of the County of Humboldt
Allowances are rounded to nearest dollar

A = Apartment H = House

Utility or Service	0 BR		1 BR		2 BR		3 BR		4 BR		5 BR	
	A	H	A	H	A	H	A	H	A	H	A	H
HEATING*												
Natural Gas	33.00	46.00	38.00	56.00	45.00	65.00	51.00	73.00	56.00	81.00	63.00	91.00
Bottle Gas	79.00	112.00	90.00	134.00	105.00	155.00	123.00	173.00	134.00	191.00	148.00	213.00
Electric	46.00	104.00	54.00	122.00	71.00	142.00	89.00	161.00	106.00	181.00	124.00	202.00
Electric Heat Pump	40.00	57.00	47.00	67.00	56.00	80.00	63.00	90.00	70.00	100.00	77.00	110.00
Wood ****	28.00	28.00	28.00	28.00	28.00	28.00	34.00	34.00	41.00	41.00	41.00	41.00
Air Conditioning	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
COOKING												
Natural Gas	5.00	5.00	5.00	5.00	8.00	8.00	10.00	10.00	13.00	13.00	15.00	15.00
Bottle Gas	11.00	11.00	11.00	11.00	18.00	18.00	25.00	25.00	32.00	32.00	36.00	36.00
Electric	14.00	14.00	16.00	16.00	23.00	23.00	30.00	30.00	38.00	38.00	45.00	45.00
OTHER Electric (Lights Appliances includes CA Credit)	45.00	69.00	54.00	83.00	78.00	118.00	102.00	153.00	126.00	194.00	149.00	238.00
WATER HEATING												
Natural Gas	10.00	13.00	13.00	17.00	18.00	23.00	23.00	30.00	30.00	36.00	35.00	43.00
Bottle Gas	25.00	32.00	32.00	40.00	43.00	54.00	54.00	72.00	72.00	87.00	83.00	101.00
Electric	34.00	42.00	40.00	50.00	51.00	63.00	62.00	77.00	73.00	91.00	84.00	105.00
OTHER - Natural Gas Climate Credit	-4.00	-4.00	-4.00	-4.00	-4.00	-4.00	-4.00	-4.00	-4.00	-4.00	-4.00	-4.00
WATER	45.00	45.00	45.00	45.00	51.00	51.00	59.00	59.00	67.00	67.00	76.00	76.00
SEWER	61.00	61.00	62.00	62.00	77.00	77.00	91.00	91.00	105.00	105.00	118.00	118.00
TRASH COLLECTION (Avg)	40.00	40.00	40.00	40.00	40.00	40.00	40.00	40.00	40.00	40.00	40.00	40.00
RANGE/MICROWAVE	11.00	11.00	11.00	11.00	11.00	11.00	11.00	11.00	11.00	11.00	11.00	11.00
REFRIGERATOR	12.00	12.00	12.00	12.00	12.00	12.00	12.00	12.00	12.00	12.00	12.00	12.00

Approved and adopted by the County board on 01/08/2024.

* FUEL OIL use bottle gas amount. PER RHM 10/26/2006

**Allowances for
Tenant-Furnished Utilities
and Other Services**

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



Locality		Green Discount	Unit Type			Weather Code	Date (mm/dd/yyyy)
Housing Authority of the County of Humboldt		None	Single Family House			95501	9/1/2024
Utility or Service		Monthly Dollar Allowances					
		0 BR	1 BR	2 BR	3 BR	4 BR	5 BR
Space Heating	Natural Gas	\$76	\$92	\$110	\$125	\$141	\$157
	Bottled Gas	\$77	\$91	\$105	\$119	\$132	\$146
	Electric Resistance	\$165	\$194	\$225	\$257	\$288	\$319
	Electric Heat Pump	\$91	\$107	\$127	\$143	\$158	\$174
	Fuel Oil						
Cooking	Natural Gas	\$7	\$8	\$12	\$15	\$19	\$23
	Bottled Gas	\$8	\$9	\$13	\$17	\$21	\$25
	Electric	\$20	\$26	\$37	\$48	\$60	\$71
	Other						
Other Electric		\$97	\$117	\$172	\$228	\$283	\$339
Air Conditioning		\$1	\$1	\$1	\$1	\$1	\$1
Water Heating	Natural Gas	\$20	\$24	\$34	\$47	\$59	\$71
	Bottled Gas	\$22	\$26	\$37	\$49	\$60	\$72
	Electric	\$67	\$79	\$101	\$123	\$145	\$167
	Fuel Oil						
Water		\$39	\$40	\$45	\$50	\$54	\$55
Sewer		\$44	\$47	\$63	\$80	\$97	\$99
Electric Fee		-\$10	-\$10	-\$10	-\$10	-\$10	-\$10
Natural Gas Fee		-\$8	-\$8	-\$8	-\$8	-\$8	-\$8
Fuel Oil Fee							
Bottled Gas Fee							
Trash Collection		\$37	\$37	\$37	\$37	\$37	\$37
Range/Microwave		\$21	\$21	\$21	\$21	\$21	\$21
Refrigerator		\$25	\$25	\$25	\$25	\$25	\$25
Other - specify							

**Allowances for
Tenant-Furnished Utilities
and Other Services**

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



Locality		Green Discount	Unit Type			Weather Code	Date (mm/dd/yyyy)
Housing Authority of the County of Humboldt		None	Single Family Attached			95501	9/1/2024
Utility or Service		Monthly Dollar Allowances					
		0 BR	1 BR	2 BR	3 BR	4 BR	5 BR
Space Heating	Natural Gas	\$69	\$83	\$98	\$111	\$125	\$138
	Bottled Gas	\$70	\$83	\$94	\$106	\$117	\$128
	Electric Resistance	\$105	\$124	\$158	\$193	\$227	\$261
	Electric Heat Pump	\$77	\$91	\$108	\$121	\$135	\$148
	Fuel Oil						
Cooking	Natural Gas	\$7	\$8	\$12	\$15	\$19	\$23
	Bottled Gas	\$8	\$9	\$13	\$17	\$21	\$25
	Electric	\$18	\$24	\$37	\$48	\$60	\$71
	Other						
Other Electric	\$83	\$98	\$144	\$192	\$240	\$288	
Air Conditioning	\$1	\$1	\$1	\$1	\$1	\$1	
Water Heating	Natural Gas	\$20	\$24	\$34	\$47	\$59	\$71
	Bottled Gas	\$22	\$26	\$37	\$49	\$60	\$72
	Electric	\$67	\$79	\$101	\$123	\$145	\$167
	Fuel Oil						
Water	\$39	\$40	\$45	\$50	\$54	\$55	
Sewer	\$44	\$47	\$63	\$80	\$97	\$99	
Electric Fee	-\$10	-\$10	-\$10	-\$10	-\$10	-\$10	
Natural Gas Fee	-\$8	-\$8	-\$8	-\$8	-\$8	-\$8	
Fuel Oil Fee							
Bottled Gas Fee							
Trash Collection	\$37	\$37	\$37	\$37	\$37	\$37	
Range/Microwave	\$21	\$21	\$21	\$21	\$21	\$21	
Refrigerator	\$25	\$25	\$25	\$25	\$25	\$25	
Other - specify							

**Allowances for
Tenant-Furnished Utilities
and Other Services**

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



Locality		Green Discount	Unit Type			Weather Code	Date (mm/dd/yyyy)
Housing Authority of the County of Humboldt		None	Lowrise Apartment			95501	9/1/2024
Utility or Service		Monthly Dollar Allowances					
		0 BR	1 BR	2 BR	3 BR	4 BR	5 BR
Space Heating	Natural Gas	\$65	\$78	\$86	\$92	\$99	\$106
	Bottled Gas	\$90	\$106	\$113	\$121	\$128	\$136
	Electric Resistance	\$63	\$74	\$94	\$115	\$135	\$156
	Electric Heat Pump	\$49	\$57	\$68	\$76	\$85	\$93
	Fuel Oil						
Cooking	Natural Gas	\$5	\$6	\$8	\$11	\$14	\$16
	Bottled Gas	\$8	\$9	\$13	\$17	\$21	\$25
	Electric	\$11	\$14	\$22	\$29	\$36	\$42
	Other						
Other Electric		\$48	\$56	\$82	\$110	\$137	\$165
Air Conditioning		\$1	\$1	\$1	\$1	\$1	\$1
Water Heating	Natural Gas	\$14	\$17	\$25	\$34	\$43	\$51
	Bottled Gas	\$22	\$26	\$37	\$49	\$60	\$72
	Electric	\$39	\$47	\$60	\$73	\$86	\$99
	Fuel Oil						
Water		\$39	\$40	\$45	\$50	\$54	\$55
Sewer		\$44	\$47	\$63	\$80	\$97	\$99
Electric Fee		-\$10	-\$10	-\$10	-\$10	-\$10	-\$10
Natural Gas Fee		-\$8	-\$8	-\$8	-\$8	-\$8	-\$8
Fuel Oil Fee							
Bottled Gas Fee							
Trash Collection		\$37	\$37	\$37	\$37	\$37	\$37
Range/Microwave		\$21	\$21	\$21	\$21	\$21	\$21
Refrigerator		\$25	\$25	\$25	\$25	\$25	\$25
Other - specify							

**Allowances for
Tenant-Furnished Utilities
and Other Services**

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



Locality		Green Discount	Unit Type			Weather Code	Date (mm/dd/yyyy)
Housing Authority of the County of Humboldt		Energy Efficient	Lowrise Apartment			95501	9/1/2024
Utility or Service		Monthly Dollar Allowances					
		0 BR	1 BR	2 BR	3 BR	4 BR	5 BR
Space Heating	Natural Gas						
	Bottled Gas						
	Electric Resistance		\$102	\$130	\$158	\$186	\$214
	Electric Heat Pump		\$79	\$94	\$105	\$117	\$129
	Fuel Oil						
Cooking	Natural Gas						
	Bottled Gas						
	Electric		\$17	\$30	\$40	\$49	\$58
	Other						
Other Electric		\$77	\$109	\$147	\$185	\$222	
Air Conditioning		\$1	\$1	\$1	\$1	\$1	
Water Heating	Natural Gas						
	Bottled Gas						
	Electric		\$63	\$83	\$101	\$119	\$137
	Fuel Oil						
Water		\$40	\$45	\$50	\$54	\$55	
Sewer		\$47	\$63	\$80	\$97	\$99	
Electric Fee		-\$10	-\$10	-\$10	-\$10	-\$10	
Natural Gas Fee							
Fuel Oil Fee							
Bottled Gas Fee							
Trash Collection							
Range/Microwave							
Refrigerator							
Other - specify							

ALLOWANCES FOR TENANT-FURNISHED UTILITIES & OTHER SERVICES

REPORT DATE: 2024-09-01

PROPERTY: Section 8 Sites - 2024

LOCATION: Eureka, CA

TABLE 1: MONTHLY UTILITY ALLOWANCES

Unit Type	Water	Sewer	Total
<i>0 BR</i>	\$39	\$44	\$83
<i>1 BR</i>	\$40	\$47	\$87
<i>2 BR</i>	\$45	\$63	\$108
<i>3 BR</i>	\$50	\$80	\$130
<i>4 BR</i>	\$54	\$97	\$151
<i>5 BR</i>	\$55	\$99	\$154

TABLE 2: MONTHLY UTILITY CONSUMPTION

Unit Type	Water/Sewer (CCF)
<i>0 BR</i>	1.74
<i>1 BR</i>	2.09
<i>2 BR</i>	4.18
<i>3 BR</i>	6.26
<i>4 BR</i>	8.35
<i>5 BR</i>	8.70

UApro+™ is compliant with IRS regulation 26 CFR 1.42-10. See technical documentation for further details on compliance, methodology, and additional data.

REASONABLE ACCOMODATION MEDICAL EQUIPMENT ALLOWANCES

REPORT DATE: 9/1/2024

PROPERTY: Housing Authority of the City of Eureka & Housing Authority of the County of Humboldt

LOCATION: Eureka, CA

Item	Hours/day*	Wattage*	Monthly kWh	Energy Charge	Utility Allowance
Oxygen Concentrator	18	400	220	\$ 0.424524	\$ 94.00
Nebulizer	1.3	75	3	\$ 0.424524	\$ 2.00
Electric Hospital Bed	0.2	200	2	\$ 0.424524	\$ 1.00
Alternating Pressure Matress	24	70	52	\$ 0.424524	\$ 23.00
Low Air-Loss Mattress	24	120	88	\$ 0.424524	\$ 38.00
Power Wheelchair/Scooter	8	360	88	\$ 0.424524	\$ 38.00
Feeding Tube Pump	3	120	11	\$ 0.424524	\$ 5.00
CPAP Machine	7.5	30	7	\$ 0.424524	\$ 3.00
Leg Compression Pump	1.5	30	2	\$ 0.424524	\$ 1.00
Dialysis Machine/Equipment	1.8	710	39	\$ 0.424524	\$ 17.00

*Based on literature search and online sources

Higher utility allowance as reasonable accommodation for a person with disabilities. On request from a family that includes a person with disabilities, the PHA must approve a utility allowance which is higher than the applicable amount on the utility allowance schedule if a higher utility allowance is needed as a reasonable accommodation in accordance with 24 CFR part 8 to make the program accessible to and usable by the family member with a disability.

Oxygen Concentrator

Oxygen concentrators take in air from the room and filter out nitrogen. The process provides the higher amounts of oxygen needed for oxygen therapy.

Nebulizer

A nebulizer is a type of breathing machine that lets you inhale medicated vapors. Nebulizers are used 3-4 times per day for 20 minutes at a time

Electric Hospital Bed

Electric hospital bed for home use features electric motor controls that raise the head, foot and height of the bed frame with a push of a button. Usage depends on adjustments.

Alternating Pressure Mattress

The alternating pressure mattress features air cells which periodically redistribute pressure by repeatedly loading and unloading the pressure beneath the body. This creates movement which alleviates pain from bed sores and ulcers. Used 24 hours a day for someone who is bed-ridden.

Low Air-Loss Mattress

A low air loss mattress is essentially an air mattress covered with tiny holes. These holes are designed to let out air very slowly which helps keep the skin dry and wicks away any moisture. The pressure changes cycle every 10-25 minutes.

REASONABLE ACCOMODATION MEDICAL EQUIPMENT ALLOWANCES

Power Wheelchair/Scooter

In order to keep the motorized scooter operating effectively, it's recommended to charge it every night as you sleep. Optimal charge time is at least eight hours.

Feeding Tube Pump

A feeding tube pump delivers nutrition throughout the day. The pump is used 5-6 times per day for 30 minutes at a time.

CPAP Machine

A CPAP machine provides air at a pressure just high enough to prevent the collapse of a persons airway. The recommended usage time is 7.5 hours a night.

Leg Compression Pump

Leg compression pumps treat vein problems (venous insufficiency) by compressing the lower extremities. The compression pump automatically inflates and deflates to force fluids back into the veins. Maximum usage is up to 3 times per day for 30 minutes at a time.

Dialysis Machine/Equipment

Equipment that removes waste and fluids from the body when the kidneys no longer work well enough to keep the body healthy. Treatment is done 3 times a week for 3-4 hours per day.



**Utility Allowance Services for Tax Credit, Public Housing, and Section
8 Housing Choice Voucher Programs**

TECHNICAL DOCUMENTATION



600 Twentyninth Place Ct., Ste 1014
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Sales@Zappling.com

Contents

1. Zappling Background and Experience
2. UApro™ Development
3. Methodology and variations
4. Demonstrated Compliance

Context

Utility allowances typically must be at least annually reviewed and updated when there is change of 10% or more per IRS and HUD regulations. [26 CFR § 1.42-10 & 24 CFR § 982.517]

For example, per 24 CFR 982.517(c)(1), a PHA must review its schedule of utility allowances each year, and must revise its allowance for a utility category if there has been a change of 10 percent or more in the utility rate since the last time the utility allowance schedule was revised. The PHA must maintain information supporting its annual review of utility allowances and any revisions made in its utility allowance schedule.

This technical documentation report serves to provide context and methodology for utility allowance calculations.

1. Zappling Background and Experience

Zappling was founded in 1994 to provide timely and professional engineering services to a variety of clients. Zappling places special emphasis on energy and water conservation services in its practices. The Zappling professional staff includes licensed engineering professionals, certified energy managers, utility allowance specialists, RESNET professionals, and support staff.

Zappling has worked with agencies that administer affordable housing programs since 1985. Through our work with authorities who provide housing for as many as 25,000 tenants and as few as 150 tenants, we have a keen understanding of Housing and Urban Development (HUD) requirements as they relate to operating and capital budgets, codes and standards, and special incentive programs.

Zappling has calculated utility allowances for Public Housing Authorities with individually metered utilities since 1994. **In September 2005, HUD Washington contracted with Zappling (P.O. S4C5AAC0062) as the technical member of the team that evaluated, modified and verified a spreadsheet for calculating allowances for Section 8 housing units.** Zappling engineers developed techniques to improve the accuracy of the allowances; we added formulas to account for residence age and the presence of heat pumps. Zappling's work is detailed in "Utility Model Evaluation HUD Report 050930.pdf." **Zappling's revisions and additions were merged into the [HUD Utility Schedule Model](#), which is a spreadsheet published on the HUD User web site as an acceptable method for calculating utility allowances.**

Using the data and regressions that we submitted to HUD, Zappling developed the web-based tool UApro™ in 2006. Currently, Zappling services over 200 housing authorities, 100s of private properties, and has performed thousands of utility allowance studies to date. **Over 95% of our clients renew their subscription after their first year** – their testament to customer satisfaction.

2. UApro™ Development

After contributing to the calculations behind the HUD Utility Schedule Model, Zappling saw opportunities for improving its usability. Zappling was unsatisfied with the Excel format of the HUD Model published on the HUD User website. The spreadsheet format was cumbersome and posed a high risk of accidentally changing cells that should not be modified – mistakes that could be amplified over the course of several years. Zappling aimed to create a higher-performance tool that incorporated the same equations while minimizing the potential for input errors and maximizing the efficiency of the calculation process. In response, Zappling created the web based tool UApro™ in 2006.

UApro™ has a user-friendly web interface that references the same consumption database and accounts for the same variables as the HUD Utility Schedule Model. **Given the same utility rate schedules, the allowances generated by UApro™ replicate those generated with the HUD Utility Schedule Model.** **However, UApro™ has additional advantages because it:**

CREATES A USER FRIENDLY INTERFACE

that minimizes input errors and prevents accidental formula changes.

APPLIES THE EXPERTISE OF A UTILITY SPECIALIST

who has a detailed understanding of rate structures, utility trends, unit conversions, and the UAprTM tool.

STORES RATE INFO, LOCATION TRAITS, & ALLOWANCE REPORTS
for instant reference.

FACILITATES RAPID UPDATES TO UTILITY ALLOWANCES

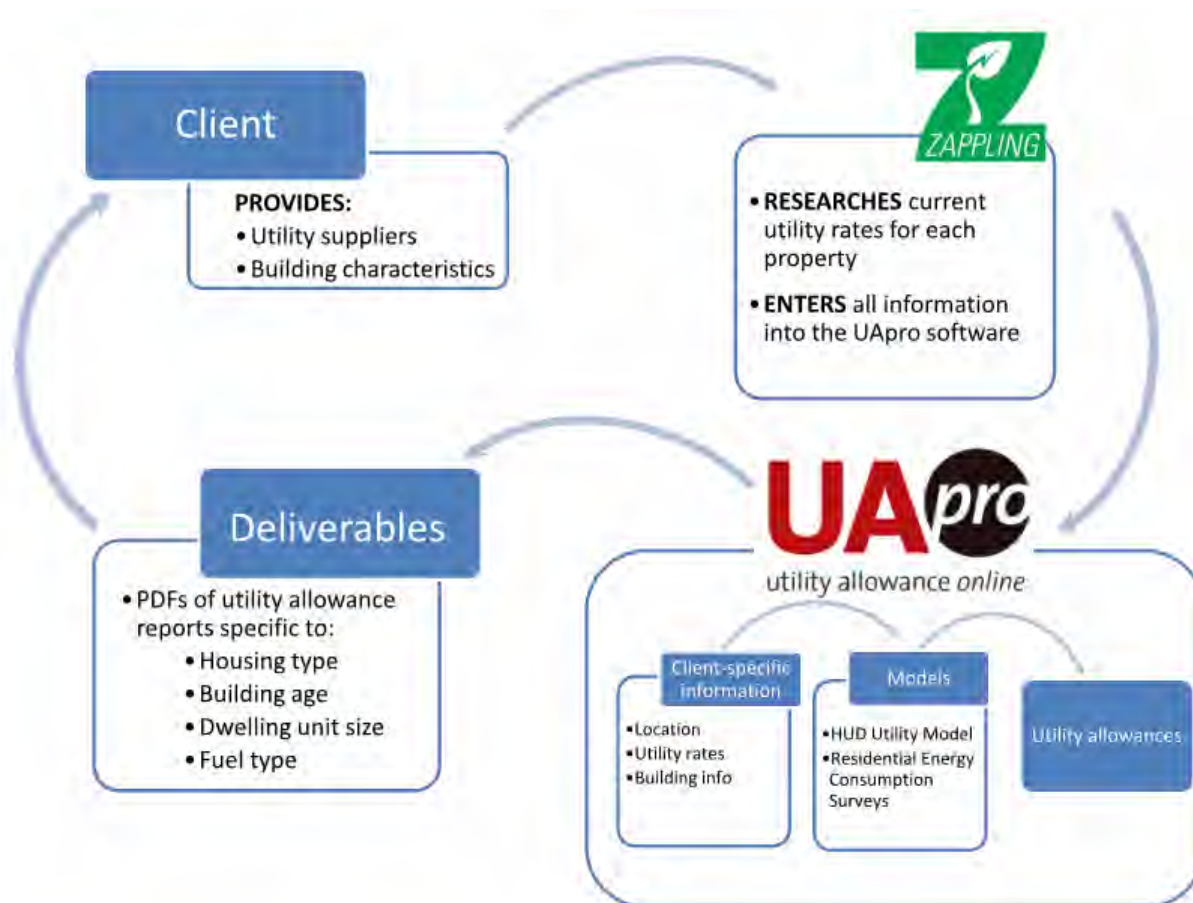
when utility rate schedules are changed.

3. Methodology

The HUD spreadsheet linked to UAprTM uses average consumption data along with local utility rates and weather trends to compute utility allowances for specific unit types at specific locations. Regressions from an energy consumption database are used to estimate reasonable consumption values for a specific location. Energy consumption data are available from the [Residential Energy Consumption Survey \(RECS\)](#), which is a nation-wide study conducted and periodically updated by the United States Department of Energy. The RECS database is formatted such that utility data for climate region, housing unit type, size, heating system, fuel, and end-use can be extracted with multi-variate linear regressions. These regressions are then used to compute consumption allowances specific to individual unit characteristics. Finally, location-specific weather data¹ are applied to localize the heating and cooling consumption values. For bedroom sizes greater than five, a linear regression extrapolation will be used based on the utility allowances dollar values for bedrooms one through five.

Water and sewer data is collected from a variety of sources² and varies by state, per HUD's formulas. For public housing authorities, if client requests a different water/sewer consumption to be used, Zappling may utilize an engineering methodology or rely on a consumption-based approach based on a per capita consumption number scaled to occupancy per bedroom. Consumption reports available upon request.

Visual Overview of the UApro™ System



1 Heating degree days, cooling degree days, and typical low temperature are provided by the National Oceanic and Atmospheric Administration

Additional allowances and variations

Beyond base allowances, there are variations or adjustments that may be needed to either reflect energy performance characteristics of the housing stock, and/or reflect needs to the tenants. These are enumerated as follows:

Energy Savings Design (Green schedules)

- Energy Star Certification – represents 18% in energy savings, if the residence being estimated meets the Environmental Protection Agency (EPA) standard as an Energy Star property.
- LEED certification – represents a 25% energy reduction, if the property meets the LEED standards according to the U.S. Green Building Council (USGBC).
- Significant Green Retrofit - signifies an 18% impact on energy efficiency, if the building has had an energy saving rehabilitation to any of the following systems in the last 5 years: 1.Heating 2. Cooling 3. Lighting 4. DHW systems 5. Appliances 6. Building envelope 7. Water measures 8. On-site generation. If the respective property qualifies, as verified by Zappling personnel through Zappling's Green retrofit procedure, Zappling will separately attach the respective checklist and rationale as supporting documentation

Medical equipment allowances/reasonable accommodation for housing agencies

Concordant with 24 CFR part 8, a family with an individual with disabilities may make a request to the housing agency, if they need a higher utility allowance as a reasonable accommodation. The housing agency must approve the higher utility allowance to make the program accessible to, and usable by, the family member with a disability (24 CFR 982.517(e)). Zappling medical equipment allowances are a standardized schedule that specifies common medical equipment, usage characteristics, and expected monthly allowance based on recent local utility rates. These, if requested by the housing authority, will be prepared and attached separately.

Utility hook-up fees for housing agencies

Under 24 CFR 982.624, the PHA is required to establish utility allowance for manufactured home space rentals that for the first twelve months of assistance must include a reasonable amount for utility hook-up charges payable by the family. These fee schedules are attached separately

Simplified allowances for housing agencies

Simplified allowances leverage the most common structure and utility types to generate a distilled allowance schedule that is broadly applicable to the authority. If applicable, documentation outlining the key structure type/types, utility types, and approach will be attached separately

Other attachments provided separately (if applicable)

- Rate documentation – rates may rely on averages, regressions, or most common utility type
- Locality-specific compliance documentation
- Utility allowance schedules
- Green retrofit checklist documentation for Significant Green Retrofit option
- Medical equipment/reasonable accommodation schedule
- Utility hook-up schedule
- Simplified allowance documentation



TECHNICAL DOCUMENTATION REPORT

SECTION 8 SITES - 2024

SEPTEMBER 2024

PREPARED BY:

Zapling

600 Twentyninth Place Ct, Suite 1014

Charlottesville, VA 22901

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INTRODUCTION

Zappling was contracted by Housing Authority of the County of Humboldt, CA to calculate water and sewer allowances for 0 BR, 1 BR, 2 BR, 3 BR, 4 BR, and 5 BR units at the Section 8 Sites - 2024 property located in Eureka, CA.

Details on the property were collected from setup forms, or otherwise provided by the client. Zappling then used standard engineering calculations to calculate 12 consecutive months of utility consumption data for each unit type. This data was averaged with an equal weight on each of the 12 months to generate a typical average monthly utility consumption.

Zappling completed the study by applying current utility rates to the calculated consumption values. The allowances were calculated in accordance with 26 CFR 1.42-10(b)(4)(ii)(E).

Table 1 provides the proposed monthly utility allowances, and Table 2 provides averaged monthly consumption by unit type. Unit type is defined by number of bedrooms, bathrooms, and/or building type.

TABLE 1: MONTHLY UTILITY ALLOWANCES

<i>Unit Type</i>	Water	Sewer	Total
<i>0 BR</i>	\$39	\$44	\$83
<i>1 BR</i>	\$40	\$47	\$87
<i>2 BR</i>	\$45	\$63	\$108
<i>3 BR</i>	\$50	\$80	\$130
<i>4 BR</i>	\$54	\$97	\$151
<i>5 BR</i>	\$55	\$99	\$154

TABLE 2: MONTHLY UTILITY CONSUMPTION

<i>Unit Type</i>	Water/Sewer (CCF)
<i>0 BR</i>	1.74
<i>1 BR</i>	2.09
<i>2 BR</i>	4.18
<i>3 BR</i>	6.26
<i>4 BR</i>	8.35
<i>5 BR</i>	8.70

METHODS

Calculation methods and bases for analysis are outlined below, by end use.

WATER & SEWER

Water and sewer allowances are calculated using the average consumption values published by the County of Humboldt, CA. Occupancy is estimated based on number of bedrooms.

UTILITY RATES

(Water) Blended Average Rate - Water - Humboldt County HA, CA (Aug 2024)

CHARGE NAME	AMOUNT	UNIT
Monthly Charge	\$35.29	per month
Consumption Charges		
First 8 CCF	\$2.27	per CCF
Next 3 CCF	\$2.27	per CCF
Next 39 CCF	\$3.72	per CCF
Over 50 CCF	\$4.27	per CCF

(Sewer) Blended Average Rate - Sewer - Humboldt County HA, CA (Aug 2024)

CHARGE NAME	AMOUNT	UNIT
Monthly Charge	\$29.81	per month
Consumption Charges		
First 12 CCF	\$8.00	per CCF
Over 12 CCF	\$7.28	per CCF

CONSUMPTION VALUES

Calculated monthly consumption values are listed in the tables below.

Monthly and Annual Consumptions for 0 BR Units

Fuel/Usertype	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	Total
Sewer (CCF) Water	1.74	1.74	1.74	1.74	1.74	1.74	1.74	1.74	1.74	1.74	1.74	1.74	20.88
Water (CCF) Water	1.74	1.74	1.74	1.74	1.74	1.74	1.74	1.74	1.74	1.74	1.74	1.74	20.88

CONSUMPTION VALUES

Monthly and Annual Consumptions for 1 BR Units

Fuel/Usertype	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	Total
Sewer (CCF) Water	2.09	2.09	2.09	2.09	2.09	2.09	2.09	2.09	2.09	2.09	2.09	2.09	25.08
Water (CCF) Water	2.09	2.09	2.09	2.09	2.09	2.09	2.09	2.09	2.09	2.09	2.09	2.09	25.08

CONSUMPTION VALUES

Monthly and Annual Consumptions for 2 BR Units

Fuel/Usertype	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	Total
Sewer (CCF) Water	4.18	4.18	4.18	4.18	4.18	4.18	4.18	4.18	4.18	4.18	4.18	4.18	50.16
Water (CCF) Water	4.18	4.18	4.18	4.18	4.18	4.18	4.18	4.18	4.18	4.18	4.18	4.18	50.16

CONSUMPTION VALUES

Monthly and Annual Consumptions for 3 BR Units

Fuel/Usertype	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	Total
Sewer (CCF) Water	6.26	6.26	6.26	6.26	6.26	6.26	6.26	6.26	6.26	6.26	6.26	6.26	75.12
Water (CCF) Water	6.26	6.26	6.26	6.26	6.26	6.26	6.26	6.26	6.26	6.26	6.26	6.26	75.12

CONSUMPTION VALUES

Monthly and Annual Consumptions for 4 BR Units

Fuel/Usertype	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	Total
Sewer (CCF) Water	8.35	8.35	8.35	8.35	8.35	8.35	8.35	8.35	8.35	8.35	8.35	8.35	100.20
Water (CCF) Water	8.35	8.35	8.35	8.35	8.35	8.35	8.35	8.35	8.35	8.35	8.35	8.35	100.20

CONSUMPTION VALUES

Monthly and Annual Consumptions for 5 BR Units

Fuel/Usertype	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	Total
Sewer (CCF) Water	8.70	8.70	8.70	8.70	8.70	8.70	8.70	8.70	8.70	8.70	8.70	8.70	104.40
Water (CCF) Water	8.70	8.70	8.70	8.70	8.70	8.70	8.70	8.70	8.70	8.70	8.70	8.70	104.40

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4. Demonstrated Compliance

UApro™ is compliant with Federal Regulations governing the development and use of utility allowances for Low Income Housing Tax Credit units. Effective July 29, 2008, 26 CFR 1.42-10 was updated to include a wider variety of acceptable calculation methodologies, including the HUD Utility Schedule Model and the Energy Consumption Model. Table 1 details how UApro™ complies with the requirements of the HUD Utility Schedule Model calculation method.

Table 1: IRS Regulation Comparison - Utility Allowances for Tax Credit

Calculation Method	26 CFR 1.42-10	UApro™
HUD Utility Schedule Model	A building owner may calculate a utility estimate using the "HUD Utility Schedule Model" that can be found on the Low-Income Housing Tax Credits page at http://www.huduser.org/datasets/lihtc.html (or successor URL).	Zappling was part of the technical team that developed the HUD Utility Schedule Model. UApro™'s database uses the same Residential Energy Consumption Survey (RECS) data as the HUD Utility Schedule Model. In addition, UApro™ uses the same regressions to connect regional climate data with energy consumption patterns for heating and cooling.
	Utility rates used for the HUD Utility Schedule Model must be no older than the rates in place 60 days prior to the beginning of the 90-day period under paragraph (c)(1) of this section.	Specialists at Zappling research the most currently available utility rates at the beginning of each annual subscription as part of our professional setup.

UApro™ is also compliant with the HUD regulations for Section 8 Housing Choice Voucher and public housing utility allowances. Tables 2 and 3 highlight the key ways in which UApro™ complies with 24 CFR 982.517 and 24 CFR 965.501-507.

Table 2: HUD Regulation Comparison - Utility Allowances for Section 8

24 CFR 982.517	UApro™
The PHA must maintain a utility allowance schedule for all tenant-paid utilities, for cost of tenant-supplied refrigerators and ranges, and for other tenant-paid housing services.	UApro™ provides an online library of all utility allowances for electricity, gas, oil, water, sewer, and trash for typical dwelling units and typical tenant-supplied appliances.
The utility allowance schedule must be determined based on typical cost of utilities and services paid by energy-conservative households that occupy housing of similar size and type in the same locality. In developing the schedule, the PHA must use normal patterns of consumption for the community as a whole and current utility rates.	UApro™ uses the extensive RECS database produced by the US Energy Information Administration for similar housing sizes and types in the locality. The data is adjusted to the local weather determined by the Housing Authority code. UApro™ facilitates the use of the actual and current rate schedules as published by the utility companies.
In the utility allowance schedule, the PHA must classify utilities and other housing services according to the following general categories: space heating; air conditioning; cooking; water heating; water; sewer; trash collection; other electric; refrigerator; range; and other specified housing services.	UApro™ calculates space heating, air conditioning, cooking, water heating, water, sewer, trash collection, other electric, refrigerator, range, and other specified housing services as individual items and presents them on the output forms.
A PHA must review its schedule of utility allowances each year and must revise its allowance for a utility category if there has been a change of 10 percent or more in the utility rate since the last time the utility allowance schedule was revised. The PHA must maintain information supporting its annual review of utility allowances and any revisions made in its utility allowance schedule.	UApro™ provides supporting documentation for all utility rates used in the utility allowance calculations that be submitted in the annual review or audit process.

Table 3: HUD Regulation Comparison - Utility Allowances for Public Housing

24 CFR 965.501-507	Regulation	UApro™
§ 965.505 (a)	The objective of a PHA in designing methods of establishing utility allowances for each dwelling unit category and unit size shall be to approximate a reasonable consumption of utilities by an energy conservative household of modest circumstances consistent with the requirements of a safe, sanitary, and healthful living environment.	UApro™ calculates utility allowances using a model developed for HUD based on the Energy Information Administration's Residential Energy Consumption Survey (RECS) database. The data is a sampling of typical households throughout the US.
§ 965.505 (b)	Allowances for both PHA-furnished and resident-purchased utilities shall be designed to include such reasonable consumption for major equipment or for utility functions furnished by the PHA for all residents (e.g., heating furnace, hot water heater), for essential equipment whether or not furnished by the PHA (e.g., range and refrigerator), and for minor items of equipment (such as toasters and radios) furnished by residents.	By using the RECS database, UApro™ includes all applicable consumptions for a typical residence throughout the United States.
§ 965.505 (b2)	The climatic location of the housing project.	UApro™ adjusts for local climate conditions based upon the PHA's HA code or zip code.
§ 965.505 (b3)	The size of the dwelling units and the number of occupants per dwelling unit.	UApro™ calculates allowances for zero (0) through five (5) bedrooms.
§ 965.505 (b4)	Type of construction and design of the housing project.	UApro™ calculates allowances for single family detached, single family attached, low rise apartments (2-4 units), larger apartment buildings (5+ units), and manufactured homes.
§ 965.505 (b6)	The utility consumption requirements of appliances and equipment whose reasonable consumption is intended to be covered by the total resident payment.	The data used by UApro™ includes samplings from a wide range of households throughout the country.

Appliance purchase costs

7/2/2024

appliance	description	model no.	unit price	tax rate	sales price	loan rate (% APR)	loan period (yr)	payment (\$/mo)
refrigerator	16 cu. Ft,Top-Freezer	Hisense HRT180N6AWD	\$749.00	7.75%	\$807.05	20.0%	4	\$24.56
range, electric	30" electric, manual clean	GE JBS160DMWW	\$649.00	7.75%	\$699.30	20.0%	4	\$21.28
range, gas	30" gas	Hotpoint RGBS300DMWW	\$629.00	7.75%	\$677.75	20.0%	4	\$20.62



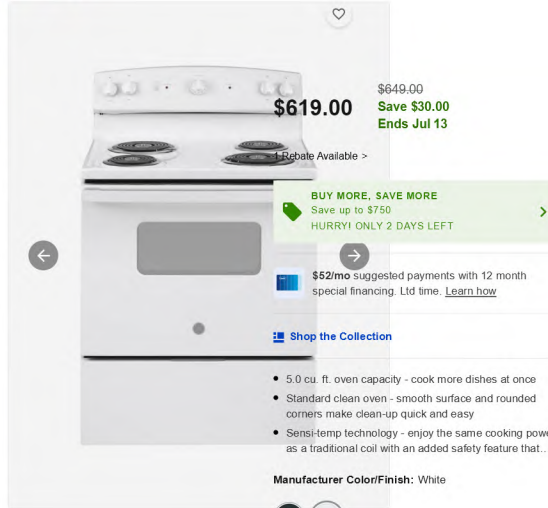
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Style: Electric

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Whirlpool 30-in Smooth Surface 5 Elements 5.3-...
★★★★★ 4240

\$889.00
~~\$939.00~~ SAVE 5%

+ Add to Cart



GE 30-in Srr 4 Elements t
★★★★★

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Item #3646840 Model #RGS300DMWW

[Shop Hotpoint](#)   **172** 



Style: Gas


- Gas**
- Electric +(\$80)


 **Haul Away Available** 
We've got you covered

- + 

Complete Your Kitchen

Includes range only; Gas connection available for additional fees; Contact local store for availability

 **Easy & Free Returns**
Return your new, unused item in-store or ship it back to us free of charge. [Learn More](#)

 **Free Store & Curbside Pickup**
Get it by **Thu, Feb 9** at **Sterling Lowe's**

 **Free Delivery to 20166**
Scheduling Available
Get it by **Sat, Feb 11**

Feedback

Workbook Contents

Weekly U.S. Propane Residential Price (Dollars per Gallon)

Click worksheet name or tab at bottom for data

Worksheet Name	Description	# Of Series	Frequency	Latest Data for
Data 1	Weekly U.S. Propane Residential Price (Dollars per Gallon)	1	Weekly	7/8/2024

Release Date: 7/17/2024

Next Release Date: 8/21/2024

Excel File Name: w_epllpa_prs_nus_dpgw.xls

Available from Web Page: https://www.eia.gov/dnav/pet/hist/LeafHandler.ashx?n=PET&s=W_EPLLPA_PRS_NUS_DPG&f=W

Source: [U.S. Energy Information Administration](#)

For Help, Contact: infoctr@eia.doe.gov

(202) 586-8800

[Back to Contents](#)

Data 1: Weekly U.S. Propane Residential Price (Dollars per Gallon)

W_EPLLPA_PRS_NUS_

Sourcekey

DPG

Weekly U.S. Propane Residential Price (Dollars per Gallon)

Date	
Oct 02, 2023	2.379
Oct 09, 2023	2.39
Oct 16, 2023	2.39
Oct 23, 2023	2.394
Oct 30, 2023	2.404
Nov 06, 2023	2.409
Nov 13, 2023	2.418
Nov 20, 2023	2.425
Nov 27, 2023	2.432
Dec 04, 2023	2.44
Dec 11, 2023	2.453
Dec 18, 2023	2.459
Dec 25, 2023	2.465
Jan 01, 2024	2.477
Jan 08, 2024	2.497
Jan 15, 2024	2.541
Jan 22, 2024	2.571
Jan 29, 2024	2.585
Feb 05, 2024	2.601
Feb 12, 2024	2.61
Feb 19, 2024	2.616
Feb 26, 2024	2.609
Mar 04, 2024	2.596
Mar 11, 2024	2.592
Mar 18, 2024	2.58
Mar 25, 2024	2.576
Apr 08, 2024	2.567
May 13, 2024	2.475
Jun 10, 2024	2.412
Jul 08, 2024	2.394

AVERAGE

2.4919

PG&E

<http://www.pge.com/tariffs/electric.shtml#RESELEC>
<https://www.cdtfa.ca.gov/taxes-and-fees/rates.aspx>
<https://www.cdtfa.ca.gov/taxes-and-fees/tax-rates-stfd.htm>

Residential CARE - Basic, Individually Metered, Zone V
 7/26/2024

ZONE V

**Minimum Charges omitted from rate scheduler because HUSM electricity allowances will exceed these amount.*

Monthly Charges

Monthly MINIMUM (non-CARE)	\$11.91 /mo.	<i>*240726_Res_Inclu_TOU_Current.pdf, multiplied by (365/12) to get monthly value</i>
Monthly MINIMUM (CARE)	\$7.75 /mo.	<i>*240726_Res_Inclu_TOU_Current.pdf, multiplied by (365/12) to get monthly value</i> *applied 34.985 % discount
California Climate CREDIT	-\$9.20 /mo.	<i>(paid semi-annually in April and October; divided number given by 6 to come up with a monthly number)</i>

Consumption Charges

	June - September			October - May			<i>*230301_Res_Inclu_TOU_Current.pdf</i>
	Baseline	101-400% of Baseline	over 400%	Baseline	101-400% of Baseline	over 400%	
All electric	First 316.33 kWh	Next 949 kWh	Over 1265.33 kWh	First 580.96 kWh	Next 1742.88 kWh	Over 2323.83 kWh	
Basic electric	First 215.96 kWh	Next 647.88 kWh	Over 863.83 kWh	First 246.38 kWh	Next 739.13 kWh	Over 985.5 kWh	
Tiered Energy Charge (non-CARE)	\$0.388280 /kWh	\$0.486170 /kWh	\$0.486170 /kWh	\$0.388280 /kWh	\$0.486170 /kWh	\$0.486170 /kWh	**Select only one, CARE or non-CARE
Tiered Energy Charge	\$0.252440 /kWh	\$0.316083 /kWh	\$0.316083 /kWh	\$0.252440 /kWh	\$0.316083 /kWh	\$0.316083 /kWh	*applied 34.985 % discount

Riders

none

Tax

CA Energy Resources Surcharge	\$0.000300 /kWh	<i>*See 240726_Tax Rates – Special Taxes and Fees.pdf (accessed at)</i>
Eureka Utility Users tax	9.25%	<i>*240726_City of Eureka - UTT.pdf</i>
		<i>*Utility Users Tax Only applies for non-CARE customers</i>

**See 240726_PGE Zone Map.pdf, accessed https://www.pge.com/notes/rates/PGE CZ_90Rev.pdf*

**For Baseline numbers, see 240726_ResElecBaselineCurrent.pdf*

Baseline Calculations - All electric

Summer	10.4 kWh/day
	316.33 Baseline
	1265.33 400% of Baseline
	949.00 (400% - Baseline)
Winter	19.1 kWh/day
	580.96 Baseline
	2323.83 400% of Baseline
	1742.88 (400% - Baseline)

Baseline Calculations - Basic electric

Summer	7.1 kWh/day
	215.96 Baseline
	863.83 400% of Baseline
	647.88 (400% - Baseline)
Winter	8.1 kWh/day
	246.38 Baseline
	985.50 400% of Baseline
	739.13 (400% - Baseline)

Pacific Gas and Electric Company
Residential and Time-of-Use Electric Rates
(Rate Schedules E1, EM, ES, ET, E6, EM-TOU, E-TOU-B, E-TOU-C, E-TOU-D)

Rates Effective:
July 1, 2024 to Present

Rate Schedule	Rate Design	Delivery Minimum Bill Amount ^{1/} (\$ per meter per day)	Discount (\$ per dwelling unit per day)	Minimum Average Rate Limiter (\$ per kWh per month)	Energy Charge ^{2/} (\$/kWh)			D-CARE ^{3/} Line-Item Discount for California Alternate Rates for Energy (CARE) Customers	California Climate Credit ^{4/} (March & Oct Bill)	"Average" Bundled Total Rate ^{5/} (\$ per kWh)
					Tier 1 Usage (0% - 100% of Baseline) ^{6/}	Tier 2 Usage (101% - 400% of Baseline) ^{6/}	Tier 2 Usage Continued (Over 400% of Baseline) ^{6/}			
Residential Schedules: E-1, EM, ES, ESR, ET	Tiered Energy Charges	\$0.39167	ES = \$0.02678 ET = \$0.11644	\$0.04892	\$0.38828	\$0.48617	\$0.48617	-34.985%	(\$55.17)	\$0.41181
Rate Schedule	Rate Design	Delivery Minimum Bill Amount ^{1/} (\$ per meter per day)	Total Meter Charge Rate ^{7/} (\$ per meter per day)	Season	Time-of-Use Period	Energy Charge ^{2/} (\$/kWh)		D-CARE ^{3/} Line-Item Discount for California Alternate Rates for Energy (CARE) Customers	California Climate Credit ^{4/} (April & Oct Bill)	"Average" Bundled Total Rate ^{5/} (\$ per kWh)
						Total Usage	Baseline Credit (Applied to Baseline Usage Only)			
Residential Time-of-Use Rate Schedule E-TOU-B ^{8/} (4-9 p.m.)	Time-of-Day Winter and Summer Peak and Off-Peak Energy Charges	\$0.39167	-	Summer	Peak	\$0.56716	-	-34.985%	(\$55.17)	\$0.41181
					Off-Peak	\$0.44410	-			
Residential Time-of-Use Rate Schedule E-TOU-C ^{9/} and Rate Schedule EM-TOU ^{10/} (Peak Pricing 4 - 9 p.m. Every Day)	Time-of-Use Winter and Summer Peak and Off-Peak Energy Charges	\$0.39167	\$0.25298	Summer	Peak	\$0.59089	(\$0.09788)	-34.985%	(\$55.17)	\$0.41181
					Off-Peak	\$0.48789	(\$0.09788)			
Residential Time-of-Use NEW Rate Schedule E-TOU-D ^{11/} (Peak Pricing 5 - 8 p.m. Non-Holiday Weekdays)	Time-of-Use Winter and Summer Peak and Off-Peak Energy Charges	\$0.39167	-	Summer	Peak	\$0.55219	-	-34.985%	(\$55.17)	\$0.41181
					Off-Peak	\$0.41723	-			
				Winter	Peak	\$0.46259	-			
					Off-Peak	\$0.42398	-			

^{1/} Customers will receive a 50% discount on the delivery minimum bill amount, if applicable. See Electric Schedule D-CARE for further details.

^{2/} See Actual Tariff for details on possible medical baseline allowances.

^{3/} Customers will receive a 34.964 percent discount on their total bundled charges on their otherwise applicable rate schedule (except CA Climate Credit). See Electric Schedule D-CARE for further details.

^{4/} Residential bill credit per household, per semi-annual payment occurring in the March 2023 (per Advice Letter 6863-E) and October bill cycles.

^{5/} Average bundled rates based on estimated forecast. Average rates provided only for general reference, and individual customer's average rate will depend on its applicable kWh, and TOU data.

^{6/} For Baseline Territory and Quantity information, please view second tab in this file, additional online table or rate schedule in Online Tariff Book.

^{7/} In addition to the Delivery Minimum Bill Amount.

^{8/} E-TOU Option A was discontinued December 31, 2020 (see AL#4805-E-A). This Schedule renamed to E-TOU-B effective January 1, 2021.

^{9/} For Rate Schedule E-TOU-C the Total Meter Charge does not apply.

^{10/} Effective October 1, 2023, Rate Schedule EM-TOU was restructured with Peak and Off-Peak only. See Advice Letter 7016-E for further details. This was the only change for October 1, 2023. All other rates/tabs remain unchanged.

^{11/} New Schedule, effective May 1, 2020, see tariff and Advice Letter 5661-E-B, for further details.

NOTE: Rate Schedule E-6 was eliminated March 1, 2024, due to Advice Letter 7191-E.

NOTE - Summer Season: June-September **Winter Season:** October-May

This table provided for comparative purposes only. See current tariffs for full information regarding rates, application, eligibility and additional options.

NOTE - ABOVE Rates are Total Bundled Rates and Total Bundled Time-of-Use Rates

Only Format Change to this Table, now Electric Vehicle Rates and NEW Electric Technology Rates on Next/New Tab labeled accordingly.

Advice Letter 6603-E-A, implemented new Baseline Quantities

Residential ELECTRIC

Baseline Territories and Quantities

Effective June 1, 2022 - Present

Winter^{2/}

(Effective beginning October 1, 2022)

TERRITORY	INDIVIDUALLY METERED (E-1, ES, ET, E-6, ESR, E-TOU-C ^{4/} and CARE)	MASTER METERED (EM, EM-TOU and CARE)
ALL-ELEC. (Code H)	Daily ^{1/}	Daily ^{1/}
P	26.0	15.3
Q	26.0	15.3
R	26.7	12.9
S	23.7	12.4
T	12.9	8.6
V	19.1	10.6
W	19.0	11.2
X	14.6	12.3
Y	24.0	13.7
Z	15.7	9.0
BASIC ELEC. (Code B)	Daily ^{1/}	Daily ^{1/}
P	11.0	4.8
Q	11.0	4.8
R	10.4	4.9
S	10.2	5.0
T	7.5	4.1
V	8.1	4.6
W	9.8	5.0
X	9.7	5.4
Y	11.1	7.6
Z	7.8	5.2

Summer^{3/}

(Effective beginning June 1, 2022)

TERRITORY	INDIVIDUALLY METERED (E-1, ES, ET, E-6, ESR, E-TOU-C ^{4/} and CARE)
ALL-ELEC. (Code H)	Daily ^{1/}
P	15.2
Q	8.5
R	19.9
S	17.8
T	7.1
V	10.4
W	22.4
X	8.5
Y	12.0
Z	6.7
BASIC ELEC. (Code B)	Daily ^{1/}
P	13.5
Q	9.8
R	17.7
S	15.0
T	6.5
V	7.1
W	19.2
X	9.8
Y	10.5
Z	5.9

^{1/}kWh per day

^{2/} Winter Season: October-May

^{3/} Summer Season: June-September

^{4/} E-TOU-C - These quantities of electricity are to be used to define usage eligible for the baseline credit



Tax Rates – Special Taxes and Fees

Open All (javascript:;)

Close All (javascript:;)

- [Alcoholic Beverage Tax \(#alcoholictax\)](#)
- [California Electronic Cigarette Excise Tax \(CECET\) \(#CECET\)](#)
- [California Lumber Products Assessment \(#lumber\)](#)
- [California Tire Fee \(#tirefee\)](#)
- [Cannabis Taxes \(#cannabis\)](#)
- [Childhood Lead Poisoning Prevention Fee \(#leadpreventionfee\)](#)
- [Cigarette and Tobacco Products Licensing Act \(#cigarettelic\)](#)
- [Cigarette and Tobacco Products Tax \(#cigarettetax\)](#)
- [Covered Electronic Waste Recycling Fee \(#elecycyclefee\)](#)
- [Emergency Telephone Users \(911\) Surcharge and Prepaid 911 Surcharge for Telecommunication Service Suppliers \(#emcsurcharge\)](#)
- [Energy Resources \(Electrical Energy\) Surcharge \(#energysurcharge\)](#)

Energy Resources Surcharge (Electrical)	
Effective Date	Rate Per Kilowatt Hour
January 1, 2019 – Present	\$.00030
January 1, 2011	\$.00029
January 1, 2008	\$.00022

- [Fire Prevention Fee \(#firefee\)](#)
- [Insurance Tax \(Tax on Insurers\) \(#insurancetax\)](#)
- [Integrated Waste Management Fee \(Solid Waste\) \(#integratedwastefee\)](#)
- [Lead-Acid Battery Fees \(#leadacidbatteryfee\)](#)
- [Marine Invasive Species Fee \(Ballast Water\) \(#marinefee\)](#)
- [Natural Gas Surcharge \(#gassurcharge\)](#)
- [Occupational Lead Poisoning Prevention Fee \(#occulleadfee\)](#)
- [Oil Spill Response, Prevention, and Administration Fees \(#oilspillfee\)](#)
- [Prepaid Mobile Telephony Services \(MTS\) Surcharge Rates \(#mtssurcharge\)](#)
- [Timber Yield Tax \(#timber-yield-tax\)](#)
- [Underground Storage Tank Maintenance Fee \(#undertankfee\)](#)
- [Water Rights Fee \(#waterrightsfee\)](#)

Fuel Taxes

- [Aircraft Jet Fuel \(#airjetfuel\)](#)
- [Diesel Fuel Tax \(#dieselfuel\)](#)
- [International Fuel Tax Agreement \(IFTA\) including CA Interstate User Diesel Fuel Tax \(DI\) Program \(#internationalfuel\)](#)



Pacific Gas & Electric

<http://www.pge.com/tariffs/GRF.SHTML#RESGAS>
<https://www.cdtfa.ca.gov/taxes-and-fees/rates.aspx>
<https://www.cdtfa.ca.gov/taxes-and-fees/tax-rates-stfd.htm>

Residential, Individually Metered, Zone V
 7/26/2024

ZONE V

Monthly Charges

California Climate Credit \$ (7.12) /month *See 240726_CA Natural Gas RateFinder.pdf, p.2
 *\$85.46 annual credit divided by 12
 Minimum Transportation Charge \$4.00 /month *Multiplied Daily Charge by (365/12) to get monthly value

Baseline Calcs (Zone V)		
	per day	per month
Summer	0.59	17.95
Winter Off Peak	1.51	45.93
Winter On Peak	1.71	52.01

*See 240726_CA Natural Gas RateFinder.pdf, p.2

Consumption Charges

	Summer (Apr - Oct)		Winter Off-Peak (Nov, Feb, March)		Winter On-Peak (Dec, Jan)	
	Baseline	Above Baseline	Baseline	Above Baseline	Baseline	Above Baseline
Residential Non-CARE Schedules Charge	\$2.16291 /therm	\$2.60636 /therm	\$2.16291 /therm	\$2.60636 /therm	\$2.16291 /therm	\$2.60636 /therm
CARE Natural Gas Discount	\$1.72723 /therm	2.08199 /therm	\$1.72723 /therm	2.08199 /therm	\$1.72723 /therm	2.08199 /therm

*See 240726_Res_Current.pdf
****Select only one, CARE or Non-CARE**

*Single month tier (Nov) was not valid in rate scheduler, so structure was modeled with negative adjustment in Dec. & Jan.
 -\$0.35476 CARE adjustment for 47-66 therms in Dec, Jan
 -\$0.44345 non-CARE adjustment for 47-66 therms in Dec, Jan

Riders

G-PPPS (Non-CARE) \$ 0.11051 /therm ****Select only one, CARE or Non-CARE** *page 3, 240726_CA Natural Gas RateFinder.pdf
 G-PPPS (CARE) \$ 0.06070 /therm

Tax

CA Natural Gas Surcharge for PG&E is identical to current G-PPPS Surcharge so will not be double counted here (see 240726_CA Natural Gas Surcharge.pdf, accessed <https://www.cdtfa.ca.gov/taxes-and-fees/natgas.htm>)

Eureka Utility Users tax 9.25% *240726_City of Eureka - UTT.pdf
 *Utility Users Tax Only applies for non-CARE customers

*Minimum Charges omitted from rate scheduler because HUSM natural gas allowances will exceed these amount. see note 2 on 230301_2022 Res_Current.xlsx

I - Core Gas Rates

Residential Gas Rates

The residential gas rates below are effective July 1, 2024, through July 31, 2024.

	SCHEDULES G-1,GM, GS, GT		SCHEDULES GL-1,GML, GSL, GTL	
	BASELINE	EXCESS	BASELINE	EXCESS
Procurement Charge (per therm)	\$0.41583	\$0.41583	\$0.41583	\$0.41583
Transportation Charge (per therm)	\$1.74708	\$2.19053	\$1.74708	\$2.19053
CSI - Solar Thermal Exemption (per therm)	----	----	-\$0.00387	-\$0.00387
CARE Discount (per therm)	n/a	n/a	-\$0.43181	-\$0.52050
Total Residential Schedule Charge^{1/}	\$2.16291	\$2.60636	\$1.72723	\$2.08199
California Climate Credit^{2/}	n/a	n/a	n/a	n/a
Schedule G-PPPS (Public Purpose Program Surcharge)^{1/}	\$0.11051	\$0.11051	\$0.06070	\$0.06070
Minimum Transportation Charge (G-1 Only)^{3/}(per day)	\$0.13151			
Discount (per day)				
GS& GSL only (per dwelling unit)	\$0.13432		\$0.13432	
GT & GTL only (per installed space)	\$0.34094		\$0.34094	

^{1/}Schedule G-PPPS needs to be added to the Total Charge for bill calculation. See Schedule G-PPPS.

^{2/} All Residential Customers, per household, **annual credit of \$85.46 in April 2024 bill cycle.**

^{3/} The Transportation Charge will be no less than the Minimum Transportation Charge. The Minimum Transportation Charge does not apply to submetered tenants of master-metered customers served under gas Rate Schedules GS and GT.

Baseline Territories and Quantities (changed Apr 1, 2022) therms per day per dwelling unit

Individually Metered				Master Metered (GM and GML only)			
Baseline	Summer	Winter Off-Peak	Winter On-Peak	Baseline	Summer	Winter Off-Peak	Winter On-Peak
Territories	(Apr-Oct)	(Nov, Feb, Mar)	(Dec, Jan)	Territories	(Apr-Oct)	(Nov, Feb, Mar)	(Dec, Jan)
	Effec Apr. 1, 2022	Effec Nov. 1, 2022	Effec Dec. 1, 2022		Effec Apr. 1, 2022	Effec Nov. 1, 2022	Effec Dec. 1, 2022
P	1.39	1.88	2.19	P	0.29	1.01	1.13
Q	0.56	1.48	2.00	Q	0.56	0.67	0.77
R	0.36	1.24	1.81	R	0.33	0.87	1.16
S	0.39	1.38	1.94	S	0.29	0.61	0.65
T	1.56	1.31	1.68	T	0.56	1.01	1.1
V	1.59	1.51	1.71	V	0.59	1.28	1.32
W	0.39	1.14	1.68	W	0.26	0.71	0.87
X	1.19	1.18	2.00	X	0.33	0.67	0.77
Y	0.72	2.22	2.58	Y	0.52	1.01	1.13

New Winter Off-Peak – Nov, Feb, March

NEW Winter On-Peak – Dec, Jan

Summer – April-Oct)

Blended Trash Rate

Updated 8/1/24

Utility Company	Monthly Charge
Recology, CA	\$ 17.78
Humboldt Sanitation Services	\$ 56.10
AVERAGE	\$ 36.94



Curbside Collection Frequently Asked Questions



Recycling Cart Collection Schedule

Recycling Usage Guide

- ▶ **How does automated curbside collection work?**
- ▶ **What size and type of carts do I get as part of automated collection service?**
- ▶ **Can I get a larger or smaller refuse cart if my first choice does not meet my needs?**
- ▼ **What does automated curbside collection service cost?**

The following prices include both curbside refuse and recycling collection:

20 Gallon Cart: \$46.95 per month

35 Gallon Cart: \$56.10 per month

65 Gallon Cart: \$101.65 per month

95 Gallon Cart: \$119.35 per month

- ▶ **Who owns the carts?**

are able to lower their monthly bill.

Read our [2024 Rate Change Letter](#) [Chinese,Spanish,Filipino].

2024 Refuse Rates

Effective January 1, 2024

- Residential Rate Estimator
- Apartment Rate Estimator

Residential **Apartment** **Commercial**

Residential Rates (1-5 unit buildings)

Rate Component	Monthly Charge
Base charge per dwelling unit	\$17.78
Trash per 16-gallon bin	\$7.43
Recycling per 32-gallon bin	\$7.43
Composting per 32-gallon bin	\$7.43
Premium for trash above 32 gallons per unit	\$11.86

San Franciscans are recycling and composting more than ever before. To accommodate more recyclable material, and encourage less landfill material, Recology offers residents a standard service that includes a 32-gallon composting bin, 64-gallon recycling bin, and a 16-gallon landfill bin. Customers who currently have 20-gallon trash will receive the 16-gallon trash rate. In the event your 20-gallon cart needs to be replaced, you will receive a new 16-gallon cart as the 20-gallon cart size is being discontinued.

Customers have the option to customize service levels and

Blended Water Rate

Updated 8/1/24

Utility Company	Monthly Charge	Consumption Charge			
		First 8 ccf	Next 3 ccf	Next 39 ccf	Over 50 ccf
City of Eureka, CA	\$ 41.28	\$ 3.33	\$ 3.33	\$ 3.33	\$ 3.33
Humboldt Comm. Services District	\$ 25.43	\$ 5.73	\$ 5.73	\$ 5.73	\$ 5.73
Hydenville County Water District	\$ 52.75	\$ -	\$ -	\$ 5.77	\$ 8.00
McKinleyville Comm. Services District	\$ 21.68	\$ 0.0262	\$ 0.0351	\$ 0.0351	\$ 0.0351
AVERAGE	\$ 35.29	\$ 2.27	\$ 2.27	\$ 3.72	\$ 4.27

Blended Sewer Rate

Updated 8/1/24

Utility Company	Monthly Charge	Consumption Charge	
		First 12 ccf	Over 12 ccf
City of Eureka, CA	\$ 31.00	\$ 7.27	\$ 7.27
Humboldt Comm. Services District - Single Family	\$ 37.01	\$ 10.90	\$ 10.90
Humboldt Comm. Services District - Multifamily	\$ 24.21	\$ 10.90	\$ 10.90
Humboldt Comm. Services District - Mobile Homes	\$ 19.72	\$ 10.90	-
McKinleyville Comm. Services District	\$ 37.12	\$ 0.0325	\$ 0.0325
AVERAGE	\$ 29.81	\$ 8.00	\$ 7.28

EXHIBIT A: SEWER RATES

Sewer Rate Schedule	Current Rates	Proposed Monthly Sewer Rates				
		FY 2022/23	FY 2023/24	FY 2024/25	FY 2025/26	FY 2026/27
Monthly Fixed Service Charges¹						
Mo. Account Charge <i>(applies to all classes)</i>	\$2.87	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Single Family Residential	\$24.34	\$27.60	\$29.81	\$31.00	\$32.24	\$33.53
Multi-Family Residential (per dwelling unit)	\$19.46	\$18.53	\$20.01	\$20.81	\$21.64	\$22.51
Commercial Light	\$24.33	\$27.60	\$29.81	\$31.00	\$32.24	\$33.53
Commercial Medium	\$24.33	\$27.60	\$29.81	\$31.00	\$32.24	\$33.53
Commercial Heavy	\$24.33	\$27.60	\$29.81	\$31.00	\$32.24	\$33.53
Industrial/Extra Heavy ³	--	<i>(Billed at actual flow & loadings shown below)</i>				
Volumetric Rate (\$/hcf)²						
Single Family Residential	\$9.15	\$6.47	\$6.99	\$7.27	\$7.56	\$7.86
Multi-Family Residential	\$9.15	\$6.47	\$6.99	\$7.27	\$7.56	\$7.86
Commercial Light	\$9.47	\$8.70	\$9.40	\$9.77	\$10.17	\$10.57
Commercial Medium	\$13.72	\$15.85	\$17.12	\$17.81	\$18.52	\$19.26
Commercial Heavy	\$20.18	\$25.97	\$28.05	\$29.17	\$30.34	\$31.55
Industrial/Extra Heavy ³ <i>(Unit Costs as shown below)</i>						
Flow (\$/hcf/month)	--	\$6.471/hcf	\$6.989/hcf	\$7.268/hcf	\$7.559/hcf	\$7.861/hcf
BOD Strength Charge (\$/lb.)	--	\$3.002/lb.	\$3.242/lb.	\$3.371/lb.	\$3.506/lb.	\$3.647/lb.
TSS sTrength Charge (\$/lb.)	--	\$3.805/lb.	\$4.109/lb.	\$4.274/lb.	\$4.445/lb.	\$4.622/lb.

1. Current Rates are charged per dwelling unit for Multi-Family only. Proposed fixed charges are per Housing Equivalent Unit (HEU) for Multi-Family and Industrial/Extra Heavy.
2. One Unit is equal to one HCF (Hundred Cubic Feet) or 748 gallons.
3. Charges based on estimated flow and periodic testing for BOD and TSS strength. May include additional charges for City testing and/or administrative/billing costs.

EXHIBIT B: SEWER IMPACT FEES

Summary of Costs Allocated to Connection Fees	Adjusted System Cost Basis	Planned Additional HEU's <i>(thru 2031)</i>	Maximum Connection Fee (\$/HEU)
Current Sewer Connection Fee Per HEU			\$3,423
Maximum Sewer Connection Fee Per HEU	\$ 7,876,943	1,106	\$7,123

EXHIBIT A: WATER RATES

Water Rate Schedule	Current Rates	Proposed Rates				
		FY 2022/23	FY 2023/24	FY 2024/25	FY 2025/26	FY 2026/27
Fixed Service Charge¹						
Monthly Fixed Service Charges:						
<i>Single Family Residential:</i>						
5/8 inch & 3/4 inch	\$30.28	\$34.11	\$37.52	\$41.28	\$45.40	\$49.04
1 inch	\$72.26	\$81.59	\$89.75	\$98.72	\$108.59	\$117.28
1 1/2 inch	\$226.16	\$160.71	\$176.78	\$194.46	\$213.91	\$231.02
2 inch	\$450.03	\$255.66	\$281.23	\$309.35	\$340.29	\$367.51
<i>Single Family Residential - Outside:</i>						
5/8 inch & 3/4 inch	\$45.42	\$51.17	\$56.28	\$61.91	\$68.10	\$73.55
1 inch	\$108.39	\$122.38	\$134.62	\$148.08	\$162.89	\$175.92
<i>Multi Family Residential:</i>						
5/8 inch & 3/4 inch	\$39.85	\$44.40	\$48.84	\$53.73	\$59.10	\$63.83
1 inch	\$96.17	\$107.40	\$118.14	\$129.96	\$142.95	\$154.39
1 1/2 inch	\$190.05	\$212.40	\$233.64	\$257.00	\$282.70	\$305.32
2 inch	\$302.70	\$338.40	\$372.24	\$409.46	\$450.41	\$486.44
3 inch	\$603.09	\$674.39	\$741.83	\$816.01	\$897.61	\$969.42
4 inch	\$941.04	\$1,052.38	\$1,157.62	\$1,273.38	\$1,400.72	\$1,512.77
<i>Commercial</i>						
5/8 inch & 3/4 inch	\$57.05	\$59.40	\$65.34	\$71.87	\$79.06	\$85.39
1 inch	\$139.18	\$144.89	\$159.38	\$175.32	\$192.85	\$208.28
1 1/2 inch	\$276.05	\$287.38	\$316.12	\$347.73	\$382.50	\$413.10
2 inch	\$440.31	\$458.36	\$504.20	\$554.62	\$610.08	\$658.89
3 inch	\$878.31	\$914.32	\$1,005.76	\$1,106.33	\$1,216.96	\$1,314.32
4 inch	\$1,371.07	\$1,427.28	\$1,570.00	\$1,727.01	\$1,899.71	\$2,051.68
6 inch	\$2,739.84	\$2,852.15	\$3,137.36	\$3,451.10	\$3,796.21	\$4,099.91
8 inch	\$4,382.36	\$4,561.99	\$5,018.19	\$5,520.01	\$6,072.02	\$6,557.78
Volumetric Charges for All Water Consumed¹						
Uniform Rate (per hcf) - Inside	\$2.64	\$2.75	\$3.03	\$3.33	\$3.66	\$3.95
Uniform Rate (per hcf) - Outside	\$3.88	\$4.13	\$4.54	\$4.99	\$5.49	\$5.93

1. "Outside" refers to outside of the City Limits. Outside customer rates are 1.5 times the corresponding inside rates.

The City may adjust volumetric rates (\$/hcf) each July 1st until July 1, 2026 to recover the cost of increases in wholesale water rates based on the following formula:

Volumetric Surcharge (\$/hcf) = Volumetric Rate (from table on following page) x ((A / B) – 1), where

A = Water purchase costs, including increases adopted by wholesalers

B = Previous year water purchase costs

EXHIBIT B: WATER IMPACT FEES

Meter Size	Current Connection Fees	Updated Maximum Connection Fee Per Meter Size ^a
5/8 Inch	\$3,208	\$5,497
3/4 Inch	\$3,208	\$5,497
1 Inch	\$8,021	\$13,744
1 1/2 Inch	\$16,041	\$27,487
2 Inch	\$25,666	\$43,979
3 Inch	\$51,322	\$87,959
4 Inch	\$80,206	\$137,436
6 Inch	\$160,412	\$274,872
8 Inch	\$256,659	\$439,795

a. Reflect the hydraulic capacity factors from Figure 25.

HUMBOLDT COMMUNITY SERVICES DISTRICT
 FY 2024/2025 MASTER CHARGE SCHEDULE (8/1/2024 revision)

WATER – MONTHLY SERVICE RATES

Rates below are effective August 1, 2024. The monthly fixed charge shall depend on the meter size. Volumetric rates are for units of 100 cubic-feet (HCF).

	<u>Fixed Monthly Service Charges</u>	<u>Volumetric Consumption Charge</u>
SFR <1 inch and <24 Fixture Units	\$25.43	\$5.73 per HCF
5/8 inch meter	\$25.43	\$5.73 per HCF
3/4 inch meter	\$36.61	\$5.73 per HCF
1 inch meter	\$58.96	\$5.73 per HCF
1-1/2 inch meter	\$114.83	\$5.73 per HCF
2 inch meter	\$181.86	\$5.73 per HCF
3 inch meter	\$360.64	\$5.73 per HCF
4 inch meter	\$1,120.45	\$5.73 per HCF
6 inch meter	\$1,790.86	\$5.73 per HCF

Other Miscellaneous Water Charges:

	<u>Charge</u>
Temporary Construction Meter – Installation	\$50.00
Monthly Rate	\$92.95 + \$5.73 per HCF
Private Fire Protection Services	\$3.00 times diameter (inches) of service line

Water Hauler Program:

	<u>Charge</u>
<600 gallons	\$20
>600 gallons	\$0.03/gallon

HUMBOLDT COMMUNITY SERVICES DISTRICT
 FY 2024/2025 MASTER CHARGE SCHEDULE (8/1/2024 revision)

SEWER - MONTHLY SERVICE RATES:

Rates below are effective August 1, 2024. The rates and minimum sewer service charges billed monthly to customers within the service area of the District shall be as follows:

	<i>Monthly Fixed Service Charge per Account</i>	<i>Plus Monthly Fixed Service Charge Per Living Unit (LU)/Equivalent Dwelling Unit (EDU)*</i>	<i>Plus Winter Average - Volumetric Charge per HCF</i>
Single Family Residential (1-3 LU)	\$4.15	\$32.86	\$10.90
Multi-Family (4 or more LU)	\$4.15	\$24.21	\$10.90
Mobile Homes	\$4.15	\$19.72	\$10.90
Trailer Parks	\$4.15	\$19.72	\$10.90
Commercial – Light Strength (<370 mg/liter)	\$4.15	\$32.86	\$10.91
Commercial – Med. Strength (370-500 mg/liter)	\$4.15	\$32.86	\$19.04
Commercial – Heavy Strength (>500 mg/liter)	\$4.15	\$32.86	\$24.30

* Fixed monthly service charges for Residential accounts shall be based on the number of Living Units (LU) at the Service Address. Fixed Monthly Service Charges for Commercial accounts shall be based on Equivalent Dwelling units (EDU).

Sewer – Other Miscellaneous Charges

	<i>Charge</i>
Special Sewer Discharge Permit:	\$250 plus an additional charge for actual gallons discharged to the public sewer system based on strength of discharged wastewater

Waste Water Hauler Program:

Wastewater shall meet the District's Specific Pollutant Limits prior to discharge. No wastewater from a septic tank, portable bathroom, or recreational vehicle is allowed to be discharged to the District's sewage collection system. Discharge shall not exceed 1000 gallons a day.	
<500 gallons	\$20.00
501-1000 gallons	\$30.00

Hydesville County Water District
<https://hcwd.specialdistrict.org/contact-us>

Residential 5/8"x3/4"

Water/Sewer

7/31/2024

707-768-3000 / 707-496-1791

*called for rates; first 11 CCF included in monthly charged - CP

Water

Customer Charge \$52.75 /mo. - bimonthly billing, divided charge by 2 to get monthly

	First 11 CCF	12-49 CCF	OVER 50 CCF
Water Consumption Charge	\$0.00 /CCF	\$5.77 /CCF	\$8.00 /CCF

Rule 27.04. SEWER CHARGE - the monthly charge for sewer service shall be calculated by adding a fixed charge per bill (or per dwelling unit for residential customers) to a variable charge per HCF of water consumed. No residential customer shall be charged for in excess of 12 HCF of water consumption in a month, regardless of the actual amount of water consumed. The rates shall be as follows:

Description	FY 2023	FY 2024	FY 2025	FY 2026	FY 2027
Monthly Base Charge					
All Customers	\$ 35.69	\$ 37.12	\$ 38.98	\$ 40.93	\$ 42.98
Volumetric per 100 CF					
Two Sewer Units/commercial	\$ 3.13	\$ 3.25	\$ 3.41	\$ 3.58	\$ 3.76
Apartment/ Multi Unit (ea)	\$ 3.13	\$ 3.25	\$ 3.41	\$ 3.58	\$ 3.76
Bakery	\$ 4.25	\$ 4.42	\$ 4.64	\$ 4.87	\$ 5.11
Barber/Beauty Shop	\$ 3.13	\$ 3.25	\$ 3.41	\$ 3.58	\$ 3.76
Car Wash	\$ 2.91	\$ 0.75	\$ 0.78	\$ 0.82	\$ 0.86
Church & Residences	\$ 3.13	\$ 3.25	\$ 3.41	\$ 3.58	\$ 3.76
Churches	\$ 3.13	\$ 3.25	\$ 3.41	\$ 3.58	\$ 3.76
Coast Guard Station/Airport	\$ 3.13	\$ 3.25	\$ 3.41	\$ 3.58	\$ 3.76
Dialysis Clinic	\$ 3.08	\$ 3.20	\$ 3.36	\$ 3.52	\$ 3.70
Fire Station/School	\$ 2.97	\$ 2.21	\$ 2.32	\$ 2.43	\$ 2.56
Gas Stations (no Market)	\$ 3.19	\$ 3.22	\$ 3.38	\$ 3.54	\$ 3.72
Laundromats	\$ 3.00	\$ 2.57	\$ 2.69	\$ 2.83	\$ 2.97
Market	\$ 4.26	\$ 4.43	\$ 4.64	\$ 4.88	\$ 5.12
Metered Septage Vault	\$ 3.55	\$ 3.64	\$ 3.82	\$ 4.01	\$ 4.21
Mobile Homes (ea)	\$ 3.13	\$ 3.25	\$ 3.41	\$ 3.58	\$ 3.76
Motels/Hotels	\$ 3.79	\$ 3.94	\$ 4.13	\$ 4.34	\$ 4.56
Office Building/Post Office	\$ 3.13	\$ 3.25	\$ 3.41	\$ 3.58	\$ 3.76
Restaurant/Tavern	\$ 4.25	\$ 4.42	\$ 4.64	\$ 4.87	\$ 5.11
Retail/Banks/Theater/Other	\$ 3.13	\$ 3.25	\$ 3.41	\$ 3.58	\$ 3.76
Round Table/Market	\$ 4.03	\$ 4.18	\$ 4.39	\$ 4.60	\$ W4.84
Sewer Only Accounts	\$ -	\$ -	\$ -	\$ -	\$ -
Sewer Units - Commercial	\$ 3.19	\$ 3.22	\$ 3.38	\$ 3.54	\$ 3.72
Singl Family Residential	\$ 3.13	\$ 3.25	\$ 3.41	\$ 3.58	\$ 3.76
Two Sewer Units/Business	\$ 3.13	\$ 3.25	\$ 3.41	\$ 3.58	\$ 3.76
Two Sewer Units/Daycare	\$ 3.13	\$ 3.25	\$ 3.41	\$ 3.58	\$ 3.76
Brewery	\$ 11.20	\$ 11.63	\$ 12.20	\$ 12.81	\$ 13.45

Regulation 16 – Rates

As of November 2, 2022

Monthly Base Charge by size of water meter:

Description	FY 2023	FY 2024	FY 2025	FY 2026	FY 2027
	Monthly Base Charge				
5/8 Inch	\$ 20.45	\$ 21.68	\$ 22.98	\$ 24.13	\$ 25.10
3/4 Inch	\$ 28.39	\$ 30.10	\$ 31.90	\$ 33.50	\$ 34.85
1.0 Inch	\$ 44.28	\$ 46.93	\$ 49.75	\$ 52.24	\$ 54.34
1.5 Inch	\$ 83.98	\$ 89.02	\$ 94.36	\$ 99.08	\$ 103.06
2.0 Inch	\$ 131.63	\$ 139.53	\$ 147.89	\$ 155.29	\$ 161.54
3.0 Inch	\$ 242.81	\$ 257.37	\$ 272.80	\$ 286.46	\$ 297.97
4.0 Inch	\$ 401.63	\$ 425.72	\$ 451.25	\$ 473.83	\$ 492.88
6.0 Inch	\$ 798.69	\$ 846.60	\$ 897.36	\$ 942.27	\$ 980.15
8.0 Inch	\$1,275.17	\$1,351.65	\$1,432.70	\$1,504.40	\$1,564.87

Variable charge for volume of metered water:

Description	FY 2023	FY 2024	FY 2025	FY 2026	FY 2027
	Volume Per 100CF:				
0-800 CF	\$ 2.47	\$ 2.62	\$ 2.78	\$ 2.92	\$ 3.04
over 800 CF	\$ 3.32	\$ 3.51	\$ 3.73	\$ 3.91	\$ 4.07

RESOLUTION 510

**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 Zapping 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 Housing Authority of the County of Humboldt approve and adopt the September 2024 updated schedule for Section 8 Utility Allowances for Tenant Furnished Utilities and Other Services, effective January 01, 2025.

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

AYES:
NAYS:
ABSENT
ABSTAIN:

Name

Name

Title

Title

Signature

Signature