



HOUSING AUTHORITIES

CITY OF EUREKA & COUNTY OF HUMBOLDT



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

AGENDA

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

DATE AND TIME
Monday, May 19, 2025
5:45pm

LOCATION

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

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

PUBLIC PARTICIPATION

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

Persons wishing to address the Board of Commissioners are asked to submit comments for the public speaking portion of the agenda as follows:

- Send an email with your comment(s) to heatherh@eurekahumboldtha.org prior to the Board of Commissioners meeting.
- Call and leave a message at (707) 443-4583 ext. 219.

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

1. Roll Call

2. Public Comment (Non-Agenda):

This time is reserved for members of the public to address the Committee relative to matters of the Housing Authority of the City of Eureka not on the agenda. No action may be taken on non-agenda items unless authorized by law. Comments will be limited to five minutes per person and twenty minutes in total.

3. Approve minutes of the Board of Commissioners meeting:

3a. Regular meeting, March 17, 2025 (pages 3-5)

4. Bills and Communications:

4a. Q1 2025 Tenant Newsletter (pages 6-7)



The Housing Authorities are Equal Housing Opportunity Organizations



5. Report of the Secretary:

The Report of the Secretary is intended to brief the Commission on items, issues, key dates, etc., that do not require specific action, and are not separate items on the Board of Commissioners Agenda.

5a. Occupancy and Leasing Report (page 8)

5b. HCV Utilization Reports (pages 9-11)

5c. Repositioning Updates (page 12)

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 2016, Write Off of Uncollectible Debt (pages 13-15)

Recommended Board Action: *Accept and Adopt for Approval*

8b. Resolution 2017, Procurement Policy Update (pages 17-35)

Recommended Board Action: *Accept and Adopt for Approval*

9. Closed Session – If needed.

10. Adjournment

Note: The next regularly scheduled meeting is June 16, 2025.

* * * Note * * *

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

<https://eurekahumboldt.org/governance/>

Know Your Rights Under The Ralph M. Brown Act: Government's duty is to serve the public, reaching its decisions in full view of the public. The Board of Commissioners exists to conduct the business of its constituents. Deliberations are conducted before the people and are open for the people's review.

MINUTES

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

Monday, March 17, 2025

Chairperson Serotta declared a quorum present and called the meeting to order at 5:49pm.

1. Roll Call

Present: Chairperson Serotta, Vice Chairperson Konkler, Commissioner Byers,
Commissioner Escarda, Commissioner Maschke, Kristen Raymond
Absent: None
Staff: Churchill, Humphreys, Wiesner
Public: None

Motion made by Vice Chairperson Konkler to approve teleconference appearance by Commissioner Raymond. Motion seconded by Commissioner Escarda. Motion passed unanimously.

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

3. Approve minutes of the board of commissioners meeting, held December 16, 2024.

Motion to approve the minutes of the December 16, 2024, regular meeting, made by Commissioner Escarda.

Second – Commissioner Byers

Ayes: Serotta, Konkler, Byers, Escarda, Maschke
Nays: None
Abstain: Raymond
Absent: None

Chairperson Serotta declared the motion carried to approve the minutes of December 16, 2024.

4. Bills and Communication:

4a. Q4 2024 Tenant Newsletter
Secretary Churchill comments that this item is informational only.

5. Report of the Secretary:

5a. Occupancy and Leasing Report
Secretary Churchill updates the board on this report.

5b. HCV Utilization Reports
Secretary Churchill updates the board and goes over key points of the report. Secretary Churchill goes on to note that as HUD “recaptured” all HUD held reserves in 2024, spending above 100% indicates a draw from future 2025 HAP funding.

5c. Repositioning Updates

Secretary Churchill goes over the update noting that applications are in process with HUD Special Applications Center (SAC). Also noting that the TCAC applications for Green and Blue Phases are to be submitted.

6. Reports of the Commissioners: None heard.

7. Unfinished Business: None.

8. New Business:

8a. Resolution 2015, Write Off of Uncollectible Debt

Recommended Board Action: *Accept and Adopt for Approval*

RESOLUTION 2015

TO WRITE OFF CERTAIN UNCOLLECTIBLE ACCOUNTS RECEIVABLE

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

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

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

<u>Housing Program</u>	<u>Amount</u>
Eureka Family Housing, Eviction	\$6,641.85
Eureka Family Housing, Moveout	\$5,145.47

Motion to approve Resolution 2015 made by Commissioner Escarda.

Second – Commissioner Maschke

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

Nays: None

Abstain: None

Absent: None

Chairperson Serotta declared the motion carried to approve Resolution 2015.

8b. Annual Meeting and Election of Officers

Recommended Board Action: *Elect Officers*

Chairperson Serotta asks the Board if anyone would like to discuss or nominate someone to Chairperson and Vice Chairperson.

Motion made by Commissioner Escarda to re-elect Kali Serotta as Chairperson and to re-elect Mark Konkler as Vice Chairperson.

Second – Commissioner Byers

Roll call:

Ayes: Serotta, Konkler, Byers, Escarda, Maschke, Raymond
Nays: None
Abstain: None
Absent: None

Chairperson Serotta declared the motion carried and confirmed re-election of the current Board of Commissioners officers.

9. Closed Session: None needed.

10. Adjournment

There being no further business to come before the Commissioners, the meeting was adjourned at 6:04pm.

Secretary

Chairperson



HOUSING INSIDER

"COMMUNICATION LEADS TO COMMUNITY"

ISSUE APRIL 2025

BETTY KWANN CHINN HOMELESS FOUNDATION

Betty Kwan Chinn Homeless Foundation will be providing Easter food baskets. **Reservations are required and will begin on March 24th until full.** Food baskets are limited to one per household. Pick-ups will be on April 18th from 1-4 pm located at 133 7th Street Eureka, CA 95501. To reserve your spot, please call the Betty Kwan Day Center at 707.407.3833 between 1-4 pm Monday-Friday.

TENANT REMINDERS

Annual recertification and accompanying documentation are mandatory to maintain your tenancy.

Zero-income tenants are required to come into the office and report the progress of doing community service.

Unauthorized pets are lease violations and could lead to lease termination.

Vehicles without valid registration or that are inoperable and being stored on PHA property will be towed.

Tenants are to pay rent as agreed upon in the lease.



TENANT PORTAL REGISTRATION

Did you know we have an online portal for residents?

Tenants can email us, check account information, view account charges, and make payments online at

<https://portal.eurekahumboldtha.org/>.

To register you'll need:

- Head of Household's SSN
- Registration Code
- Email Address

If you would like pay rent online, have your personal checking account and routing number available. Please note, the payment system does not accept debit cards or allow payments from EDD, SNAP, TANF, etc. To retrieve your registration code, contact accounting at 707-443-4583 ext. 235.

DATES TO REMEMBER

Our office will be closed on these holidays!

March 31 – Cesar Chavez Day

April 17 – Office closes at noon

April 24 – Genocide Remembrance Day

May 26 – Memorial Day

June 19 – Juneteenth

NO PAPERWORK? NO PET!

Did you recently welcome a furry friend into your home? Remember, all pets require proper documentation of licensing, vaccinations, and general health, even if you already have a deposit with us.

If you have welcomed a new pet in the last two years, please submit the proof of vaccinations, spay/neuter certificates, licensing, and pet authorization as soon as possible. Pet forms are available in the office.

By keeping your pet's information updated, you're ensuring a safe and healthy community for all residents and our staff. Contact Community Liaison Ty at 707.443.4583 x211 if you have any questions.



EHA Mission Statement: The mission of the Housing Authority of the City of Eureka is to assist low-income families with safe, decent, and affordable housing opportunities as they strive to achieve self-sufficiency and improve the quality of their lives. The Housing Authority is committed to operating in an efficient, ethical, and professional manner, and treating all clients with dignity and respect. The Housing Authority will create and maintain partnerships with its clients and appropriate community agencies in order to accomplish this mission.

General Information

Lobby and Dumpster Hours: Open Tuesday-Thursday 9am-4pm.

Business Hours: Open Monday-Thursday 8am-5:30pm; Closed alternate Fridays and business hours are 8am-4:30pm.

We have a payment drop box by our main front door for the submission of amounts payable.



Q&A

Q: What should I do if I suspect mold is in my unit?

A: Mold is common in Humboldt County due to high humidity and moisture. Mold spores are generally in the air inside and outside but won't start to settle and grow unless there are suitable circumstances. The main contributing factors that cause mold to grow are moisture, organic material to feed on (i.e., dirt, skin cells in the shower, leather, etc.), and lack of airflow. The best practices to prevent mold from growing on walls, ceilings, or furniture are keeping things dry by wiping up moisture or using a dehumidifier, keeping things clean by washing off dirt and grime when it begins to build up, and by keeping the air moving by leaving gaps between furniture and walls, opening windows when you can (especially after showers), and using a fan in rooms where moisture might be an issue. If you have any questions or concerns about mold, please reach out to the maintenance department and we can discuss ways to prevent or mitigate the growth of mold.

TEAMWORK MAKES THE DREAM WORK!

We are working hard to keep our properties clean of trash, furniture, and any other items that may end up on our grounds, including graffiti. Keeping our properties clean is dependent on the help of our tenants. Please make sure to keep the areas of your unit free of trash and pet waste. If you suspect another tenant is trashing your space, contact the Housing Authority so we can address the issue. Furthermore, the office dumpster hours are for tenants only. Tenants should not dump tires, chemicals, paint, electronics, animals, and other large items that might extend above the dumpster once deposited. Lastly, Humboldt Recology will not dump garbage bins that are overflowing or empty recycling bins with trash inside of them. You may be charged a fee if maintenance must clean up any areas around your unit. Thank you for working with us to maintain a safe and clean environment.



Volunteer Opportunity: Are you a Public Housing resident who is interested in serving on our Board of Commissioners? Please contact Heather at 707-443-4583 ext. 219 or heatherh@eurekahumboldtha.org with questions and to obtain an application for tenant commissioner.

Visit us at www.eurekahumboldtha.org

WHO TO CONTACT

Call our main line at 707.443-4583; then:

Work orders request.....	x218
For emergency work orders ONLY contact 707-444-1424	
Paperwork, certification, rent, income calculation questions.....	x214
Accounting for charges, account balance, questions, and payments.....	x221
Questions, complaints, or concerns about the neighborhood.....	x211
All other questions regarding Housing Authority services.....	x210

In case of an emergency, please call 911 or the Eureka Police Department at 707-441-4060.

**Occupancy and Leasing Report
January - March 2025**

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

Program	Total Units Available	Jan-25	Feb-25	Mar-25	Wait List End of Month	
HACE						
Public Housing	195	192	191	190	947	1
Eureka Family Housing	51	46	46	45	955	
Eureka Senior Housing	22	19	20	21	161	
Total City Units	268	257	257	256		

HACH						
<u>Tenant Based Vouchers</u>						
Housing Choice Vouchers	1234	926	923	924	1470	
VASH Vouchers	95	81	81	81	N/A	
Mainstream vouchers	75	57	61	65	N/A	2
Emergency Housing Vouchers (EHV)	182	127	125	123	N/A	3
Total All Vouchers	1586	1191	1190	1193		
<u>Project Based Vouchers (note that these are a subset of HCV & VASH voucher counts shown above)</u>						
PBV-VASH - Bayview Heights (Eureka)	22	21	21	21	N/A	4
PBV-HCV - Bayview Heights (Eureka)	3	2	2	2	8	4
PBV-HCV - Sorrell Place (Arcata)	5	5	5	5	261	5
PBV-HCV - Providence (Eureka)	42	36	36	38	N/A	6
PBV- HCV - Key Me Ek (Eureka)	13	-	7	7	N/A	
PBV-HCV - Laurel Canyon	35	35	36	34	136	7
Total Project Based Vouchers	120	99	107	107		

Vouchers issued but not under contract, end of month (aka "Searching")	0
--	---

Note: Occupancy / utilization numbers shown are as of the first day of the month.

1. Total PH units is 198; 3 units are exempted for EPD use, Boys & Girls Club, and Maintenance use and are unavailable for tenant rental.
2. Mainstream vouchers were awarded December 2020. Funding and voucher issuance began April 2021. 25 Mainstream vouchers will be allocated via waitlist pulls; 50 will be via referral from CoC partners. Mainstream applicants share waitlist with HCV applicants.
3. No PHA waitlist for EHVs; all are issued based on referral from HHHH or HDVS. Referrals began Q4 2021.
4. 25 Project Based Vouchers at Bayview Heights Veteran's housing at 4th & C Street, Eureka; contract signed 6/30/2020.
5. 5 Project Based HCV vouchers at Sorrell Place, extremely low income units at 7th & I Street, Arcata; effective 6/1/2022.
6. Providence Mother Bernard House PBV's - Occupancy based on referral from CoC; contract signed 01/08/2024.
7. Laurel Canyon (7th & Myrtle Ave.) 35 senior PBV units; contracts signed 12/07/2023.

COUNTY OF HUMBOLDT HOUSING AUTHORITY
All Voucher Programs
For the month of March 2025

	January	February	March	Total
Traditional HCV & VASH (Includes PBVs)				
HAP income (budget authority)	\$ 731,863	\$ 731,863	\$ 745,120	\$ 2,208,846
HAP expenses	(748,980)	(758,219)	(764,033)	(2,271,232)
Surplus (Deficit)	(17,117)	(26,356)	(18,914)	(62,387)
% Total income utilized	102.34%	103.60%	102.54%	102.82%
Administrative/Other Income	91,901	138,858	95,531	326,290
Operating expenses	(73,892)	(104,758)	(89,450)	(268,100)
Surplus (Deficit)	18,009	34,100	6,081	58,190
B Remaining HAP Cash	(5,449)	(10,320)	28,612	
Remaining Non-HAP Cash	883,688	917,151	920,014	
Total HCV Cash	878,239	906,831	948,626	
Cash Increase/(Decrease)	(10,219)	28,592	41,794	
# of Households Assisted	1,007	1,004	1,005	3,016
Average HAP Payment	\$ 744	\$ 755	\$ 760	\$ 753
Mainstream (disabled & non-elderly)				
HAP income (budget authority)	\$ 41,148	\$ 41,148	\$ 41,629	\$ 123,925
HAP expenses	(42,599)	(46,130)	(50,820)	(139,549)
Surplus (Deficit)	(1,451)	(4,982)	(9,191)	(15,624)
A % Total income utilized	103.53%	112.11%	122.08%	112.61%
C Administrative/Other Income	-	-	5,185	5,185
Operating expenses	(4,599)	(2,626)	(4,482)	(11,707)
Surplus (Deficit)	(4,599)	(2,626)	703	(6,522)
B Remaining HAP Cash	5,590	3,136	1,809	
Remaining Non-HAP Cash	76,871	73,520	74,020	
Total MSV Cash	82,460	76,656	75,829	
Cash Increase/(Decrease)	(2,775)	(5,804)	(827)	
# of Households Assisted	57	61	65	183
Average HAP Payment	\$ 747	\$ 756	\$ 782	\$ 763
Emergency Housing Vouchers (EHVs)				
HAP income (budget authority)	\$ 120,208	\$ 120,208	\$ 120,208	\$ 360,624
HAP expenses	(112,078)	(110,314)	(109,148)	(331,540)
Surplus (Deficit)	8,130	9,894	11,060	29,084
% Total income utilized	93.24%	91.77%	90.80%	91.94%
Administrative/Other Income	21,401	18,154	15,436	54,991
Operating expenses	(15,421)	(7,560)	(11,107)	(34,088)
Surplus (Deficit)	5,980	10,594	4,329	20,903
B Remaining HAP Cash	21,635	46,041	28,178	
Remaining Non-HAP Cash	195,205	202,214	205,202	
Total EHV Cash	216,840	248,254	233,380	
Cash Increase/(Decrease)	14,164	31,414	(14,874)	
# of Households Assisted	127	125	123	375
Average HAP Payment	\$ 883	\$ 883	\$ 887	\$ 884

COUNTY OF HUMBOLDT HOUSING AUTHORITY
All Voucher Programs
For the month of March 2025

	January	February	March	Total
Total All Voucher Programs				
HAP income (budget authority)	\$ 893,219	\$ 893,219	\$ 906,957	\$ 2,693,395
HAP expenses	(903,657)	(914,663)	(924,001)	(2,742,321)
Surplus (Deficit)	<u>(10,438)</u>	<u>(21,444)</u>	<u>(17,045)</u>	<u>(48,927)</u>
A % Total income utilized	101.17%	102.40%	101.88%	101.82%
Administrative/Other Income	113,301	157,012	116,153	386,466
Operating expenses	(93,911)	(114,944)	(105,039)	(313,894)
Surplus (Deficit)	<u>19,390</u>	<u>42,068</u>	<u>11,114</u>	<u>72,572</u>
B Remaining HAP Cash	21,776	38,857	58,599	
Remaining Non-HAP Cash	1,155,764	1,192,885	1,199,236	
Total Program Cash	<u>1,177,540</u>	<u>1,231,742</u>	<u>1,257,835</u>	
Cash Increase/(Decrease)	1,171	54,202	26,093	
# of Households Assisted	1,191	1,190	1,193	3,574
Average HAP Payment	\$ 759	\$ 769	\$ 775	\$ 767

HUD Held Reserves estimated as of 03/31/2025

HCV - \$0

MSV - \$101,975

EHV - \$783,661

Housing Choice Vouchers

	<u>2016</u>	<u>2017</u>	<u>2018</u>	<u>2019</u>	<u>2020</u>	<u>2021</u>	<u>2022</u>	<u>2023</u>	<u>2024</u>	<u>2025</u>
January	917	918	903	882	866	884	866	843	877	1007
February	921	919	898	894	867	875	858	844	926	1004
March	923	918	896	897	861	875	862	844	934	1005
April	928	919	908	895	859	873	858	844	934	
May	927	917	905	895	850	873	861	838	947	
June	930	914	898	892	853	868	864	841	954	
July	924	919	895	882	873	865	856	849	973	
August	923	917	888	879	872	864	854	847	976	
September	927	913	888	872	883	864	851	846	984	
October	934	906	888	866	888	862	846	844	985	
November	928	903	887	881	890	866	839	839	992	
December	925	902	882	877	887	857	842	838	1003	
Average	926	914	895	884	871	869	855	843	957	1,005
UML's	11,107	10,965	10,736	10,612	10,449	10,426	10,257	10,117	11,485	3,016

Mainstream Vouchers

						<u>2021</u>	<u>2022</u>	<u>2023</u>	<u>2024</u>	<u>2025</u>
January							27	43	51	57
February							27	45	53	61
March							28	48	54	65
April							29	50	54	
May							31	50	55	
June							32	51	55	
July							36	52	54	
August						4	37	53	55	
September						15	36	50	55	
October						18	37	51	57	
November						24	38	50	58	
December						27	39	51	56	
Average						21	33	50	55	61
UML's						88	397	594	657	183

Emergency Housing Vouchers

						<u>2021</u>	<u>2022</u>	<u>2023</u>	<u>2024</u>	<u>2025</u>
January							5	86	145	127
February							11	100	146	125
March							15	102	144	123
April							18	108	143	
May							23	111	142	
June							30	114	141	
July							38	127	142	
August							42	127	143	
September							46	137	144	
October							64	135	142	
November							69	141	135	
December						4	80	147	131	
Average						4	37	120	142	125
UML's						4	441	1435	1698	375

Total All Voucher Programs

	<u>2016</u>	<u>2017</u>	<u>2018</u>	<u>2019</u>	<u>2020</u>	<u>2021</u>	<u>2022</u>	<u>2023</u>	<u>2024</u>	<u>2025</u>
January	917	918	903	882	866	884	898	972	1073	1191
February	921	919	898	894	867	875	896	989	1125	1190
March	923	918	896	897	861	875	905	994	1132	1193
April	928	919	908	895	859	873	905	1002	1131	
May	927	917	905	895	850	873	915	999	1144	
June	930	914	898	892	853	868	926	1006	1150	
July	924	919	895	882	873	865	930	1028	1169	
August	923	917	888	879	872	868	933	1027	1174	
September	927	913	888	872	883	879	933	1033	1183	
October	934	906	888	866	888	880	947	1030	1184	
November	928	903	887	881	890	890	946	1030	1185	
December	925	902	882	877	887	888	961	1036	1190	
Average	926	914	895	884	871	894	925	1,012	1,153	1,191
UML's	11,107	10,965	10,736	10,612	10,449	10,518	11,095	12,146	13,840	3,574

Housing Authority of the City of Eureka (HACE)

Repositioning Updates

Date	Description
Accomplishments	
4/2025	<ul style="list-style-type: none"> Updated application documents requested by CDBG and submitted to HCD for Everding Community Center grant submission
Issues	
	<ul style="list-style-type: none"> Applications still in process with HUD Special Applications Center (SAC) for Green Phase, Blue Phase, and Master Plan (8.6 acres around office, except Green Phase area); reviewers have changed due to HUD turnover, extending the expected timeline to complete. Additionally, SAC philosophy on when/what to submit has changed slightly, and we may pull the Master Plan application and resubmit later once we have more concrete financial backing and building plans for the various phases of this plan.
Risks	
	<ul style="list-style-type: none"> Unquantifiable risk currently that potential cuts in HCV funding would impact availability of vouchers and voucher funding.
Next Steps	
	<ul style="list-style-type: none"> Obtain updated reports needed to update Blue Phase SAC application for additional 4 units of planned rehabilitation at 1137 C Street (second parcel across alley, along Hillsdale) Connecting with social services providers in May/June to request service commitments applicable to seniors for Blue Phase Update TCAC applications to re-submit for tax credits for Green Phase and Blue Phase
Budget Status	
N/A	Cost of contract work is covered by developers; no HACE budget updates.

Key

Green Phase = 3230 Hiler Street

Blue Phase = C & Clark Street

Master Phase = Main site “25-1” & Prospect Street

Housing Authority of the City of Eureka

Board of Commissioners Meeting

May 19, 2025

Agenda Item 8a

Memorandum

To: Commissioners

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

Subject: Write Off of Uncollectible Accounts Receivable

BACKGROUND:

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

Impact to Personnel:

None.

Fiscal Impact:

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

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

Alternatives:

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

STAFF RECOMMENDATION:

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

Ppty	Code	Name	Balance	Status	DL1	DL2	Move Out Date	Rent	Late	Work Orders	Misc Tenant Charge	Cleaning & Damages
251			512.51	past	move-out statement returned 4/25/2025	tenant deceased	3/13/2025	-	-	-	-	512.51
EFH			5,799.48	past	move-out statement returned 3/26/2025	abandonment	2/24/2025	2,807.73	123.00	-	-	2,868.75
			<u>\$ 6,311.99</u>					<u>\$ 2,807.73</u>	<u>\$ 123.00</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 3,381.26</u>

PREPARED BY

Jhonny Wilson

Accounts Receivable Clerk

4/30/2025

Date

APPROVALS

J. D. Wilson

Director of Finance

5/13/2025

Date

Cheryl A. Hill

Executive Director

5/13/2025

Date

HOUSING AUTHORITY OF THE CITY OF EUREKA

RESOLUTION 2016

TO WRITE OFF CERTAIN UNCOLLECTIBLE ACCOUNTS RECEIVABLE

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

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

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

<u>Housing Program</u>	<u>Amount</u>
Eureka Family Housing, Abandonment	\$5,799.48

PASSED AND ADOPTED on the _____ day of _____ 2025 by the following vote:

AYES:
NAYS:
ABSENT:
ABSTAIN:

Name

Name

Title

Title

Signature

Signature

Housing Authority of the City of Eureka

Board of Commissioners Meeting

May 19, 2025

Agenda Item 8b

Memorandum

To: Commissioners

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

Subject: Update to Statement of Procurement Policy

BACKGROUND AND HISTORY:

Our procurement policy was last updated in 2014, setting a Micro Purchase threshold of \$2,000 and a Small Purchase threshold of \$100,000.

In 2018, The Federal Office of Management and Budget memo M-18-18 provides for a Micro Purchase threshold of \$10,000 and a Small Purchase threshold of \$250,000.

Impact to Personnel:

Increases in inflation over the last 11 years have made our current micro purchase and small purchase thresholds suboptimal. Suboptimal procurement thresholds result in staff spending unnecessary time on solicitation based on outdated procurement thresholds.

Updated procurement thresholds will result in more effective and efficient operations, so that the Housing Authority can more effectively accomplish its mission.

STAFF RECOMMENDATION:

Staff recommends the Board approve the updated Statement of Procurement Policy to improve the efficiency and effectiveness of the Housing Authority of the City of Eureka's operations.



HOUSING AUTHORITIES CITY OF EUREKA & COUNTY OF HUMBOLDT

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



STATEMENT OF PROCUREMENT POLICY

TABLE OF CONTENTS

I.	General Provisions.....	1
II.	Procurement Authority and Administration	1
III.	Procurement Methods.....	3
IV.	Contractor Qualifications and Duties.....	10
V.	Types of Contracts, Clauses, and Contract Administration.....	10
VI.	Specifications.....	12
VII.	Appeals and Remedies.....	13
VIII.	Assistance To Small and Other Businesses.....	14
IX.	Ethics In Public Contracting	15



The Housing Authorities are Equal Housing Opportunity Organizations



STATEMENT OF PROCUREMENT POLICY

Established for the Housing Authority of the City of Eureka by Board action on _____.

This Statement of Procurement Policy complies with HUD's Annual Contributions Contract (ACC), HUD Handbook 7460.8 REV-2, "Procurement Handbook for Public Housing Agencies and Indian Housing Authority," and the procurement standards of 24 CFR 85.36.

I. GENERAL PROVISIONS

A. PURPOSE

The purpose of this Statement of Procurement Policy is to: provide for the fair and equitable treatment of all persons or firms involved in purchasing by the PHA; assure that supplies, services, and construction are procured efficiently, effectively, and at the most favorable prices available to the PHA; promote competition in contracting; provide safeguards for maintaining a procurement system of quality and integrity; and assure that PHA's purchasing actions are in full compliance with applicable Federal standards, HUD regulations, and State and local laws.

B. APPLICATION

This Statement of Procurement Policy (Statement) applies to all contracts for the procurement of supplies, services, and construction entered into by the PHA after the effective date of this Statement. It shall apply to every expenditure of funds by the PHA for public purchasing, irrespective of the funds (such as concession contracts); however, nothing in this Statement shall prevent the PHA from complying with the terms and conditions of any grant, contract, gift or bequest that is otherwise consistent with law. The term "procurement," as used in this Statement, includes both contracts and modifications (including change orders) for construction or services, as well as purchase, lease, or rental of supplies and equipment.

C. PUBLIC ACCESS TO PROCUREMENT INFORMATION

Procurement information shall be a matter of public record to the extent provided in the State Freedom of Information Act and shall be available to the public as provided in that statute.

II. PROCUREMENT AUTHORITY AND ADMINISTRATION

- A. All procurement transactions shall be administered by the Contracting Officer, who shall be the Executive Director or other individual he/she has authorized in writing. The Executive Director shall issue operational procedures to implement this Statement, which shall be based on HUD Handbook 7460.8. The Executive Director shall also

establish a system of sanctions for violations of the ethical standards described in Section IX below, consistent with State law.

B. The Executive Director or his/her designee shall ensure that:

1. procurement requirements are subject to an annual planning process to assure efficient and economical purchasing;
2. contracts and modifications are in writing, clearly specifying the desired supplies, services, or construction, and are supported by sufficient documentation regarding the history of the procurement, including as a minimum the method of procurement chosen, the selection of the contract type, the rationale for selecting or rejecting offers, and the basis for the contract price;
3. for procurements other than small purchases or micro purchases, public notice is given of each upcoming procurement at least 10 days before a solicitation is issued; responses to such notice are honored to the maximum extent practical; a minimum of 15 days is provided for preparation and submission of bids or proposals; and notice of contract awards is made available to the public;
4. solicitation procedures are conducted in full compliance with Federal standards stated in 24 CFR 85.36, or State and local laws that are more stringent, provided they are consistent with 24 CFR 85.36;
5. an independent cost estimate is prepared before solicitation issuance and is appropriately safeguarded for each procurement above the small purchase limitation, and a cost or price analysis is conducted of the responses received for all procurements;
6. contract award is made to the responsive and responsible bidder offering the lowest price (for sealed bid contracts) or contract award is made to the offeror whose proposal offers the greatest value to the PHA, considering price, technical, and other factors as specified in the solicitation (for contracts awarded based on competitive proposals); unsuccessful firms are notified within ten days after contract award;
7. there are sufficient unencumbered funds available to cover the anticipated cost of each procurement before contract award or modification (including change orders), work is inspected before payment, and payment is made promptly for contract work performed and accepted; and
8. the PHA complies with applicable HUD review requirements, as

provided in the operational procedures supplementing this Statement.

- C. This Statement and any later changes shall be submitted to the Board of Commissioners for approval. The Board appoints and delegates procurement authority to the Executive Director and is responsible for ensuring that any procurement policies adopted are appropriate for the PHA.

III. PROCUREMENT METHODS

A. SELECTION OF METHOD

If it has been decided that the PHA will directly purchase the required items, one of the following procurement methods shall be chosen, based on the nature and anticipated dollar value of the total requirement.

B. SMALL PURCHASE PROCEDURES

I. General. Any contract not exceeding \$250,000 may be made in accordance with the small purchase procedures authorized in this section. Contract requirements shall not be artificially divided to constitute a small purchase under this section (except as may be reasonably necessary to comply with Section VIII of this Statement).

II. Petty Cash Purchases. Purchases under \$300.00 which can be satisfied by local sources may be processed through the use of a petty cash account. The Contracting Officer shall ensure that: the account is established in an amount sufficient to cover small purchases made during a reasonable period; security is maintained and only authorized individuals have access to the account; the account is periodically reconciled and replenished by submission of a voucher to the PHA finance officer; and, the account is periodically audited by the finance officer or designee to validate proper use and to verify that the account total equals cash on hand plus the total of accumulated vouchers.

III. Small purchases over \$10,000 For small purchases in excess of \$10,000, but not exceeding \$250,000, no less than three offerors shall be solicited to submit price quotations, which may be obtained orally, by telephone, or in writing, as allowed by State or local laws. Award shall be made to the offeror providing the lowest acceptable quotation, unless justified in writing based on price and other specified factors, such as for architect-engineer contracts. If non-price factors are used, they shall be disclosed to all those solicited. The names, addresses, and/or telephone numbers of the offerors and persons contacted, and the date and amount of each quotation shall be recorded and

maintained as a public record.

IV. Micro Purchases of \$10,000 or less. PHAs may award Micro Purchases without soliciting competitive quotations if the Contracting Officer considers the price to be reasonable (e.g., based on recent research, experience, or purchases). To the extent practicable, PHAs shall distribute Micro Purchases equitably among qualified vendors.

C. SEALED BIDS

1. Conditions for Use. Contracts shall be awarded based on competitive sealed bidding if the following conditions are present: a complete, adequate, and realistic specification or purchase description is available; two or more responsible bidders are willing and able to compete effectively for the work; the procurement lends itself to a firm fixed price contract; and the selection of the successful bidder can be made principally on the basis of price. Sealed bidding is the preferred method for construction procurement. For procurement under the Comprehensive Improvement Assistance Program (CIAP), sealed bidding shall be used for all construction and equipment contracts exceeding the small purchase limitation. For professional services contracts, sealed bidding should not be used.
2. Solicitation and Receipt of Bids. An invitation for bids shall be issued including specifications and all contractual terms and conditions applicable to the procurement; including a statement that award will be made to the lowest responsible and responsive bidder whose bid meets the requirements of the invitation for bids. The invitation for bids shall state the time and place for both the receipt of bids and the public bid opening. All bids received shall be time-stamped but not opened and shall be stored in a secure place until bid opening. A bidder may withdraw its bid at any time prior to bid opening.
3. Bid Opening and Award. Bids shall be opened publicly and in the presence of at least one witness. An abstract of bids shall be recorded, and the bids shall be available for public inspection. Award shall be made as provided in the invitation for bids by written notice to the successful bidder. If equal low bids are received from responsible bidders, the award shall be made by drawing lots or similar random method, unless otherwise provided in State or local law and stated in the invitation for bids. If only one responsive bid is received from a responsible bidder, the award shall not be made unless a cost or price analysis verifies the reasonableness of the price.

4. Mistakes in Bids.

- a. Correction or withdrawal of inadvertently erroneous bids may be permitted, where appropriate, before bid opening by written or emailed notice received in the office designated in the invitation for bids prior to the time set for bid opening. After bid opening, corrections in bids shall be permitted only if the bidder can show by clear and convincing evidence that a mistake of a nonjudgmental character was made, the nature of the mistake, and the bid price actually intended. A low bidder alleging a nonjudgmental mistake may be permitted to withdraw its bid if the mistake is clearly evident on the face of the bid document, but the intended bid is unclear or the bidder submits convincing evidence that a mistake was made.
- b. All decisions to allow correction or withdrawal of bid mistakes shall be supported by a written determination signed by the Contracting Officer. After bid opening, no changes in bid prices or other provisions of bids prejudicial to the interest of the PHA or fair competition shall be permitted.

5. Bonds. In addition to the other requirements of this Statement, the following requirements apply:

- a. For construction contracts exceeding \$250,000, other than those specified in 5b below, contractors shall be required to submit to the following, unless otherwise required by State or local laws or regulations:
 - (1) a bid guarantee from each bidder equivalent to 5% of the bid price; and
 - (2) a performance bond for 100% of the contract price; and
 - (3) a payment bond of 100% of the contract price.
- b. In the case of construction of conventional development projects funded pursuant to the U.S. Housing act of 1937, the contractor shall be required to submit the following, unless otherwise required by State or local laws or regulations:
 - (1) a bid guarantee from each bidder equivalent to 5% of the bid price; and
 - (2) one of the following:
 - (i) a performance and payment bond for 100% of the contract price; or
 - (ii) separate performance and payment bonds, each for 50% or more of the contract price; or

- (iii) a 20% cash escrow; or
- (iv) a 25% irrevocable letter of credit.

D. COMPETITIVE PROPOSALS

1. Conditions for Use. Competitive proposals (including turnkey proposals for development) may be used if there is an adequate method of evaluating technical proposals and where the PHA determines that conditions are not appropriate for the use of sealed bids. An adequate number of qualified sources shall be solicited.
2. Solicitation. The request for proposals (RFP) shall clearly identify the relative importance of price and other evaluation factors and subfactors, including the weight given to each technical factor and subfactor. A mechanism for fairly and thoroughly evaluating the technical and price proposals shall be established before the solicitation is issued. Proposals shall be handled so as to prevent disclosure of the number of offerors, identity of the offerors, and the contents of their proposals. The proposals shall be evaluated only on the criteria stated in the request for proposals.
3. Negotiations. Unless there is no need for negotiations with any of the offerors, negotiations shall be conducted with offerors who submit proposals determined to have a reasonable chance of being selected for award, based on evaluation against the technical and price factors as specified in the RFP. Such offerors shall be accorded fair and equal treatment with respect to any opportunity for negotiation and revision of proposals. The purpose of negotiations shall be to seek clarification with regard to and advise offerors of the deficiencies in both the technical and price aspects of their proposals so as to assure full understanding of and conformance to the solicitation requirements. No offeror shall be provided information about any other offeror's proposal, and no offeror shall be assisted in bringing its proposal up to the level of any other proposal. Offerors shall not be directed to reduce their proposed process to a specific amount in order to be considered for award. A common deadline shall be established for receipt of proposal revisions based on negotiations.
4. Award. After evaluation of proposal revisions, if any, the contract shall be awarded to the responsible firm whose qualifications, price and other factors considered are the most advantageous to the PHA.
5. Architect/Engineer Services. Architect/engineer services in excess of the small

purchase limitation (or less if required by State or local law) may be obtained by either the competitive proposals method or qualifications-based selection procedures, unless State law mandates the specific method. Sealed bidding, however, shall not be used to obtain architect/engineer services. Under qualifications-based selection procedures, the competition's qualifications are evaluated, and the most qualified competitor is selected, subject to the negotiation of fair and reasonable compensation. Price is not used as a selection factor under this method. Qualifications-based selection procedures shall not be used to purchase other types of services even though architect-engineer firms are potential sources.

E. NONCOMPETITIVE PROPOSALS

1. Conditions for use. Procurements shall be conducted competitively to the maximum extent possible. Procurement by noncompetitive proposals may be used only when the award of a contract is not feasible using small purchase procedures, sealed bids, or competitive proposals, and one of the following applies:
 - a. The item is available only from a single source, based on a good faith review of available sources;
 - b. An emergency exists that seriously threatens the public health, welfare, or safety, or endangers property, or would otherwise cause serious injury to the PHA, as may arise by reason of a flood, earthquake, epidemic, riot, equipment failure, or similar event. In such cases, there must be an immediate and serious need for supplies, services, or construction such that the need cannot be met through any other procurement methods, and the emergency procurement shall be limited to those supplies, services, or construction necessary to meet the emergency;
 - c. HUD authorizes the use of noncompetitive proposals; or
 - d. After solicitation of several sources, competition is determined inadequate.
2. Justification. Each procurement based on noncompetitive proposals shall be supported by a written justification for using such procedures. The justification shall be approved in writing by the Contracting Officer.
3. Price reasonableness. The reasonableness of the price for all procurements based on noncompetitive proposals shall be determined by performing a cost analysis, as described in paragraph F below.

F. COST AND PRICE ANALYSIS

1. General. A cost or price analysis shall be performed for all procurement actions, including contract modifications. The method of analysis shall be determined as follows. The degree of analysis shall depend on the facts surrounding each procurement.
2. Submission of Cost or Pricing Information. If the procurement is based on noncompetitive proposals, or when only one offer is received, or for other procurements as deemed necessary by the PHA (e.g., when contracting for professional, consulting, or architect/engineer services) the offeror shall be required to submit:
 - a. a cost breakdown showing projected costs and profit;
 - b. commercial pricing and sales information, sufficient to enable the PHA to verify the reasonableness of the proposed price as a catalog or market price of a commercial product sold in substantial quantities to the general public; or
 - c. documentation showing that the offered price is set by law or regulation.
3. Cost Analysis. Cost analysis shall be performed if an offeror/contractor is required to submit a cost breakdown as part of its proposal. When a cost breakdown is submitted: a cost analysis shall be performed of the individual cost elements; the PHA shall have the right to audit the contractor's books and records pertinent to such costs; and profit shall be analyzed separately. Costs shall be allowable only to the extent that they are consistent with applicable Federal cost principles (for commercial firms, Subpart 31.2 of the Federal Acquisition Regulation, 48 CFR Chapter 1). In establishing profit, the PHA shall consider factors such as the complexity and risk of the work involved. the contractor's investment and productivity, the amount of subcontracting, the quality of past performance, and industry profit rates in the area for similar work.
4. Price Analysis. A comparison of prices shall be used in all cases other than those described in IIIF3 above.

G. CANCELLATION OF SOLICITATIONS

1. An invitation for bids, request for proposals, or other solicitation may be cancelled before offers are due if: the PHA no longer requires the supplies, services or construction; the PHA can no longer reasonably expect to fund the procurement; proposed amendments to the solicitation would be of such magnitude that a

new solicitation would be desirable, or similar reasons.

2. A solicitation may be cancelled and all bids or proposals that have already been received may be rejected if the supplies, services, or construction are no longer required; ambiguous or otherwise inadequate specifications were part of the solicitation; the solicitation did not provide for consideration of all factors of significance to the PHA; prices exceed available funds and it would not be appropriate to adjust quantities to come within available funds; there is reason to believe that bids or proposals may not have been independently arrived at in open competition, may have been collusive, or may have been submitted in bad faith; or for good cause of a similar nature when it is in the best interest of the PHA.
3. The reason for cancellation shall be documented in the procurement file and the reasons for cancellation and/or rejection shall be provided upon request to any offeror solicited.
4. A notice of cancellation shall be sent to all offerors solicited and, if appropriate, shall explain that they will be given an opportunity to compete on any re-solicitation or future procurement of similar items.
5. If all otherwise acceptable bids received in response to an invitation for bids are at unreasonable prices, or only one bid is received and the price is unreasonable, the PHA shall cancel the solicitation and either:
 - a. resolicit using a request for proposals; or
 - b. complete the procurement by using the competitive proposals method, following paragraphs IIID3 and IIID4 above when more than one otherwise acceptable bid has been received), or by using the noncompetitive proposals method and following paragraph IIIE2 above (when only one bid is received at an unreasonable price); provided, that the Contracting Officer determines in writing, that such action is appropriate, all bidders are informed of the PHA's intent to negotiate, and each responsible bidder is given a reasonable opportunity to negotiate.

H. COOPERATIVE PURCHASING

The PHA may enter into State and local intergovernmental agreements to purchase or use common goods and services. The decision to use an intergovernmental agreement or conduct a direct procurement shall be based on economy and efficiency. If used, the intergovernmental agreement shall stipulate who is authorized to purchase on behalf of the participating parties and shall specify inspection, acceptance, termination, payment, and

other relevant terms and conditions. PHAs are encouraged to use Federal or State excess and surplus property instead of purchasing new equipment and property whenever such use is feasible and reduces project costs.

IV. CONTRACTOR QUALIFICATIONS AND DUTIES

A. CONTRACTOR RESPONSIBILITY

Procurements shall be conducted only with responsible contractors, i.e., those who have the technical and financial competence to perform and who have a satisfactory record of integrity. Before awarding a contract, the PHA shall review the proposed contractor's ability to perform the contract successfully, considering factors such as the contractor's integrity (including a review of the List of Parties Excluded from Federal Procurement and Non-procurement Programs published by the U.S. General Services Administration), compliance with public policy, record of past performance (including contracting previous clients of the contractor, such as other PHAs) and financial and technical resources. If a prospective contractor is found to be non-responsible, a written determination of non-responsibility shall be prepared and included in the contract file, and the prospective contractor shall be advised of the reasons for the determination.

B. SUSPENSION AND DEBARMENT

Contracts shall not be awarded to debarred, suspended, or ineligible contractors. Contractors may be suspended, debarred, or determined ineligible by HUD in accordance with HUD regulations (24CFR Part 24) when necessary to protect the PHA in its business dealings.

C. QUALIFIED BIDDER'S LISTS

Interested businesses shall be given an opportunity to be included on qualified bidder's lists. Any prequalified lists of persons, firms or products which are used in the procurement of supplies and services shall be kept current and shall include enough qualified sources to ensure competition. Firms shall not be precluded from qualifying during the solicitation period. Solicitation mailing lists of potential contractors shall include, but not be limited to, such prequalified suppliers.

V. TYPES OF CONTRACTS, CLAUSES, AND CONTRACT ADMINISTRATION

A. CONTRACT TYPES

Any type of contract which is appropriate to the procurement, and which will promote the best interests of the PHA may be used, provided that the cost-plus-a-percentage-of-cost

and percentage of construction cost methods are prohibited. All procurements shall include the clauses and provisions necessary to define the rights and responsibilities of the parties. A cost reimbursement contract shall not be used unless it is likely to be less costly or it is impracticable to satisfy the PHA's needs otherwise, and the proposed contractor's accounting system is adequate to allocate costs in accordance with applicable cost principles (for commercial firms Subpart 31.2 of the Federal Acquisition Regulation (FAR), found in 48 CFR Chapter 1). A time and material contracts may be used only if a written determination is made that no other contract type is suitable, and the contract includes a ceiling price that the contractor exceeds at its own risk.

B. OPTIONS

Options for additional quantities or performance periods may be included in contracts, provided that: (i) the option is contained in the solicitation; (ii) the option is a unilateral right of the PHA; (iii) the contract states a limit on the additional quantities and the overall term of the contract; (iv) the options are evaluated as part of the initial competition; (v) the contract states the period within which the options may be exercised; (vi) the options may be exercised only at the price specified in or reasonably determinable from the contract; and (vii) the options may be exercised only if determined to be more advantageous to the PHA than conducting a new procurement.

C. CONTRACT CLAUSES

In addition to containing a clause identifying the contract type, all contracts shall include any clauses required by Federal statutes, executive orders, and their implementing regulations, as provided in 24 CFR 85.36 (i), such as the following:

1. Termination for convenience,
2. Termination for default,
3. Equal Employment Opportunity,
4. Anti-Kickback Act,
5. Davis-Bacon Act,
6. Contract Work Hours and Safety Standards Act, reporting requirements,
7. Patent rights,
8. Rights in data,
9. Examination of records by Comptroller General, retention of records for three years after closeout,
10. Clean air and water,

11. Energy efficiency standards,
12. Bid protests and contract claims,
13. Value engineering, and
14. Payment of funds to influence certain Federal transactions. The operational procedures required by this statement shall contain the test of all clauses and required certifications (such as required non-collusive affidavits) used by the PHA.

D. CONTRACT ADMINISTRATION

A contract administration system designed to ensure that contractors perform in accordance with their contracts shall be maintained. The operational procedures required by Section IIA above shall contain guidelines for inspection of supplies, services or construction, as well as monitoring contractor performance, status reporting on construction contracts, and similar matters. For cost reimbursement contracts with commercial firms, costs are allowable only to the extent that they are consistent with the cost principles in FAR Subpart 31.2.

VI. SPECIFICATIONS

A. GENERAL

All specifications shall be drafted so as to promote overall economy for the purposes intended and to encourage competition in satisfying the PHA's needs. Specifications shall be reviewed prior to solicitation to ensure that they are not unduly restrictive or represent unnecessary or duplicative items. Functional or performance specifications are preferred. Detailed product specifications shall be avoided whenever possible. Consideration shall be given to consolidating or breaking out procurements to obtain a more economical purchase (but see VIII below). For equipment purchases, a lease versus purchase analysis should be performed to determine the most economical form of procurement.

B. LIMITATIONS

The following specification limitations shall be avoided: geographic restrictions not mandated or encouraged by applicable Federal law (except for architect-engineer contracts, which may include geographic location as a selection factor if adequate competition is available); unnecessary bonding or experience requirements; brand name specifications (unless a written determination is made that only the identified

item will satisfy the PHA's needs); brand name of equal specifications (unless they list the minimum essential characteristics and standards to which the item must conform to satisfy its intended use). Nothing in this procurement policy shall preempt any State licensing laws. Specifications shall be scrutinized to ensure that organizational conflicts of interest do not occur (for example, having a consultant perform a study of the PHA's computer needs and then allowing that consultant to compete for the subsequent contract for the computers).

VII. APPEALS AND REMEDIES

A. GENERAL

It is the PHA's policy to resolve all contractual issues informally at the PHA level, without litigation. Disputes shall not be referred to HUD until all administrative remedies have been exhausted at the PHA level. When appropriate, the PHA may consider the use of informal discussions between the parties by individuals who did not participate substantially in the matter in dispute, to help resolve the differences. HUD will only review protests in cases of violations of Federal law or regulations and failure of the PHA to review a complaint or protest.

B. BID PROTESTS

Any actual or prospective contractor may protest the solicitation or award of a contract for serious violations of the principles of this statement. Any protest against a solicitation must be received before the due date for receipt of bids or proposals, and any protests against the award of a contract must be received within ten calendar days after contract award, or the protest will not be considered. All bid protests shall be in writing, submitted to the Contracting Officer or designee, who shall issue a written decision on the matter. The Contracting Officer may, at his or her discretion, suspend the procurement pending resolution of the protest, if warranted by the facts presented.

C. CONTRACT CLAIMS

All claims by a contractor relating to performance of a contract shall be submitted in writing to the Contracting Officer or designee for a written decision. The contractor may request a conference on the claim. The Contracting Officer's decision shall inform the contractor of its appeal rights to a higher level in the PHA, such as the Executive Director or a designated Board member, or a Procurement Appeals Board.

VIII. ASSISTANCE TO SMALL AND OTHER BUSINESSES

A. REQUIRED EFFORTS

1. Consistent with Presidential Executive Orders 11625, 12138, and 12432, and Section 3 of the HUD Act of 1968, the PHA shall make efforts to ensure that small and minority owned businesses, women's business enterprises, labor surplus area businesses, and individuals or firms located in or owned in substantial part by persons residing in the area of a PHA project are used when possible. Such efforts shall include, but shall not be limited to:
 - a. Including such firms, when qualified, on solicitation mailing lists;
 - b. Encouraging their participation through direct solicitation of bids or proposals whenever they are potential sources;
 - c. Dividing total requirements, when economically feasible, into smaller tasks or quantities to permit maximum participation by such firms;
 - d. Establishing delivery schedules, where the requirement permits, which encourage participation by such firms;
 - e. Using the services and assistance of the Small Business Administration, and the Minority Business Development Agency of the Department of Commerce;
 - f. Including in contracts a clause requiring contractors, to the greatest extent feasible, to provide opportunities for training and employment for lower income residents of the project area and to award subcontracts to work in connection with the project to business concerns which are located in, or owned in substantial part by persons residing in the area of the project, as described in 24 CFR 135;
 - g. Requiring prime contractors, when subcontracting is anticipated, to take the positive steps listed in A.1.a through A.1.f above.
2. Goals may be established by the PHA periodically for participation by small businesses, minority-owned businesses, women's business enterprises, labor surplus area businesses, and business concerns which are located in, or owned in substantial part by persons residing in the area of the project, in the PHA's prime contracts and subcontracting opportunities. A small business is defined as a business which is: independently owned; not dominant in its field of operation; and not an affiliate or subsidiary of a business dominant in its field of operation. The size standards in 13 CFR 121 shall be used, unless the PHA determines that their use is inappropriate.

3. A minority-owned business is defined as a business which is at least 51% owned by one or more minority group members; or, in the case of a publicly owned business, one in which at least 51% of its voting stock is owned by one or more minority group members, and whose management and daily business operations are controlled by one or more such individuals. Minority group members include, but are not limited to, Black Americans, Hispanic Americans, Native Americans, Asian Pacific Americans, Asian Indian Americans, and Hasidic Jewish Americans.
4. A women's business enterprise is defined as a business that is at least 51% owned by a woman or women who are U.S. citizens and who also control or operate the business.
5. A labor surplus area business is defined as a business which, together with its immediate subcontractors, will incur more than 50% of the cost of performing the contract in an area of concentrated unemployment or under employment, as defined by the U.S. department of Labor in 20 CFR 654, Subpart A. and in lists of labor surplus areas published by the Employment and Training Administration.
6. A business concern located in the area of the project, is defined as an individual or firm located within the relevant Section 3 covered project area, as determined pursuant to 24 CFR 135.15, listed on HUD's registry of eligible business concerns, and meeting the definition of small business above. A business concern owned in substantial part by persons residing in the area of the project is defined as a business concern which is 51% or more owned by persons residing within the Section 3 covered project, owned by persons considered by the U.S. Small Business Administration to be socially or economically disadvantaged, listed on HUD's registry of eligible business concerns, and meeting the definition of small business above.

IX. ETHICS IN PUBLIC CONTRACTING

A. GENERAL

The PHA shall adhere to the following code of conduct, consistent with applicable State or local law.

B. CONFLICT OF INTEREST

No employee, officer or agent of this PHA shall participate directly or indirectly in the selection or in the award or administration of any contract if a conflict, real or apparent, would be involved. Such conflict would arise when a financial or other

interest in a firm selected of reward is held by:

1. An employee, officer or agent involved in making the award;
2. His/her relative (including father, mother, son, daughter, brother, sister, uncle, aunt, first cousin, nephew, niece, husband, wife, father-in-law, brother-in-law, sister-in-law, stepfather, stepmother, stepson, stepdaughter, stepbrother, stepsister, half-brother, or half-sister);
3. His/her partner; or,
4. An organization which employs, is negotiating to employ, or has an arrangement concerning prospective employment of any of the above.

C. GRATUITIES, KICKBACKS, AND USE OF CONFIDENTIAL INFORMATION

PHA officers, employees or agents shall not solicit or accept gratuities, favors, or anything of monetary value from contractors, potential contractors, or parties to subcontracts, and shall not knowingly use confidential information for actual or anticipated personal gain.

D. PROHIBITION AGAINST CONTINGENT FEES

Contractors shall not retain a person to solicit or secure a PHA contract for a commission, percentage, brokerage, or contingent fee, except for bona fide employees or bona fide established commercial selling agencies.

RESOLUTION NO. 2017
UPDATED STATEMENT OF PROCUREMENT POLICY

WHEREAS, the Housing Authority of the City of Eureka procures its materials and contracts in accordance with its Procurement Policy, such policy compliant with U.S. Department of Housing and Urban Development (HUD) and State of California requirements for purchasing and procurements; and

WHEREAS, the Federal Office of Management and Budget has issued Memorandum M-18-18, providing for increases to Micro and Small-Purchase thresholds, such increases based on the best interest of efficient and effective public purchasing and contracting; and

WHEREAS, the Micro-Purchase threshold is currently set at up to \$2,000, and the Small-Purchase threshold is currently set at up to \$100,000; and

WHEREAS, the Federal Office of Management and Budget, Memorandum M-18-18 provides for a Micro-Purchase threshold of up to \$10,000 and a Small-Purchase threshold of up to \$250,000; and

WHEREAS, it has been determined that the increase of the Micro-Purchase threshold up to \$10,000.00, is in the best interest of the Housing Authority of the City of Eureka, its purchasing and procurement; and

WHEREAS, for reasons of efficiency and effectiveness, it is recommended that the Board of Commissioners approve or authorize Executive Director approval for contracts exceeding \$250,000 in value;

THEREFORE BE IT RESOLVED by the Board of Commissioners of the Housing Authority of the City of Eureka to modify its Procurement Policy by means of adopting the updated Statement of Procurement Policy attached hereto, and made a part of this Resolution No. 2017.

RESOLUTION NO. 2017

PASSED AND ADOPTED on the _____ day of _____ 2025 by the following vote:

AYES:

NAYS:

ABSENT:

ABSTAIN:

Name

Name

Title

Title

Signature

Signature