



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

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

DATE AND TIME
Monday, September 08, 2025
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 above location.

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 relating 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 July 14, 2025.

4. Bills and Communications:

4a. 2025-1 Landlord Newsletter



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 Commissioner's Agenda.

5a. Occupancy and Leasing Report

5b. HCV Utilization Reports

6. Reports of the Commissioners:

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

7. Unfinished Business: None.

8. New Business:

8a. Resolution 515, CA086 Revised 5-Year Plan 2022-2026 and annual plan 2026
Recommended Board Action; *Accept and Adopt for Approval*

8b. Resolution 516, 2025 Salary Comparability Study
Recommended Board Action; *Accept and Adopt for Approval*

8c. Resolution 517, Administrative Plan Update; Accept and Adopt for Approval

8d. Transitioning EHV family into HCV; Discussion and provide direction

9. Closed Session (if needed).

10. Adjournment

Note: Next regularly scheduled board meeting is Tuesday, October 14, 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

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

Monday, July 14, 2025

Chairperson Conner declared a quorum present and called the meeting to order at 12:05p.m.

1. Roll Call:

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

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

3. Approve minutes of the board of commissioners regular meeting held June 09, 2025.

Motion to approve the minutes of the regular meeting held June 09, 2025, made by Commissioner Leon.

Second – Commissioner Derooy

Roll call:

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

Chairperson Conner declared the motion carried to approve the minutes of June 09, 2025.

4. Bills and Communications:

4a. Flyer for Annual Landlord Luncheon, event date August 7, 2025.

The board briefly discusses the upcoming luncheon, stating they look forward to attending and hearing Chairperson Conner speak.

5. Report of the Secretary:

5a. Occupancy and Leasing Report

Deputy Director Wiesner briefs the board on this report.

5b. HCV Utilization Reports

Deputy Director Wiesner briefs the board on this report. Deputy Director Wiesner further states that HUD is projecting HACH will be in shortfall the rest of 2025, but staff will apply for shortfall funds when HUD makes them available.

6. Reports of the Commissioners:

No comments were heard during this time reserved for Commissioners to share any relevant news or housing related endeavors undertaken by Commissioners.

7. Unfinished Business: None.

8. New Business:

8a. CA086 Draft PHA Plan; informational

Deputy Director notes that the board reviewed the plan and goals in a previous meeting.

Chairperson Conner comments as a future goal for our next plan, that perhaps we could look into advertising the meeting agenda one to times a year at no cost to the agency. Staff comments that will look into it and bring this topic up at a future meeting.

9. Closed Session: None needed.

10. Adjournment

There being no further business to come before the Commissioners, the meeting was adjourned at 12:40p.m.

Chairperson

Secretary



"Communication leads to community."

Landlord Newsletter

California Legal Update, 2025

New rental laws affecting lease terms and documentation:

- **AB 2347 (effective Jan 1, 2025):** Extends tenant's time to respond to an eviction notice from 5 to 10 business days—making evictions slower and potentially costlier.
- **AB 2747 (effective April 1, 2025):** Landlords of larger buildings (15+ units or multiple properties) must offer tenants the option to report *positive* rent payments to credit bureaus, charging up to \$10/month.
- **AB 2801 (effective July 1, 2025):** Requires time-stamped photos before move-in, at move-out, and post-repair, along with itemized receipts for any deductions.

Enhanced tenant protections and fee transparency:

- **SB 1051:** Requires landlords to **change locks within 24 hours** for domestic violence survivors and reimburse lock changes within 21 days if tenant does it themselves.
- **Prohibition on junk fees:** Fees for checks, notices, or processing are now banned, and extra application or screening fees are strictly regulated under **AB 2493**. Additionally, a copy of the credit report obtained must be provided to the applicant for tenancy.
- California has an ongoing legal focus on eliminating non-transparent fees (monitoring software, trash pickup, valet) as "junk fees".

Other reminders (previous year's changes):

- Source of income discrimination (SB329, effective January 1, 2020) – landlords may not deny a rental applicant based on their participation in the HCV/Section 8 program.
- Security Deposit caps - California significantly tightened security deposit limits starting **July 1, 2024**, under **AB 12** (Civil Code § 1950.5). The general rule is only **one month's rent** may be collected, regardless of whether the unit is furnished or unfurnished. **Pet deposits** are treated as part of the standard security deposit and must fit within the one-month cap, and charging separate "last month's rent" or additional fees outside the deposit pool is not allowed — it counts toward the deposit cap. Existing deposits collected prior to July 1, 2024 are grandfathered in and not affected by the new limits.

Disclaimer: The information provided in this newsletter is for general informational purposes only and does not constitute legal advice. Landlords and property managers should consult with qualified legal counsel or professional advisors regarding any specific questions or situations.

Our mission statement: The mission of the Housing Authority of the County of Humboldt 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.

New Inspection Priorities with NSPIRE Protocol

NSPIRE (National Standards for the Physical Inspection of Real Estate) replaces the older Housing Quality Standards used to approve rental units for federal assistance. It shifts focus from aesthetics to **resident health, safety, and functional habitability**. The NSPIRE protocol continues to group deficiencies into 24-hour correctable life-threatening defects (e.g. missing fire/CO alarms, exposed wiring, structural failures) and 30-day correctable items for non-severe problems (e.g. cracked window, chipped paint, or other cosmetic damage). There are three primary inspectable areas:

1. The unit (interiors such as kitchen, plumbing, smoke alarms, access to exits)
2. Inside (shared areas such as halls and utility rooms; pertains to multifamily situations)
3. Outside (grounds, stairs, railings, sidewalks)

Along with overall habitability of the unit, there are still affirmative requirements for certain minimums: landlords must provide GFCI outlets where necessary, functional cooking spaces, guardrails when necessary, heating, smoke and CO alarms, working lights and outlets, and hot and cold water.

Landlords are encouraged to carry out annual or biennial self-inspections *before* the participant's scheduled inspection. This will allow you to address any maintenance issues before the Housing Authority is on site, potentially avoiding surprise repair needs and additional follow-up appointments. Failure to correct deficiencies within the 24-hour or 30-day allowed time may trigger HUD actions, including withholding subsidy payments.

What should you do immediately?

- Ensure you have installed smoke alarms in every sleeping area, outside each sleeping area, and on every level of your rental units, and that all alarms are tested, functional, and mounted properly.
- Install carbon monoxide detectors where fuel-burning appliances or attached garages are present.
- Install GFCI outlets in bathrooms, kitchens, laundry rooms, and any wet or exterior areas.
- Check outlet covers, light fixtures, and overall structures for any broken parts and needed repairs.

General & Contact Information

Our lobby is open 10 a.m. to 4 p.m. Tuesdays, Wednesdays, and Thursdays. Business hours are weekly Monday-Thursday, 9:00-4:30, and Fridays alternating 9:00-4:30 and closed.

Please call our main line during business hours at (707) 443-4583 x210 if you need assistance.

Address: 735 West Everding Street
Eureka, CA 95503

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

Call our main line at (707) 443-4583, then:

Caseworkers are based on tenant last name:

Begins with A-G.....x227

Begins with H-Ph.....x233

Begins with Pi-Z.....x216

Cristina for EHV, MSV, or PBVs.....x231

Robert for accounting.....x229

Housing Advocate Mandee.....x217

Front desk for all other questions regarding
Housing Authority services.....x210

Switch to Direct Deposit!

Cut out the wasted paper and trips to the bank and receive your payment directly in your chosen account. For further information, Contact Robert at 707.443.4583 x229 or email hap@eurekahumboldtha.org.

Free Rental Listings on AffordableHousing.com

Get the word out for free regarding your upcoming or currently available listings. Simply register and then add your listing(s). Then applicants will find you quickly and easily.

2025 Landlord Appreciation Luncheon – Coming soon!

Our 4th annual landlord appreciation luncheon is scheduled for **Thursday, August 7th, 12:00 – 2:00 p.m.** Landlords are invited to join us for a complimentary lunch and an informative afternoon with guest presenters including RCAA Adult and Family Services, New Life Discovery Project, Legal Services of Northern California, and updates on Housing Authority programs from our executive director. Seats are limited, so please RSVP to Mande McCullough, Housing Advocate, by emailing mandeem@eurekahumboldtha.org or calling 707.443.4583 x222 (office) or 707.572.9255 (cell). See you there!

**Occupancy and Leasing Report
January - May 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	Apr-25	May-25	Jun-25	Jul-25	Wait List End of Month	
HACE										
Public Housing	195	192	191	190	190	187	184	184	1000	1
Eureka Family Housing	51	46	46	45	45	48	48	50	1019	
Eureka Senior Housing	22	19	20	21	21	22	20	20	194	
Total City Units	268	257	257	256	256	257	252	254		

HACH

Tenant Based Vouchers										
Housing Choice Vouchers	1234	963	960	960	968	964	958	951	1621	
VASH Vouchers	95	44	44	45	45	44	44	46	N/A	2
Mainstream vouchers	75	57	61	65	69	70	71	71	N/A	
Emergency Housing Vouchers (EHV)	182	127	125	123	118	116	112	112	N/A	3
Total All Vouchers	1586	1191	1190	1193	1200	1194	1185	1180		
Project Based Vouchers (note that these are a subset of HCV & VASH voucher counts shown above)										
PBV-VASH - Bayview Heights (Eureka)	22	21	21	21	21	20	20	21	N/A	4
PBV-HCV - Bayview Heights (Eureka)	3	2	2	2	2	2	2	2	12	4
PBV-HCV - Sorrell Place (Arcata)	5	5	5	5	5	5	5	5	305	5
PBV-HCV - Providence (Eureka)	42	36	36	38	40	40	39	39	N/A	6
PBV- HCV - Key Me Ek (Eureka)	13	-	7	7	8	12	12	12	N/A	
PBV-HCV - Laurel Canyon	35	35	36	34	34	35	35	35	166	7
Total Project Based Vouchers	120	99	107	107	110	114	113	114		

Vouchers issued but not under contract, end of month (aka "Searching")	9
--	---

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.

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

	January	February	March	April	May	June	July	Total
Traditional HCV & VASH (Includes PBVs)								
HAP income (budget authority)	\$ 731,863	\$ 731,863	\$ 745,120	\$ 745,120	\$ 711,044	\$ 714,204	\$ 714,204	\$ 5,093,417
HAP expenses	(748,496)	(757,424)	(765,008)	(767,569)	(765,033)	(766,937)	(766,899)	(5,337,366)
Surplus (Deficit)	<u>(16,633)</u>	<u>(25,561)</u>	<u>(19,889)</u>	<u>(22,450)</u>	<u>(53,989)</u>	<u>(52,733)</u>	<u>(52,695)</u>	<u>(243,949)</u>
AA % Total income utilized	102.27%	103.49%	102.67%	103.01%	107.59%	107.38%	107.38%	104.79%
Administrative/Other Income	91,901	138,858	95,531	93,621	89,591	150,584	95,807	755,893
Operating expenses	(73,892)	(104,758)	(89,450)	(89,800)	(83,454)	(85,781)	(157,021)	(684,155)
Surplus (Deficit)	<u>18,009</u>	<u>34,100</u>	<u>6,081</u>	<u>3,821</u>	<u>6,137</u>	<u>64,803</u>	<u>(61,213)</u>	<u>71,738</u>
B Remaining HAP Cash	(5,449)	(10,320)	28,612	25,972	40,263	35,076	23,138	
Remaining Non-HAP Cash	883,688	917,151	920,014	924,550	870,220	932,900	901,527	
Total HCV Cash	<u>878,239</u>	<u>906,831</u>	<u>948,626</u>	<u>950,522</u>	<u>910,483</u>	<u>967,976</u>	<u>924,665</u>	
Cash Increase/(Decrease)	(10,219)	28,592	41,794	1,897	(40,039)	57,493	(43,311)	
# of Households Assisted	1,005	1,002	1,005	1,013	1,008	1,002	997	7,032
Average HAP Payment	\$ 745	\$ 756	\$ 761	\$ 758	\$ 759	\$ 765	\$ 769	\$ 759
Mainstream (disabled & non-elderly)								
HAP income (budget authority)	\$ 41,148	\$ 41,148	\$ 41,629	\$ 41,629	\$ 43,476	\$ 39,235	\$ 39,235	\$ 287,500
HAP expenses	(42,543)	(46,132)	(51,149)	(53,742)	(55,299)	(56,928)	(55,111)	(360,904)
Surplus (Deficit)	<u>(1,395)</u>	<u>(4,984)</u>	<u>(9,520)</u>	<u>(12,113)</u>	<u>(11,823)</u>	<u>(17,693)</u>	<u>(15,876)</u>	<u>(73,404)</u>
A % Total income utilized	103.39%	112.11%	122.87%	129.10%	127.19%	145.09%	140.46%	125.53%
C Administrative/Other Income	-	-	5,185	5,185	5,659	5,859	6,310	28,197
Operating expenses	(4,599)	(2,626)	(4,482)	(6,295)	(6,562)	(5,478)	(9,255)	(39,296)
Surplus (Deficit)	<u>(4,599)</u>	<u>(2,626)</u>	<u>703</u>	<u>(1,110)</u>	<u>(903)</u>	<u>381</u>	<u>(2,945)</u>	<u>(11,099)</u>
B Remaining HAP Cash	5,590	3,136	1,809	(2,936)	(5,800)	4,529	3,395	
Remaining Non-HAP Cash	76,871	73,520	74,020	72,777	71,703	71,941	72,621	
Total MSV Cash	<u>82,460</u>	<u>76,656</u>	<u>75,829</u>	<u>69,841</u>	<u>65,903</u>	<u>76,470</u>	<u>76,016</u>	
Cash Increase/(Decrease)	(2,775)	(5,804)	(827)	(5,988)	(3,938)	10,567	(454)	
# of Households Assisted	55	59	64	69	69	71	71	458
Average HAP Payment	\$ 774	\$ 782	\$ 799	\$ 779	\$ 801	\$ 802	\$ 776	\$ 788
Emergency Housing Vouchers (EHVs)								
D HAP income (budget authority)	\$ 120,208	\$ 120,208	\$ 120,208	\$ 120,208	\$ 16,713	\$ 16,713	\$ 16,713	\$ 530,971
HAP expenses	(112,284)	(110,215)	(109,078)	(106,217)	(103,263)	(101,380)	(103,059)	(745,496)
Surplus (Deficit)	<u>7,924</u>	<u>9,993</u>	<u>11,130</u>	<u>13,991</u>	<u>(86,550)</u>	<u>(84,667)</u>	<u>(86,346)</u>	<u>(214,525)</u>
D % Total income utilized	93.41%	91.69%	90.74%	88.36%	617.86%	606.59%	616.64%	140.40%
Administrative/Other Income	21,401	18,154	15,436	18,759	12,954	1,421	5,597	93,722
Operating expenses	(15,421)	(7,560)	(11,107)	(14,619)	(14,622)	(11,601)	(23,249)	(98,179)
Surplus (Deficit)	<u>5,980</u>	<u>10,594</u>	<u>4,329</u>	<u>4,141</u>	<u>(1,669)</u>	<u>(10,181)</u>	<u>(17,652)</u>	<u>(4,457)</u>
B Remaining HAP Cash	21,635	46,041	28,178	28,419	24,944	25,130	29,190	
Remaining Non-HAP Cash	195,205	202,214	205,202	207,159	203,905	192,851	184,632	
Total EHV Cash	<u>216,840</u>	<u>248,254</u>	<u>233,380</u>	<u>235,577</u>	<u>228,848</u>	<u>217,981</u>	<u>213,822</u>	
Cash Increase/(Decrease)	14,164	31,414	(14,874)	2,197	(6,729)	(10,867)	(4,159)	
# of Households Assisted	128	124	123	118	116	112	112	833
Average HAP Payment	\$ 877	\$ 889	\$ 887	\$ 900	\$ 890	\$ 905	\$ 920	\$ 895

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

	January	February	March	April	May	June	July	Total
Total All Voucher Programs								
HAP income (budget authority)	\$ 893,219	\$ 893,219	\$ 906,957	\$ 906,957	\$ 771,233	\$ 770,152	\$ 770,152	\$ 5,911,888
HAP expenses	(903,323)	(913,771)	(925,235)	(927,528)	(923,595)	(925,245)	(925,069)	(6,443,766)
Surplus (Deficit)	<u>(10,104)</u>	<u>(20,552)</u>	<u>(18,279)</u>	<u>(20,572)</u>	<u>(152,362)</u>	<u>(155,093)</u>	<u>(154,917)</u>	<u>(531,878)</u>
A % Total income utilized	101.13%	102.30%	102.02%	102.27%	119.76%	120.14%	120.12%	109.00%
Administrative/Other Income	113,301	157,012	116,153	117,566	108,203	157,864	107,714	877,813
Operating expenses	(93,911)	(114,944)	(105,039)	(110,713)	(104,638)	(102,860)	(189,524)	(821,630)
Surplus (Deficit)	<u>19,390</u>	<u>42,068</u>	<u>11,114</u>	<u>6,852</u>	<u>3,565</u>	<u>55,004</u>	<u>(81,810)</u>	<u>56,182</u>
B Remaining HAP Cash	21,776	38,857	58,599	51,454	59,406	64,735	55,723	
Remaining Non-HAP Cash	1,155,764	1,192,885	1,199,236	1,204,486	1,145,828	1,197,692	1,158,781	
Total Program Cash	<u>1,177,540</u>	<u>1,231,742</u>	<u>1,257,835</u>	<u>1,255,941</u>	<u>1,205,234</u>	<u>1,262,427</u>	<u>1,214,504</u>	
Cash Increase/(Decrease)	1,171	54,202	26,093	(1,894)	(50,706)	57,193	(47,924)	
# of Households Assisted	1,188	1,185	1,192	1,200	1,193	1,185	1,180	8,323
Average HAP Payment	\$ 760	\$ 771	\$ 776	\$ 773	\$ 774	\$ 781	\$ 784	\$ 774

Notes

AA HCV HUD Held Reserves are depleted. Spending above 100% results in borrowing from future funding. We plan on applying for additional set-aside funding, when possible.

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 HAP advances are available through HUD. Restrictd cash position may go "negative" while waiting for HUD advance HAP deposits and is temporarily funded with excess unrestricted funds.

HUD Held Reserves estimated as of 07/18/2025

HCV - \$0

MSV - \$74,371

EHV - \$731,834

C Admin fees overobligated by HUD for 2024, so funding for January and February reduced to \$0 to compensate.

D Budget authority reduced to reflect usage of remaining program reserves and HUD plans sunset of EHV funding.

Housing Choice Vouchers

	2016	2017	2018	2019	2020	2021	2022	2023	2024	2025
January	917	918	903	882	866	884	866	843	877	1005
February	921	919	898	894	867	875	858	844	926	1002
March	923	918	896	897	861	875	862	844	934	1005
April	928	919	908	895	859	873	858	844	934	1013
May	927	917	905	895	850	873	861	838	947	1008
June	930	914	898	892	853	868	864	841	954	1002
July	924	919	895	882	873	865	856	849	973	997
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	7,032

Mainstream Vouchers

						2021	2022	2023	2024	2025
January							27	43	51	55
February							27	45	53	59
March							28	48	54	64
April							29	50	54	69
May							31	50	55	69
June							32	51	55	71
July							36	52	54	71
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	65
UML's						88	397	594	657	458

Emergency Housing Vouchers

						2021	2022	2023	2024	2025
January							5	86	145	128
February							11	100	146	124
March							15	102	144	123
April							18	108	143	118
May							23	111	142	116
June							30	114	141	112
July							38	127	142	112
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	119
UML's						4	441	1435	1698	833

Total All Voucher Programs

	2016	2017	2018	2019	2020	2021	2022	2023	2024	2025
January	917	918	903	882	866	884	898	972	1073	1188
February	921	919	898	894	867	875	896	989	1125	1185
March	923	918	896	897	861	875	905	994	1132	1192
April	928	919	908	895	859	873	905	1002	1131	1200
May	927	917	905	895	850	873	915	999	1144	1193
June	930	914	898	892	853	868	926	1006	1150	1185
July	924	919	895	882	873	865	930	1028	1169	1180
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	1,189
UML's	11,107	10,965	10,736	10,612	10,449	10,518	11,095	12,146	13,840	8,323

Housing Authority of the County of Humboldt

Board of Commissioners Meeting

September 08, 2025

Agenda Item 8a

Memorandum

To: Commissioners

From: Cheryl Churchill, Executive Director

Subject: Annual Agency Plan Updates

BACKGROUND AND HISTORY:

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

The resident advisory board met at the Housing Authority office on July 14, 2025, to discuss the PHA goals and objectives and provide input to the annual plan. A public hearing was held on June 04, 2025, to receive comments on the plan; no comments were received.

The Board has had an opportunity to review goals and progress updates, and to offer input at regularly scheduled board meetings relative to the annual plan.

The PHA Plan must be submitted to HUD by October 15, 2025.

STAFF RECOMMENDATION:

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

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

Purpose. The 5-Year and Annual PHA Plans provide a ready source for interested parties to locate basic PHA policies, rules, and requirements concerning the PHA’s operations, programs, and services, and informs HUD, families served by the PHA, and members of the public of the PHA’s mission, goals and objectives for serving the needs of low- income, very low- income, and extremely low- income families

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

A.	PHA Information.																																					
A.1	<div> <div> PHA Name: <u>HOUSING AUTHORITY OF THE COUNTY OF HUMBOLDT</u> </div> <div> PHA Code: <u>CA086</u> </div> </div> <div> PHA Plan for Fiscal Year Beginning: (MM/YYYY): <u>01/2026</u> The Five-Year Period of the Plan (i.e. 2019-2023): <u>2026-2030</u> PHA Plan Submission Type: <input checked="" type="checkbox"/> 5-Year Plan Submission <input type="checkbox"/> Revised 5-Year Plan Submission </div> <p>Availability of Information. In addition to the items listed in this form, PHAs must have the elements listed below readily available to the public. A PHA must identify the specific location(s) where the proposed PHA Plan, PHA Plan Elements, and all information relevant to the public hearing and proposed PHA Plan are available for inspection by the public. Additionally, the PHA must provide information on how the public may reasonably obtain additional information on the PHA policies contained in the standard Annual Plan, but excluded from their streamlined submissions. At a minimum, PHAs must post PHA Plans, including updates, at each Asset Management Project (AMP) and main office or central office of the PHA. PHAs are strongly encouraged to post complete PHA Plans on their official websites. PHAs are also encouraged to provide each resident council a copy of their PHA Plans.</p> <div> <input type="checkbox"/> PHA Consortia: (Check box if submitting a Joint PHA Plan and complete table below.) </div> <table border="1"> <tr> <th rowspan="2">Participating PHAs</th> <th rowspan="2">PHA Code</th> <th rowspan="2">Program(s) in the Consortia</th> <th rowspan="2">Program(s) not in the Consortia</th> <th colspan="2">No. of Units in Each Program</th> </tr> <tr> <th>PH</th> <th>HCV</th> </tr> <tr> <td>Lead PHA:</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </table>						Participating PHAs	PHA Code	Program(s) in the Consortia	Program(s) not in the Consortia	No. of Units in Each Program		PH	HCV	Lead PHA:																							
Participating PHAs	PHA Code	Program(s) in the Consortia	Program(s) not in the Consortia	No. of Units in Each Program																																		
				PH	HCV																																	
Lead PHA:																																						

B.	Plan Elements. Required for <u>all</u> PHAs completing this form.
B.1	<p>Mission. State the PHA's mission for serving the needs of low-income, very low-income, and extremely low-income families in the PHA's jurisdiction for the next five years.</p> <p>The mission of the Housing Authority of the County of Humboldt (HACH) is to assist low-income families with safe, decent, and affordable housing opportunities as they strive to achieve self-sufficiency and improve the quality of their lives. HACH will achieve this mission by providing Housing Choice Vouchers, including VASH, Mainstream, FYI, and EHV vouchers, and Project Based Vouchers, as options to our clients and community, as well as other assistance opportunities that may come along from time to time. The Housing Authority is committed to operating in an efficient, ethical, and professional manner, and treating all clients with dignity and respect. The Housing Authority will create and maintain partnerships with its clients and appropriate community agencies in order to accomplish this mission.</p>
B.2	<p>Goals and Objectives. Identify the PHA's quantifiable goals and objectives that will enable the PHA to serve the needs of low-income, very low-income, and extremely low-income families for the next five years.</p> <p>See attached 5-year Plan Goals.</p>
B.3	<p>Progress Report. Include a report on the progress the PHA has made in meeting the goals and objectives described in the previous 5-Year Plan.</p> <p>See attached progress report.</p>
B.4	<p>Violence Against Women Act (VAWA) Goals. Provide a statement of the PHA's goals, activities, objectives, policies, or programs that will enable the PHA to serve the needs of child and adult victims of domestic violence, dating violence, sexual assault, or stalking.</p> <p>The Administrative Plan for the Housing Choice Voucher Program of the Housing Authority of the County of Humboldt prohibits the denial of admission to an otherwise qualified applicant on the basis that the applicant is or has been a victim of domestic violence. The Violence Against Women Act (VAWA), addition to the Administrative Plan, was approved by the Board of Commissioners, on December 14, 2009, Resolution #386 (and updated subsequently). Additionally, the PHA maintains a preference for families that include victims of domestic violence, dating violence, sexual assault, or stalking who have either been referred by a partnering service agency or consortia or is seeking an emergency transfer under VAWA from the PHA's public housing program or other covered housing program operated by the PHA.</p>
C.	Other Document and/or Certification Requirements.
C.1	<p>Significant Amendment or Modification. Provide a statement on the criteria used for determining a significant amendment or modification to the 5-Year Plan.</p> <p>A Significant Amendment or modification is defined as an action that will have a financial impact of at least \$500,000 in any fiscal year.</p>
C.2	<p>Resident Advisory Board (RAB) Comments.</p> <p>(a) Did the RAB(s) have comments to the 5-Year PHA Plan?</p> <p>Y N <input type="checkbox"/> <input checked="" type="checkbox"/></p> <p>(b) If yes, comments must be submitted by the PHA as an attachment to the 5-Year PHA Plan. PHAs must also include a narrative describing their analysis of the RAB recommendations and the decisions made on these recommendations.</p> <p>Note: The RAB met 06/04/2025. No comments or recommendations were made by the RAB specific to the 5-Year PHA Plan.</p>

C.3	Certification by State or Local Officials. Form HUD-50077-SL , <i>Certification by State or Local Officials of PHA Plans Consistency with the Consolidated Plan</i> , must be submitted by the PHA as an electronic attachment to the PHA Plan.
C.4	Required Submission for HUD FO Review. (a) Did the public challenge any elements of the Plan? <div style="display: flex; justify-content: space-around;"> Y N </div> <div style="display: flex; justify-content: space-around;"> <input type="checkbox"/> <input checked="" type="checkbox"/> </div> (b) If yes, include Challenged Elements.
D.	Affirmatively Furthering Fair Housing (AFFH).

D.1

Affirmatively Furthering Fair Housing. (Non-qualified PHAs are only required to complete this section on the Annual PHA Plan. All qualified PHAs must complete this section.)

Provide a statement of the PHA's strategies and actions to achieve fair housing goals outlined in an accepted Assessment of Fair Housing (AFH) consistent with 24 CFR § 5.154(d)(5). Use the chart provided below. (PHAs should add as many goals as necessary to overcome fair housing issues and contributing factors.) Until such time as the PHA is required to submit an AFH, the PHA is not obligated to complete this chart. The PHA will fulfill, nevertheless, the requirements at 24 CFR § 903.7(o) enacted prior to August 17, 2015. See Instructions for further detail on completing this item.

Fair Housing Goal:

The Housing Authority aims to further awareness about fair housing.

To achieve this, we will make information available about fair housing rights and the procedures for filing fair housing complaints at locations readily accessible to the public, such as in our lobby and on our website, as well as at public outreach events.

Fair Housing Goal:

The Housing Authority aims to continue furthering fair housing choices and take regular meaningful actions to affirmatively further and promote fair housing, improve access to opportunity, and prohibit discrimination.

To achieve this goal, we will seek to expand housing opportunities and remove impediments to fair housing in our programs. One action to improve access to opportunity is we will better inform applicants and participants in our programs about the Reasonable Accommodation option and process.

Fair Housing Goal:

The Housing Authority will support enforcement of federal, state, and local fair housing laws, with a focus on source of income protection.

To achieve this goal, we will provide periodic newsletters to landlords with information about changes in California law, such as source of income protection, and actions that are not allowed.

Instructions for Preparation of Form HUD-50075-5Y - 5-Year PHA Plan for All PHAs

A. PHA Information. All PHAs must complete this section. (24 CFR § 903.4)

- A.1** Include the full **PHA Name**, **PHA Code**, **PHA Fiscal Year Beginning** (MM/YYYY), **Five-Year Period** that the Plan covers, i.e. 2019-2023, **PHA Plan Submission Type**, and the **Availability of Information**, specific location(s) of all information relevant to the hearing and proposed PHA Plan.

PHA Consortia: Check box if submitting a Joint PHA Plan and complete the table.

B. Plan Elements.

- B.1 Mission.** State the PHA's mission for serving the needs of low- income, very low- income, and extremely low- income families in the PHA's jurisdiction for the next five years. (24 CFR § 903.6(a)(1))
- B.2 Goals and Objectives.** Identify the PHA's quantifiable goals and objectives that will enable the PHA to serve the needs of low- income, very low- income, and extremely low- income families for the next five years. (24 CFR § 903.6(b)(1))
- B.3 Progress Report.** Include a report on the progress the PHA has made in meeting the goals and objectives described in the previous 5- Year Plan. (24 CFR § 903.6(b)(2))
- B.4 Violence Against Women Act (VAWA) Goals.** Provide a statement of the PHA's goals, activities objectives, policies, or programs that will enable the PHA to serve the needs of child and adult victims of domestic violence, dating violence, sexual assault, or stalking. (24 CFR § 903.6(a)(3)).

C. Other Document and/or Certification Requirements.

- C.1 Significant Amendment or Modification.** Provide a statement on the criteria used for determining a significant amendment or modification to the 5-Year Plan. For modifications resulting from the Rental Assistance Demonstration (RAD) program, refer to the 'Sample PHA Plan Amendment' found in Notice PIH-2012-32, REV 2.

C.2 Resident Advisory Board (RAB) comments.

- (a) Did the public or RAB have comments?
- (b) If yes, submit comments as an attachment to the Plan and describe the analysis of the comments and the PHA's decision made on these recommendations. (24 CFR § 903.17(b), 24 CFR § 903.19)

C.3 Certification by State or Local Officials.

[Form HUD-50077-SL](#), *Certification by State or Local Officials of PHA Plans Consistency with the Consolidated Plan*, must be submitted by the PHA as an electronic attachment to the PHA Plan.

C.4 Required Submission for HUD FO Review.

Challenged Elements.

- (a) Did the public challenge any elements of the Plan?
- (b) If yes, include such information as an attachment to the Annual PHA Plan or 5-Year PHA Plan with a description of any challenges to Plan elements, the source of the challenge, and the PHA's response to the public.

D. Affirmatively Furthering Fair Housing.

(Non-qualified PHAs are only required to complete this section on the Annual PHA Plan. All qualified PHAs must complete this section.)

D.1 Affirmatively Furthering Fair Housing. The PHA will use the answer blocks in item D.1 to provide a statement of its strategies and actions to implement each fair housing goal outlined in its accepted Assessment of Fair Housing (AFH) consistent with 24 CFR § 5.154(d)(5) that states, in relevant part: "To implement goals and priorities in an AFH, strategies and actions shall be included in program participants' ... PHA Plans (including any plans incorporated therein) Strategies and actions must affirmatively further fair housing" Use the chart provided to specify each fair housing goal from the PHA's AFH for which the PHA is the responsible program participant – whether the AFH was prepared solely by the PHA, jointly with one or more other PHAs, or in collaboration with a state or local jurisdiction – and specify the fair housing strategies and actions to be implemented by the PHA during the period covered by this PHA Plan. If there are more than three fair housing goals, add answer blocks as necessary.

Until such time as the PHA is required to submit an AFH, the PHA will not have to complete section D.; nevertheless, the PHA will address its obligation to affirmatively further fair housing in part by fulfilling the requirements at 24 CFR 903.7(o)(3) enacted prior to August 17, 2015, which means that it examines its own programs or proposed programs; identifies any impediments to fair housing choice within those programs; addresses those impediments in a reasonable fashion in view of the resources available; works with local jurisdictions to implement any of the jurisdiction's initiatives to affirmatively further fair housing that require the PHA's involvement; and maintain records reflecting these analyses and actions. Furthermore, under Section 5A(d)(15) of the U.S. Housing Act of 1937, as amended, a PHA must submit a civil rights certification with its Annual PHA Plan, which is described at 24 CFR 903.7(o)(1) except for qualified PHAs who submit the Form HUD-50077-CR as a standalone document.

This information collection is authorized by Section 511 of the Quality Housing and Work Responsibility Act, which added a new section 5A to the U.S. Housing Act of 1937, as amended, which introduced the 5-Year PHA Plan. The 5-Year PHA Plan provides the PHA's mission, goals and objectives for serving the needs of low- income, very low- income, and extremely low- income families and the progress made in meeting the goals and objectives described in the previous 5-Year Plan.

Public reporting burden for this information collection is estimated to average 1.64 hours per year per response or 8.2 hours per response every five years, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. HUD may not collect this information, and respondents are not required to complete this form, unless it displays a currently valid OMB Control Number.

Privacy Act Notice. The United States Department of Housing and Urban Development is authorized to solicit the information requested in this form by virtue of Title 12, U.S. Code, Section 1701 et seq., and regulations promulgated thereunder at Title 12, Code of Federal Regulations. Responses to the collection of information are required to obtain a benefit or to retain a benefit. The information requested does not lend itself to confidentiality.

PHA 5-Year Plan Goals

Housing Authority of the County of Humboldt

2026-2030 Goals and 2025 Update

Goal One: **Maximize Voucher Utilization**

The Housing Authority of the County of Humboldt ("The PHA") makes every effort to utilize up to 100% of the Annual Contributions Contract, or more as allowed based on draws of HUD-held reserves.

To achieve this, the PHA shall maintain a waiting list of size sufficient to issue vouchers and lease-up clients to utilize at least 96% of our Annual Contributions Contract funding. The PHA will advertise in at least one local publication quarterly, *as long as the wait list is open*, in order to make the public aware of our open waitlist. Additionally, the PHA will seek opportunities with other local agencies to do outreach and education about our housing programs to diverse populations, at minimum once a month, with the goal of furthering voucher utilization.

HCV, VASH, and Mainstream monthly spending is above 100%, indicating that we are utilizing 100% of monthly funding. EHV program is treated separately; see goal #9.

Goal Two: **Increase Landlord Participation**

When adequate funding is available, the PHA will offer landlord incentives in order to bring in new landlords and/or new units to the HCV program. Additionally, the PHA will continue to enhance and encourage communication with landlords via periodic newsletters, and work to maintain regular contact with landlords via outreach and education that promotes the participation of rental property owners in Humboldt's voucher assistance payment program.

1. Landlord Newsletter will go out at minimum once a year.
2. A landlord orientation and/or appreciation event will be held at least once annually to acknowledge the landlords' critical role, share client success stories that promote the program, and educate current and prospective landlords about the HCV program.
3. An annual landlord survey will be done via USPS mail with an online response option, seeking input/feedback from landlords. Any relevant feedback will be used to inform changes to operations.

2025 Update: Landlord newsletter #1 was sent on April 30, 2025.

Goal Three: **Utilize Project Based Vouchers to Expand the Supply of Assisted**

Housing

The PHA's Project Based Voucher (PBV) program will continue to seek opportunities to release further PBV's to the community (pending approval from HUD to seek higher voucher utilization) and partner with local agencies and/or developers to allocate PBV's that increase affordable housing units in Humboldt County. RFPs will be published as needed and when determined to be consistent with the financial and programmatic goals of the agency.

The PHA may administer vouchers for the City of Eureka Housing Authority ("City") in support of the City's repositioning of its Public Housing stock and retaining or increasing affordable units. A resolution of support for the City of Eureka Housing Authority's Repositioning Plan was approved at a regularly scheduled board meeting on July 11, 2022.

2025 Update: 43 PBVs have been allocated for City "Green Phase" project (note that 8 will be new vouchers and 35 will come from existing allocation) and 47 PBVs allocated for City "Blue Phase" project (note that 16 will be new vouchers and 31 will come from existing allocation). Added 14 PBVs at Key Me Ek (AHP) at end of 2024. Will continue seeking opportunities to partner, using PBVs to increase new housing production, as HUD allows based on funding availability.

Goal Four: **HUD Performance Evaluation & Quality of Assistance**

In its last scored year for SEMAP (based on 2024 operations), the PHA scored a SEMAP rating of High Performer. The PHA aims to continue receiving the highest possible score under Section 8 Management Assessment Program (SEMAP) and strives to maintain "High Performer" status.

1. The PHA will continue to perform quality control checks on tenant files, income calculations, and inspections.
2. Upon receipt of HUD certified SEMAP scoring, results will be presented to the Board of Commissioners.
3. For any score less than "High Performer" a remediation plan will be implemented and presented with the scoring.

2025 Update: Quality control file checks and inspections continue to occur periodically. SEMAP score for FYE 12/31/2024 earned a High Performer designation for Humboldt PHA.

Goal Five: **Compliance**

Management will periodically review internal controls to verify appropriate policies and procedures remain in place, up to date, and operating effectively. The PHA will ensure full compliance with all applicable standards and regulations including generally accepted accounting practices (GAAP) and governmental accounting standards board (GASB), with a goal of zero findings in annual audits, with audit report, including any findings, to be made available and presented annually.

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

2025 Update: 2024 Audit completed with zero findings; to be presented at a future meeting. 2023 audit had no findings and was presented to the board at a normally scheduled meeting

Goal Six: **Employee Morale**

The PHA will promote and maintain a motivating work environment that attracts highly talented applicants and acknowledges a capable team of employees.

1. Budget will be allocated, approved and available to send appropriate staff to training seminars that will allow employees to gain new knowledge and/or enhance staff skills for their particular job classification and responsibilities.
2. On-demand training will be available to all staff and periodically assigned by management through a contract with Yardi.
3. Management will review training progress quarterly to identify possible opportunities for training that align with agency needs and support gaps in employee skills or knowledge.
4. The PHA will acknowledge staff monthly for their achievements by providing an employee recognition award to an employee selected by the management team.

2025 Update: Staff training budget is being utilized to further staff education around housing-related topics and earn certifications in HUD specific areas of expertise (e.g. HCV Income Calculation Certification). Yardi Aspire on-demand training continues to be used for internal training assignments and at-will by staff. Management reviews training budget utilization monthly and recognizes an employee of the month every month.

Goal Seven: **Technology and Accessibility**

The PHA will add to our selection of resources available online in order to remove barriers to accessibility, better meet our client's needs to access and complete paperwork remotely, and offer multiple methods to successfully communicate with agency staff.

We will periodically assess the need to add data to the website. The following documents will be available online, at a minimum:

1. Application
2. Notice of Change
3. Recertification paperwork
4. Board meeting agendas
5. Administrative Plan
6. PHA Plan

2025 Update: In addition to providing regular website updates, a computer room with a printer available to clients for printing bank statements and other verification paperwork necessary for Housing Authority programs continues to be available. This information is also on the Housing Authority website.

Goal Eight: **Mainstream Vouchers**

The Mainstream Vouchers program was added in 2020 to bring more opportunity to the disabled community. A limited preference was added which allows for voucher placement based on referrals from Continuum of Care participating agencies for up to 50 active vouchers for people/families who are non-elderly, disabled, formerly homeless and participating in a Permanent Supportive Housing or Rapid Re-Housing program.

Per HUD's program requirements, the PHA aims to have at least 80% of these vouchers leased annually. This will be accomplished by:

1. Monthly or more frequent (as needed) meetings and communications with partner agencies to discuss, review and encourage referrals;
2. Housing Advocate working as liaison between the PHA and partner agencies to facilitate completion of paperwork, education of social workers and program participants, and continued outreach to landlords to add new units/landlords; and
3. Regularly pulling eligible applicants from the waitlist for screening/briefing and issuance of vouchers.

2025 Update: As of 6/3/2025, over 94% of Mainstream vouchers are leased up. We will continue issuing vouchers and accepting referrals to

get to 100%, at which point vouchers will be issued only when turnover happens, or if new vouchers are added.

Goal Nine: **Emergency Housing Vouchers**

The Emergency Housing Vouchers (EHV) program was added in 2021 to bring more opportunity to community members most affected by the COVID-19 pandemic. This program requires that referrals for the 182 vouchers be made from the local Continuum of Care, Humboldt Housing and Homeless Coalition (HHHC), or by a domestic violence service provider, Humboldt Domestic Violence Services (HDVS), to the PHA, for voucher issuance. A dedicated EHV Housing Specialist works with the clients and referring partners to process paperwork, help find potential housing, make referrals to other agencies for supportive services, and generally support the success of the client in the EHV program. Vouchers may be issued until 9/30/2023. Thereafter, turnover EHV's can no longer be issued.

2025 Update: All 182 EHV's were issued by 9/30/2023, and PHA has met the original goal of 80% utilization of EHV's. Because future funding for the EHV program has been shortened from a 2030 sunset to 2026, PHA will be communicating with landlords to encourage tenant retention however possible. PHA will consider implementing a preference to convert EHV participants to HCV when vouchers may be issued again.

Goal Ten **Customer Feedback**

In order to provide for continuous improvement, the PHA will use various methods to invite feedback from interested parties, including voucher clients, landlords, community members, and staff.

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

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

2025 Update: An online survey will be emailed to voucher clients. Responses will be collected and shared at a future date.

Streamlined Annual PHA Plan (HCV Only PHAs)	U.S. Department of Housing and Urban Development Office of Public and Indian Housing	OMB No. 2577-0226 Expires 03/31/2024
--	---	---

Purpose. The 5-Year and Annual PHA Plans provide a ready source for interested parties to locate basic PHA policies, rules, and requirements concerning the PHA’s operations, programs, and services, including changes to these policies, and informs HUD, families served by the PHA, and members of the public of the PHA’s mission, goals and objectives for serving the needs of low- income, very low- income, and extremely low- income families

Applicability. The Form HUD-50075-HCV is to be completed annually by **HCV-Only PHAs**. PHAs that meet the definition of a Standard PHA, Troubled PHA, High Performer PHA, Small PHA, or Qualified PHA do not need to submit this form. Where applicable, separate Annual PHA Plan forms are available for each of these types of PHAs.

Definitions.

- (1) **High-Performer PHA** – A PHA that owns or manages more than 550 combined public housing units and housing choice vouchers, and was designated as a high performer on both the most recent Public Housing Assessment System (PHAS) and Section Eight Management Assessment Program (SEMAP) assessments if administering both programs, or PHAS if only administering public housing.
- (2) **Small PHA** - A PHA that is not designated as PHAS or SEMAP troubled, that owns or manages less than 250 public housing units and any number of vouchers where the total combined units exceed 550.
- (3) **Housing Choice Voucher (HCV) Only PHA** - A PHA that administers more than 550 HCVs, was not designated as troubled in its most recent SEMAP assessment and does not own or manage public housing.
- (4) **Standard PHA** - A PHA that owns or manages 250 or more public housing units and any number of vouchers where the total combined units exceed 550, and that was designated as a standard performer in the most recent PHAS and SEMAP assessments.
- (5) **Troubled PHA** - A PHA that achieves an overall PHAS or SEMAP score of less than 60 percent.
- (6) **Qualified PHA** - A PHA with 550 or fewer public housing dwelling units and/or housing choice vouchers combined and is not PHAS or SEMAP troubled.

A.	PHA Information.																																			
A.1	<div> <div> PHA Name: HOUSING AUTHORITY OF THE COUNTY OF HUMBOLDT PHA Code: CA086 </div> <div> PHA Plan for Fiscal Year Beginning: (MM/YYYY): 01/2026 </div> <div> PHA Inventory (Based on Annual Contributions Contract (ACC) units at time of FY beginning, above) </div> <div> Number of Housing Choice Vouchers (HCVs) 1,234 HCV; 95 VASH; 75 Mainstream; 182 EHV </div> <div> PHA Plan Submission Type: <input checked="" type="checkbox"/> Annual Submission <input type="checkbox"/> Revised Annual Submission </div> </div> <p>Availability of Information. In addition to the items listed in this form, PHAs must have the elements listed below readily available to the public. A PHA must identify the specific location(s) where the proposed PHA Plan, PHA Plan Elements, and all information relevant to the public hearing and proposed PHA Plan are available for inspection by the public. Additionally, the PHA must provide information on how the public may reasonably obtain additional information of the PHA policies contained in the standard Annual Plan but excluded from their streamlined submissions. At a minimum, PHAs must post PHA Plans, including updates, at the main office or central office of the PHA. PHAs are strongly encouraged to post complete PHA Plans on their official website.</p> <p><input type="checkbox"/> PHA Consortia: (Check box if submitting a joint Plan and complete table below)</p> <table border="1"> <thead> <tr> <th>Participating PHAs</th> <th>PHA Code</th> <th>Program(s) in the Consortia</th> <th>Program(s) not in the Consortia</th> <th>No. of Units in Each Program</th> </tr> </thead> <tbody> <tr> <td>Lead HA:</td> <td></td> <td></td> <td></td> <td></td> </tr> <tr><td></td><td></td><td></td><td></td><td></td></tr> <tr><td></td><td></td><td></td><td></td><td></td></tr> <tr><td></td><td></td><td></td><td></td><td></td></tr> <tr><td></td><td></td><td></td><td></td><td></td></tr> <tr><td></td><td></td><td></td><td></td><td></td></tr> </tbody> </table>	Participating PHAs	PHA Code	Program(s) in the Consortia	Program(s) not in the Consortia	No. of Units in Each Program	Lead HA:																													
Participating PHAs	PHA Code	Program(s) in the Consortia	Program(s) not in the Consortia	No. of Units in Each Program																																
Lead HA:																																				

B.	Plan Elements.
B.1	<p>Revision of Existing PHA Plan Elements.</p> <p>a) Have the following PHA Plan elements been revised by the PHA since its last Annual Plan submission?</p> <p>Y N</p> <p><input type="checkbox"/> <input checked="" type="checkbox"/> Statement of Housing Needs and Strategy for Addressing Housing Needs.</p> <p><input type="checkbox"/> <input checked="" type="checkbox"/> Deconcentration and Other Policies that Govern Eligibility, Selection, and Admissions.</p> <p><input checked="" type="checkbox"/> <input type="checkbox"/> Financial Resources.</p> <p><input checked="" type="checkbox"/> <input type="checkbox"/> Rent Determination.</p> <p><input type="checkbox"/> <input checked="" type="checkbox"/> Operation and Management.</p> <p><input type="checkbox"/> <input checked="" type="checkbox"/> Informal Review and Hearing Procedures.</p> <p><input type="checkbox"/> <input checked="" type="checkbox"/> Homeownership Programs.</p> <p><input type="checkbox"/> <input checked="" type="checkbox"/> Self Sufficiency Programs and Treatment of Income Changes Resulting from Welfare Program Requirements.</p> <p><input type="checkbox"/> <input checked="" type="checkbox"/> Substantial Deviation.</p> <p><input type="checkbox"/> <input checked="" type="checkbox"/> Significant Amendment/Modification.</p> <p>(b) If the PHA answered yes for any element, describe the revisions for each element(s):</p> <p><u>Financial Resources</u> In Q4-2024, HUD recaptured HACH's remaining HUD-held reserves, which the PHA had been relying on for continued growth of the HCV voucher program. This 2024 recapture meant that voucher issuance ceased for 2024, and the PHA is in shortfall in 2025. Going into 2026, the PHA will continue to closely monitor voucher issuance and ACC utilization, and be in contact with HUD regarding any potential shortfall issues.</p> <p><u>Rent Determination</u> The waiver in effect during 2024 allowing payment standards to be set up to 120% of HUD's published FMRs expired 12/31/2024, and payment standards have since been set at 110% of current FMRs. Going into 2026, we will keep the payment standard set at 110% of FMRs, which will allow for a modest 5% increase in rents, keeping aligned with current rental rates and increases in Humboldt County, CA.</p>
B.2	New Activities. – Not Applicable
B.3	<p>Progress Report.</p> <p>Provide a description of the PHA's progress in meeting its Mission and Goals described in its 5-Year PHA Plan.</p> <p><i>See update to 5-year plan goals attached.</i></p>
B.4	Capital Improvements. – Not Applicable
B.5	<p>Most Recent Fiscal Year Audit.</p> <p>(a) Were there any findings in the most recent FY Audit?</p> <p>Y N N/A</p> <p><input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/></p> <p>(b) If yes, please describe:</p>
C.	Other Document and/or Certification Requirements.
C.1	<p>Resident Advisory Board (RAB) Comments.</p> <p>(a) Did the RAB(s) have comments to the PHA Plan?</p> <p>Y N</p> <p><input type="checkbox"/> <input checked="" type="checkbox"/></p> <p>(b) If yes, comments must be submitted by the PHA as an attachment to the PHA Plan. PHAs must also include a narrative describing their analysis of the RAB recommendations and the decisions made on these recommendations.</p>
C.2	<p>Certification by State or Local Officials.</p> <p>Form HUD 50077-SL, <i>Certification by State or Local Officials of PHA Plans Consistency with the Consolidated Plan</i>, must be submitted by the PHA as an electronic attachment to the PHA Plan.</p>

C.3	Civil Rights Certification/ Certification Listing Policies and Programs that the PHA has Revised since Submission of its Last Annual Plan. Form HUD-50077-ST-HCV-HP, <i>PHA Certifications of Compliance with PHA Plan, Civil Rights, and Related Laws and Regulations Including PHA Plan Elements that Have Changed</i> , must be submitted by the PHA as an electronic attachment to the PHA Plan.
C.4	Challenged Elements. If any element of the PHA Plan is challenged, a PHA must include such information as an attachment with a description of any challenges to Plan elements, the source of the challenge, and the PHA's response to the public. (a) Did the public challenge any elements of the Plan? Y N <input type="checkbox"/> <input checked="" type="checkbox"/> If yes, include Challenged Elements.

D.	Affirmatively Furthering Fair Housing (AFFH).
----	--

D.1	Affirmatively Furthering Fair Housing (AFFH). Provide a statement of the PHA's strategies and actions to achieve fair housing goals outlined in an accepted Assessment of Fair Housing (AFH) consistent with 24 CFR § 5.154(d)(5). Use the chart provided below. (PHAs should add as many goals as necessary to overcome fair housing issues and contributing factors.) Until such time as the PHA is required to submit an AFH, the PHA is not obligated to complete this chart. The PHA will fulfill, nevertheless, the requirements at 24 CFR § 903.7(o) enacted prior to August 17, 2015. See Instructions for further detail on completing this item.
-----	--

Fair Housing Goal:

Describe fair housing strategies and actions to achieve the goal

The Housing Authority aims to further awareness about fair housing.

To achieve this, we will make information available about fair housing rights and the procedures for filing fair housing complaints at locations readily accessible to the public, such as in our lobby and on our website, as well as at public outreach events.

Fair Housing Goal:

Describe fair housing strategies and actions to achieve the goal

The Housing Authority aims to continue furthering fair housing choices and take regular meaningful actions to affirmatively further and promote fair housing, improve access to opportunity, and prohibit discrimination.

To achieve this goal, we will seek to expand housing opportunities and remove impediments to fair housing in our programs. One action to improve access to opportunity is we will better inform applicants and participants in our programs about the Reasonable Accommodation option and process.

Fair Housing Goal:

Describe fair housing strategies and actions to achieve the goal

The Housing Authority will support enforcement of federal, state, and local fair housing laws, with a focus on source of income protection.

To achieve this goal, we will provide periodic newsletters to landlords with information about changes in California law, such as source of income protection, and actions that are not allowed.

Instructions for Preparation of Form HUD-50075-HCV

Annual PHA Plan for HCV-Only PHAs

A. PHA Information. All PHAs must complete this section. (24 CFR §903.4)

- A.1** Include the full **PHA Name**, **PHA Code**, **PHA Type**, **PHA Fiscal Year Beginning** (MM/YYYY), **Number of Housing Choice Vouchers (HCVs)**, **PHA Plan Submission Type**, and the **Availability of Information**, specific location(s) of all information relevant to the public hearing and proposed PHA Plan.

PHA Consortia: Check box if submitting a Joint PHA Plan and complete the table. (24 CFR §943.128(a))

B. Plan Elements. All PHAs must complete this section. (24 CFR §903.11(c)(3))

B.1 Revision of Existing PHA Plan Elements. PHAs must:

Identify specifically which plan elements listed below that have been revised by the PHA. To specify which elements have been revised, mark the “yes” box. If an element has not been revised, mark “no.”

☐ **Statement of Housing Needs and Strategy for Addressing Housing Needs.** Provide a statement addressing the housing needs of low-income, very low-income and extremely low-income families and a brief description of the PHA’s strategy for addressing the housing needs of families who reside in the jurisdiction served by the PHA and other families who are on the Section 8 tenant-based assistance waiting lists. The statement must identify the housing needs of (i) families with incomes below 30 percent of area median income (extremely low-income); (ii) elderly families (iii) households with individuals with disabilities, and households of various races and ethnic groups residing in the jurisdiction or on the public housing and Section 8 tenant-based assistance waiting lists. The statement of housing needs shall be based on information provided by the applicable Consolidated Plan, information provided by HUD, and generally available data. The identification of housing needs must address issues of affordability, supply, quality, accessibility, size of units, and location. Once the PHA has submitted an Assessment of Fair Housing (AFH), which includes an assessment of disproportionate housing needs in accordance with 24 CFR 5.154(d)(2)(iv), information on households with individuals with disabilities and households of various races and ethnic groups residing in the jurisdiction or on the waiting lists no longer needs to be included in the Statement of Housing Needs and Strategy for Addressing Housing Needs. (24 CFR § 903.7(a)).

The identification of housing needs must address issues of affordability, supply, quality, accessibility, size of units, and location. (24 CFR §903.7(a)(2)(i)) Provide a description of the ways in which the PHA intends, to the maximum extent practicable, to address those housing needs in the upcoming year and the PHA’s reasons for choosing its strategy. (24 CFR §903.7(a)(2)(ii))

☐ **Deconcentration and Other Policies that Govern Eligibility, Selection, and Admissions.** A statement of the PHA’s policies that govern resident or tenant eligibility, selection and admission including admission preferences for HCV. (24 CFR §903.7(b))

☐ **Financial Resources.** A statement of financial resources, including a listing by general categories, of the PHA’s anticipated resources, such as PHA HCV funding and other anticipated Federal resources available to the PHA, as well as tenant rents and other income available to support tenant-based assistance. The statement also should include the non-Federal sources of funds supporting each Federal program, and state the planned use for the resources. (24 CFR §903.7(c))

☐ **Rent Determination.** A statement of the policies of the PHA governing rental contributions of families receiving tenant-based assistance, discretionary minimum tenant rents, and payment standard policies. (24 CFR §903.7(d))

☐ **Operation and Management.** A statement that includes a description of PHA management organization, and a listing of the programs administered by the PHA. (24 CFR §903.7(e)).

☐ **Informal Review and Hearing Procedures.** A description of the informal hearing and review procedures that the PHA makes available to its applicants. (24 CFR §903.7(f))

☐ **Homeownership Programs.** A statement describing any homeownership programs (including project number and unit count) administered by the agency under section 8y of the 1937 Act, or for which the PHA has applied or will apply for approval. (24 CFR §903.7(k))

☐ **Self Sufficiency Programs and Treatment of Income Changes Resulting from Welfare Program Requirements.** A description of any PHA programs relating to services and amenities coordinated, promoted, or provided by the PHA for assisted families, including those resulting from the PHA’s partnership with other entities, for the enhancement of the economic and social self-sufficiency of assisted families, including programs provided or offered as a result of the PHA’s partnerships with other entities, and activities subject to Section 3 of the Housing and Community Development Act of 1968 (24 CFR Part 135) and under requirements for the Family Self-Sufficiency Program and others. Include the program’s size (including required and actual size of the FSS program) and means of allocating assistance to households. (24 CFR §903.7(l)(i)) Describe how the PHA will comply with the requirements of section 12(c) and (d) of the 1937 Act that relate to treatment of income changes resulting from welfare program requirements. (24 CFR §903.7(l)(iii)).

☐ **Substantial Deviation.** PHA must provide its criteria for determining a “substantial deviation” to its 5-Year Plan. (24 CFR §903.7(r)(2)(i))

☐ **Significant Amendment/Modification.** PHA must provide its criteria for determining a “Significant Amendment or Modification” to its 5-Year and Annual Plan.

If any boxes are marked “yes”, describe the revision(s) to those element(s) in the space provided.

B.2 New Activities. This section refers to new capital activities which is not applicable for HCV-Only PHAs.

B.3 Progress Report. For all Annual Plans following submission of the first Annual Plan, a PHA must include a brief statement of the PHA's progress in meeting the mission and goals described in the 5-Year PHA Plan. (24 CFR §903.11(c)(3), 24 CFR §903.7(r)(1))

B.4 Capital Improvements. This section refers to PHAs that receive funding from the Capital Fund Program (CFP) which is not applicable for HCV-Only PHAs

B.5 Most Recent Fiscal Year Audit. If the results of the most recent fiscal year audit for the PHA included any findings, mark "yes" and describe those findings in the space provided. (24 CFR §903.7(p))

C. Other Document and/or Certification Requirements.

C.1 Resident Advisory Board (RAB) comments. If the RAB had comments on the annual plan, mark "yes," submit the comments as an attachment to the Plan and describe the analysis of the comments and the PHA's decision made on these recommendations. (24 CFR §903.13(c), 24 CFR §903.19)

C.2 Certification by State of Local Officials. Form HUD-50077-SL, *Certification by State or Local Officials of PHA Plans Consistency with the Consolidated Plan*, must be submitted by the PHA as an electronic attachment to the PHA Plan. (24 CFR §903.15). Note: A PHA may request to change its fiscal year to better coordinate its planning with planning done under the Consolidated Plan process by State or local officials as applicable.

C.3 Civil Rights Certification/ Certification Listing Policies and Programs that the PHA has Revised since Submission of its Last Annual Plan. Provide a certification that the following plan elements have been revised, provided to the RAB for comment before implementation, approved by the PHA board, and made available for review and inspection by the public. This requirement is satisfied by completing and submitting form HUD-50077 ST-HCV-HP, *PHA Certifications of Compliance with PHA Plan, Civil Rights, and Related Laws and Regulations Including PHA Plan Elements that Have Changed*. Form HUD-50077-ST-HCV-HP, *PHA Certifications of Compliance with PHA Plan, Civil Rights, and Related Laws and Regulations Including PHA Plan Elements that Have Changed* must be submitted by the PHA as an electronic attachment to the PHA Plan. This includes all certifications relating to Civil Rights and related regulations. A PHA will be considered in compliance with the certification requirement to affirmatively further fair housing if the PHA fulfills the requirements of §§ 903.7(o)(1) and 903.15(d) and: (i) examines its programs or proposed programs; (ii) identifies any fair housing issues and contributing factors within those programs, in accordance with 24 CFR 5.154; or 24 CFR 5.160(a)(3) as applicable (iii) specifies actions and strategies designed to address contributing factors, related fair housing issues, and goals in the applicable Assessment of Fair Housing consistent with 24 CFR 5.154 in a reasonable manner in view of the resources available; (iv) works with jurisdictions to implement any of the jurisdiction's initiatives to affirmatively further fair housing that require the PHA's involvement; (v) operates programs in a manner consistent with any applicable consolidated plan under 24 CFR part 91, and with any order or agreement, to comply with the authorities specified in paragraph (o)(1) of this section; (vi) complies with any contribution or consultation requirement with respect to any applicable AFH, in accordance with 24 CFR 5.150 through 5.180; (vii) maintains records reflecting these analyses, actions, and the results of these actions; and (viii) takes steps acceptable to HUD to remedy known fair housing or civil rights violations, impediments to fair housing choice within those programs; addresses those impediments in a reasonable fashion in view of the resources available; works with the local jurisdiction to implement any of the jurisdiction's initiatives to affirmatively further fair housing; and assures that the annual plan is consistent with any applicable Consolidated Plan for its jurisdiction. (24 CFR §903.7(o)).

C.4 Challenged Elements. If any element of the Annual PHA Plan or 5-Year PHA Plan is challenged, a PHA must include such information as an attachment to the Annual PHA Plan or 5-Year PHA Plan with a description of any challenges to Plan elements, the source of the challenge, and the PHA's response to the public.

D. Affirmatively Furthering Fair Housing (AFFH).

D.1 Affirmatively Furthering Fair Housing. The PHA will use the answer blocks in item D.1 to provide a statement of its strategies and actions to implement each fair housing goal outlined in its accepted Assessment of Fair Housing (AFH) consistent with 24 CFR § 5.154(d)(5) that states, in relevant part: "To implement goals and priorities in an AFH, strategies and actions shall be included in program participants' ... PHA Plans (including any plans incorporated therein) Strategies and actions must affirmatively further fair housing" Use the chart provided to specify each fair housing goal from the PHA's AFH for which the PHA is the responsible program participant – whether the AFH was prepared solely by the PHA, jointly with one or more other PHAs, or in collaboration with a state or local jurisdiction – and specify the fair housing strategies and actions to be implemented by the PHA during the period covered by this PHA Plan. If there are more than three fair housing goals, add answer blocks as necessary.

Until such time as the PHA is required to submit an AFH, the PHA will not have to complete section D., nevertheless, the PHA will address its obligation to affirmatively further fair housing in part by fulfilling the requirements at 24 CFR 903.7(o)(3) enacted prior to August 17, 2015, which means that it examines its own programs or proposed programs; identifies any impediments to fair housing choice within those programs; addresses those impediments in a reasonable fashion in view of the resources available; works with local jurisdictions to implement any of the jurisdiction's initiatives to affirmatively further fair housing that require the PHA's involvement; and maintain records reflecting these analyses and actions. Furthermore, under Section 5A(d)(15) of the U.S. Housing Act of 1937, as amended, a PHA must submit a civil rights certification with its Annual PHA Plan, which is described at 24 CFR 903.7(o)(1) except for qualified PHAs who submit the Form HUD-50077-CR as a standalone document.

This information collection is authorized by Section 511 of the Quality Housing and Work Responsibility Act, which added a new section 5A to the U.S. Housing Act of 1937, as amended, which introduced the Annual PHA Plan. The Annual PHA Plan provides a ready source for interested parties to locate basic PHA policies, rules, and requirements concerning the PHA's operations, programs, and services, and informs HUD, families served by the PHA, and members of the public for serving the needs of low- income, very low- income, and extremely low- income families.

Public reporting burden for this information collection is estimated to average 6.02 hour per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. HUD may not collect this information, and respondents are not required to complete this form, unless it displays a currently valid OMB Control Number.

Privacy Act Notice. The United States Department of Housing and Urban Development is authorized to solicit the information requested in this form by virtue of Title 12, U.S. Code, Section 1701 et seq., and regulations promulgated thereunder at Title 12, Code of Federal Regulations. Responses to the collection of information are required to obtain a benefit or to retain a benefit. The information requested does not lend itself to confidentiality

HOUSING AUTHORITY OF THE COUNTY OF HUMBOLDT

RESOLUTION 515

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 July 10, 2025 through August 25, 2025 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 August 27, 2025; 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 2026-2030 and 2026 respectively.

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 County of Humboldt

Board of Commissioners Meeting

September 8, 2025

Agenda Item 8b

Memorandum

To: Commissioners

From: Dustin Wiesner, Deputy Director

Subject: 2025 Salary Study

BACKGROUND AND HISTORY:

The Housing Authority of the City of Eureka and County of Humboldt (“Agency”) contracted with the National Association of Housing and Redevelopment Officials (“NAHRO”) in May of 2025 to conduct an independent salary study (“study”). Our last salary study was conducted in May of 2022, and the goal of the current study was to bring the Agency’s salary schedule to current market rates and strengthen the Agency’s ability to retain and attract staff to meet Agency goals and objectives.

SUMMARY:

NAHRO’s study recommends a salary schedule that will result in a salary increase to all available positions. The recommended salary schedule will result in all current staff members being compensated above Humboldt County’s single-person living wage of \$22.84/hour.

DISCUSSION:

The updated salary schedule reflects fair and appropriate adjustments across all positions within the Agency. Staff recommend adoption of the updated schedule in its entirety with one modification related to the Executive Director’s salary adjustment. While the study recommends a higher immediate adjustment, staff propose a phased plan under which the Executive Director’s salary will increase by ten percent (10%) annually until it reaches the recommended amount. This phased approach ensures compensation remains competitive while responsibly managing the Agency’s financial resources.

FISCAL IMPACT:

The phased adjustment plan reduces the immediate financial impact on the Agency while still ensuring eventual alignment of the Executive Director's salary with the adopted schedule. All other salary adjustments will take effect immediately in accordance with the updated schedule. The overall updated salary schedule reflects an average salary increase of three percent (3%) across all positions.

STAFF RECOMMENDATION:

Staff recommends the Board approve and adopt the proposed 2025 salary study and updated salary schedule, effective October 1, 2025, with modification to the Executive Director's salary adjustment as outlined above.

**Housing Authorities of the
City of Eureka and County
of Humboldt
Salary Comparability
Study
2025**

**National Association of Housing
and Redevelopment Officials**



Table of Contents

Summary	Page 3
Background	Page 4
Methodology	Page 5
The Interview	Page 5
Determining Comparable Entities	Page 6
Position & Salary Comparisons	Page 7
Conclusion	Page 7

Summary

The U.S Department of Housing and Urban Development (HUD), solicited comments and published proposed information regarding new requirements for salary studies and executive compensation reviews through 76 FR 40741 and 76 FR 23330 (PIH Notices).

On August 23, 2011, HUD issued PIH Notice 2011-48 covering two major topics: The submission requirements of the HUD 52725 Schedule of Positions and Compensation form requires housing agencies with Public Housing or Housing Choice Voucher (HCV) programs (except housing agencies with only HCV programs that receive less than 50% of their funding for employees from HUD) to report the salaries of the three (3) highest compensated housing authority employees; and the requirement for housing authorities to use a salary comparability study to gauge whether the compensation package paid to executives and other housing authority employees are at a just and fair wage in comparison to other non-profit, private, and governmental housing related organizations. Further, it is encouraged to compare the housing authority pay structure to that of like organizations based on regulatory requirements, work responsibility, supervisory responsibilities, location, and clientele served. This comprehensive study is thought to be a mechanism to assure housing authority wages are in line with the comparable organizations used.

PIH Notice 2011-48 was further modified with PIH Notices 2014-01, 2015-14 and Notices 2016-14, 2016-16, 2018-13 and 2019-21, all of which included information on the updated form and format, a reduction in the number of positions to report on, as well as new submission requirements.

PIH Notice 2023-05 was issued on March 30, 2023, and supersedes PIH 2019-21, PIH 2018-13, PIH 2017-11 and PIH 2016-16. This new notice applies to Public Housing and Housing Choice Voucher programs and includes PHAs that have converted their entire public housing inventory via RAD but still receive funding from Section 8 or Section 9 sources. There are no exemptions from this reporting and the reporting requirements also apply to MTW agencies. The notice states that submission of the HUD 52725 does not relieve PHAs of their duty to comply with salary restrictions as indicated in the FFY 2022 Appropriations Act and PIH Notice 2016-14. PHAs were required to submit their CY2022 executive compensation on form HUD 52725 between April 1, 2023, and June 30, 2023. PHA's were required to report the W2 compensation for the top management official, top financial/accounting official, and all individuals paid a salary above the prevail salary of level IV of the Executive Schedule for federal employees. Moving forward HUD will collect compensation data every three years.

This document represents the salary comparability study for the Housing Authorities of the City of Eureka and County of Humboldt.

Eureka and Humboldt County Background

Eureka is the principal city and county seat of Humboldt County in the Redwood Empire region of California. The city is located on U.S. Route 101 on the shores of Humboldt Bay, 270 miles north of San Francisco and 100 miles south of the Oregon border. Eureka is the largest coastal city between San Francisco and Portland, Oregon, and the westernmost city of more than 25,000 residents in the 48 contiguous states. The proximity to the sea causes the city to have an extremely maritime climate with very small annual temperature differences and seasons mainly being defined by the rainy winters and dry summers, whereas nearby inland areas are much hotter in summer. It is the regional center for government, health care, trade, and the arts on the North Coast north of the San Francisco Bay Area. Greater Eureka, one of California's major commercial fishing ports, is the location of the largest deep-water port between San Francisco and Coos Bay, a stretch of about 500 miles.

Humboldt County is known for its impressive redwood trees, and many acres of private redwood timberland make Humboldt the top timber producer in California. The lush river bottoms adjacent to the ocean are for producing rich, high-quality dairy products. Somewhat further inland, the warmer valleys have historically produced abundant apples and other fruit. More recently vineyards have been planted in the Trinity, Klamath, Mattole and upper Eel River.

Population & makeup: In the 2020 Census, Eureka city had ~26.5k residents, while Humboldt County counted ~136k; ACS profiles detail a diverse makeup including White, Native American, Latino, and multiracial communities. (Humboldt County, Eureka Humboldt Housing Authority)

Economy & major employers: Timber and fishing shaped the early economy; today health care, government, higher education, retail/services, and tourism lead, with St. Joseph/Providence (now Providence St. Joseph Hospital–Eureka), County of Humboldt, College of the Redwoods, and others among the largest employers. The California Employment Development Department's "Major Employers" list highlights health care, government, education, and retail as top sectors. (Wikipedia, Labor Market Information)

Cost of living & living wage: Best Places estimates Eureka's overall cost of living index at 108 (~8% above the U.S. average), though still below the California average. The MIT Living Wage Calculator estimates a single adult in Humboldt County needs a living wage that reflects local housing, food, and transportation costs (calculator updated regularly). Together, these show costs higher than the national average but lower than many California metros. (Best Places, Eureka Humboldt Housing Authority)

Recent shifts & trends: Cal Poly Humboldt (formerly Humboldt State University) received California's polytechnic designation in 2022, bringing program expansions (STEM, marine/coastal, sustainability) and investment that are expected to boost regional enrollment, research, and local demand for housing and services. (Wikipedia, Youth Today)

Offshore wind & the port: The Humboldt Bay region is positioned for floating offshore wind: BOEM auctioned leases off the North Coast in 2022, while the Humboldt Bay Harbor, Recreation &

Conservation District is pursuing port modernization to stage this industry (Redwood Marine Terminal projects, state/federal planning). These initiatives signal medium-term opportunities in construction, logistics, and operations—tempered by timelines, permitting, and transmission build-out. (Census.gov, Data USA)

City fabric & heritage: Eureka retains a nationally recognized Old Town historic district and iconic Victorian architecture like the Carson Mansion, reflecting 19th-century prosperity and today's tourism appeal. The city is also a regional hub for arts and health care. (Wikipedia)

Future outlook: Over the next decade, North Coast growth is likely to be steady rather than rapid, driven by Cal Poly Humboldt's transformation, health-care services, outdoor and cultural tourism, and potential offshore-wind supply-chain activity. Housing affordability and infrastructure capacity (ports, transmission, and buildable land) remain the key constraints—and the local housing authorities' repositioning/expansion efforts are central to addressing supply for low-income households. (Wikipedia, Youth Today, Eureka Humboldt Housing Authority, Census.gov)

Methodology

The methodology used in determining the average, or just wages to be paid, includes comparing current salaries and benefit packages to other similar entities. The data used may include information obtained through open records data sources, specific requests for information, local job advertisements for private industry positions, along with job postings and published federal, state, and local government salaries, and position information. Direct requests for information mostly resulted in up-to-date information within the last 12 months and/or current salary schedules used. Local employment advertisements were current as of August 23, 2025.

The Interview

A meeting was held with the Deputy Director Dustin Wiesner on May 22, 2025. Mr. Wiesner shared that the agency has contracted to have this study done to provide an update to the study that had previously been done by NAHRO in 2022. Mr. Wiesner also shared that the EHV positions have been rolled into the Housing Specialist roles and that a few other positions have changed, as well. Although most all of the job descriptions have remained the same. While the local minimum wage is \$16.50/hr., the agency has a desire to ensure that their team members are paid no less than \$20/hr.

For reference, the Housing Authorities of the City of Eureka and Humboldt County have multiple programs in their combined portfolio which include:

- HCV Units
- Public Housing Units
- Tax Credits w/ Project Based Units
- Tax Credits w/ Non-profit Owned Units

Initial position information was discussed as positions (job titles) to be included in this study were provided. This information is used to identify comparable agencies who had similarities in:

- Agency size (unit counts)
- Staffing levels
- Job titles
- Current pay structure

The Housing Authorities of the City of Eureka and County of Humboldt do not have union contracts. Having a union contract provides information on already negotiated rates and serves as a benchmark in determining the minimum wages allowable under the salary plan. It is assumed that a union contract will exceed the minimum allowable non-managerial wage rates established by the U.S. Department of Labor (which is used in the absence of a union contract). In this case, union wages are not applicable.

Determining Comparable Entities

Several factors were considered in determining comparable entities, including funding sources, regulatory requirements, location, agency size, units managed, governing bodies and budgets.

Benchmark data included in the U. S Department of Labor, Bureau of Labor, and Statistics (BLS) is relatively current and seems to accurately represent the salaries paid in the region. (Included in Bureau of Labor Standards OEWS).

Job openings and pay for the following were included in this study:

- Government/Schools/Universities
- Non-profits
- Private Market

Next, information was gathered to identify comparable housing agencies. Comparable housing agencies were selected based upon region, size, structure, programs, budget, positions, pay structure, area cost of living, area economics, statistical living wage for the area, the proximity to the subject organization, data already available, and the willingness of the agency to respond. The methodology used to collect the data included reviews of HUD data, direct contact with agencies, internet sources and job advertisements for open positions.

The closest Housing Authorities that were surveyed include:

- Butte County Housing Authority
- Regional Housing Authority
- Redding Housing Authority

Although not precise match ups, the selected housing agencies were determined to be closely aligned with Housing Authorities of the City of Eureka and County of Humboldt positions reviewed in this study. Comparable housing agencies had several “like” factors: regulatory oversight, similarity in types of units/programs managed, structure, staffing, maintenance requirements, proximity, and funding sources. The comparisons were extended to the region to get a broad scope of comparables.

Positions & Salary Comparison

Other entities used as comparables provided insight to the local employment market (Government, Non-profits, and Private Market comparisons) and were considered for all positions. These included:

- The City of Eureka
- Humboldt County
- City of Redding
- Humboldt County Schools
- Cal Poly Humboldt

Conclusion

This study serves as a continuation of the previous work done. Staff currently fall in the ranges indicated on the schedule. New hires would be placed at Step 1 unless they have a skill set that justifies higher placement on the Schedule. The local living wage for a single person household is \$22.84 (according to MIT as of 2025). The first grade begins at \$22.19. This meets the agencies' goal of starting the schedule at or above \$20/hour and when the full benefits package is factored in, the agency surpasses the living wage.

Furthermore, should the agency consider an additional longevity pay to recognize and show appreciation for long term employees, neighboring agencies have incentivized longevity by implementing the following benchmarks which are paid out only one time and at hire date anniversaries as indicated: 2% at 10 years; 4% at 15 years; 6% at 20 years; 8% at 25 years; 10% at 30 years; and 12% at 35 years. A stronger approach may be to tie these hire date longevity payments to outcomes/goals as opposed to simply paying them out the designated anniversary years. This approach would ensure continued engagement and productivity of long-term employees.

It is highly recommended the pay schedule and organization structure be reviewed at least annually, with any changes needed being made via Board Resolution. A sample resolution is included with this study (Sample Board Resolution). Current market conditions and increases in the minimum wage may significantly affect market wages, further supporting the need for another study in the next 3-5 years.

Job descriptions should also be reviewed to ensure they accurately reflect the work responsibility and duties of each employee. It is further recommended that the Salary Study documents, revised salary ranges and accompanying background information be included as part of the housing authority's personnel records and retained based on the appropriate record retention schedule.

2025 Salary Study
Housing Authorities of the City of Eureka and County of Humboldt

****Independent Study Conducted by NAHRO**

Grade	Position	Step 1	Step 2	Step 3	Step 4	Step 5
A	Office Assistant	\$ 46,150.00	\$ 48,457.50	\$ 50,880.38	\$ 53,424.39	\$ 56,095.61
	Accounting Assistant	\$ 22.19	\$ 23.30	\$ 24.46	\$ 25.68	\$ 26.97
B	Accounting Specialist I	\$ 47,728.72	\$ 50,115.16	\$ 52,620.91	\$ 55,251.96	\$ 58,014.56
	Housing Specialist I	\$ 22.95	\$ 24.09	\$ 25.30	\$ 26.56	\$ 27.89
	Maintenance Specialist I					
C	Accounting Specialist II	\$ 51,854.86	\$ 54,447.60	\$ 57,169.98	\$ 60,028.48	\$ 63,029.91
	Housing Specialist II	\$ 24.93	\$ 26.18	\$ 27.49	\$ 28.86	\$ 30.30
	Maintenance Specialist II					
D	Housing Specialist III	\$ 55,981.00	\$ 58,780.05	\$ 61,719.05	\$ 64,805.01	\$ 68,045.26
	Housing Negotiator / Inspector	\$ 26.91	\$ 28.26	\$ 29.67	\$ 31.16	\$ 32.71
	Maintenance Specialist III					
	Community Liaison					
	Accounting Specialist III					
E	Community Liaison / Compliance Officer	\$ 57,905.00	\$ 60,800.25	\$ 63,840.26	\$ 67,032.28	\$ 70,383.89
	Executive Assistant	\$ 27.84	\$ 29.23	\$ 30.69	\$ 32.23	\$ 33.84
F	Housing Manager	\$ 60,091.09	\$ 63,095.64	\$ 66,250.43	\$ 69,562.95	\$ 73,041.10
	Housing Advocate	\$ 28.89	\$ 5,257.97	\$ 5,520.87	\$ 5,796.91	\$ 6,086.76
	Accounting Manager					
G	Maintenance Lead	\$ 63,147.00	\$ 66,304.35	\$ 69,619.57	\$ 73,100.55	\$ 76,755.57
		\$ 30.36	\$ 31.88	\$ 33.47	\$ 35.14	\$ 36.90
H	Maintenance & Cost Negotiations Lead	\$ 67,160.00	\$ 70,518.00	\$ 74,043.90	\$ 77,746.10	\$ 81,633.40
		\$ 32.29	\$ 33.90	\$ 35.60	\$ 37.38	\$ 39.25
I	Development Manager	\$ 79,384.50	\$ 83,353.73	\$ 87,521.41	\$ 91,897.48	\$ 96,492.36
	Finance and Administration Manager	\$ 38.17	\$ 40.07	\$ 42.08	\$ 44.18	\$ 46.39
	Housing Supervisor					
	Maintenance Supervisor					
J	Director of Finance & Administration	\$ 98,072.25	\$ 102,975.86	\$ 108,124.66	\$ 113,530.89	\$ 119,207.43
		\$ 47.15	\$ 49.51	\$ 51.98	\$ 54.58	\$ 57.31
K	Dir. of Finance, Administration, & Technology	\$ 107,057.00	\$ 112,409.85	\$ 118,030.34	\$ 123,931.86	\$ 130,128.45
		\$ 51.47	\$ 54.04	\$ 56.75	\$ 59.58	\$ 62.56
L	Deputy Director	\$ 124,632.40	\$ 130,864.02	\$ 137,407.22	\$ 144,277.58	\$ 151,491.46
		\$ 59.92	\$ 62.92	\$ 66.06	\$ 69.36	\$ 72.83
M	Executive Director	\$ 171,487.57	\$ 180,061.95	\$ 189,065.05	\$ 198,518.30	\$ 208,444.21
		\$ 82.45	\$ 86.57	\$ 90.90	\$ 95.44	\$ 100.21

HOUSING AUTHORITY OF THE CITY OF EUREKA							
HOUSING AUTHORITY OF THE COUNTY OF HUMBOLDT							
UPDATED SALARY SCHEDULE			EFFECTIVE 10/1/2025				
TITLE	GRADE		A	B	C	D	E
			(monthly gross pay amounts)				
EXECUTIVE DIRECTOR*	M		12,016	12,617	13,248	13,910	14,606
DEPUTY DIRECTOR	L		10,386	10,905	11,451	12,023	12,624
EXECUTIVE ASSISTANT	E		4,825	5,067	5,320	5,586	5,865
OFFICE ASSISTANT	A		3,846	4,038	4,240	4,452	4,675
DIRECTOR OF FINANCE, ADMINISTRATION, & TECHNOLOGY	K		8,921	9,367	9,836	10,328	10,844
DIRECTOR OF FINANCE & ADMINISTRATION	J		8,173	8,581	9,010	9,461	9,934
FINANCE AND ADMINISTRATION MANAGER	I		6,615	6,946	7,293	7,658	8,041
ACCOUNTING MANAGER	F		5,008	5,258	5,521	5,797	6,087
ACCOUNTING SPECIALIST III	D		4,665	4,898	5,143	5,400	5,670
ACCOUNTING SPECIALIST II	C		4,321	4,537	4,764	5,002	5,252
ACCOUNTING SPECIALIST I	B		3,977	4,176	4,385	4,604	4,835
ACCOUNTING ASSISTANT	A		3,846	4,038	4,240	4,452	4,675
HOUSING ADVOCATE	F		5,008	5,258	5,521	5,797	6,087
HOUSING SUPERVISOR	I		6,615	6,946	7,293	7,658	8,041
HOUSING MANAGER	F		5,008	5,258	5,521	5,797	6,087
HOUSING SPECIALIST III (including EHV Specialist)	D		4,665	4,898	5,143	5,400	5,670
HOUSING SPECIALIST II (including EHV Specialist)	C		4,321	4,537	4,764	5,002	5,252
HOUSING SPECIALIST I (with a hire date 5/01/2011 or later)	B		3,977	4,176	4,385	4,604	4,835
COMMUNITY LIAISON/COMPLIANCE OFFICER	E		4,825	5,067	5,320	5,586	5,865
COMMUNITY LIAISON	D		4,665	4,898	5,143	5,400	5,670
HOUSING NEGOTIATOR/ INSPECTOR	D		4,665	4,898	5,143	5,400	5,670
MAINTENANCE SUPERVISOR	I		6,615	6,946	7,293	7,658	8,041
MAINTENANCE & COST NEGOTIATIONS LEAD	H		5,597	5,877	6,170	6,479	6,803
MAINTENANCE LEAD	G		5,262	5,525	5,802	6,092	6,396
MAINTENANCE SPECIALIST III	D		4,665	4,898	5,143	5,400	5,670
MAINTENANCE SPECIALIST II	C		4,321	4,537	4,764	5,002	5,252
MAINTENANCE SPECIALIST I	B		3,977	4,176	4,385	4,604	4,835
DEVELOPMENT MANAGER	I		6,615	6,946	7,293	7,658	8,041
*LIMITED TO 10% ANNUAL INCREASES UNTIL RECOMMENDED LEVEL IN 2025 SALARY STUDY REACHED.							

Resolution No. 516

Adopt Salary Comparability Study and Updated Salary Schedule

WHEREAS, in accordance with the U.S. Department of Housing and Urban Development (HUD) PIH Notice 2011-48 dated August 26, 2011, and subsequent updates to said notice; and

WHEREAS, The Housing Authorities of the City of Eureka and County of Humboldt have contracted with the National Association of Housing and Redevelopment Officials ("NAHRO") to complete a Salary Comparability Study ("Study"); and

WHEREAS, the Study, completed in August 2025, recommends adjustments to the agency's salary schedule to bring compensation in line with prevailing market conditions and cost of living standards; and

WHEREAS, the Board of Commissioners ("Board") has reviewed the Study and considered the updated salary schedule for all agency staff positions; and

WHEREAS, the Board recognizes the importance of maintaining fair, competitive, and equitable compensation for all employees, while also ensuring fiscal responsibility in the implementation of salary adjustments; and

WHEREAS, the Board further acknowledges the need for a fiscally responsible phased approach to implementing the Executive Director's updated salary;

NOW, THEREFORE, BE IT RESOLVED by The Board that:

1. The updated salary schedule, as presented, is hereby approved and adopted.
2. The Executive Director's salary shall not be adjusted to the full level recommended in the Study immediately. Instead, the Executive Director's salary shall increase annually, beginning on the effective date of the updated salary schedule, by ten percent (10%) until such time as it reaches the level recommended in the Study.
3. All other provisions of the updated salary schedule shall take effect October 1, 2025.

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

AYES:

NAYS:

ABSENT:

ABSTAIN:

ATTEST:

NAME

NAME

TITLE

TITLE

Housing Authority of the County of Humboldt

Board of Commissioners Meeting

September 08, 2025

Agenda Item 8c

Memorandum

To: Commissioners

From: Cheryl Churchill, Executive Director

Subject: Update to Administrative Plan: Housing Opportunity Through Modernization Act (HOTMA)

BACKGROUND AND HISTORY:

Following the signing of HOTMA in 2016, which amended the US Housing Act of 1936, HUD released a proposed rule in September 2019 and a final rule in February 2023 that addressed Section 102 and Section 104 of HOTMA.

The HUD HOTMA (Housing Opportunity Through Modernization Act) update significantly changes how income and assets are calculated for individuals applying for or participating in HUD housing programs like Section 8 vouchers and public housing, primarily by increasing asset limits, streamlining income verification processes, and raising deductions for certain demographics like the elderly and disabled, with the goal of making it easier for low-income households to qualify for assistance while still maintaining program integrity; key changes include increased asset thresholds for self-certification, adjusted deductions for dependents, and a higher threshold for imputing income from assets.

FINANCIAL IMPACT:

None noted.

IMPACT TO PERSONNEL:

Staff attended several training courses throughout 2024 to learn about HOTMA changes. In-house departmental trainings as well as professional webinar trainings will continue as needed.

STAFF RECOMMENDATION:

Accept and adopt for approval

Administrative Plan Update 2025

Summary of Changes: Administrative Plan for the Housing Choice Voucher Program

Chapter	Topic	Description
3: Eligibility	3.I.B Family and Household	<p>Added as standard language “an otherwise eligible youth who has attained at least 18 years of age and not more than 24 years of age and who has left foster care, or will leave foster care within 90 days, in accordance with a transition plan described in section 475(5)(H) of the Social Security Act (42 U.S.C. 675(5)(H)), and is homeless or is at risk of becoming homeless at age 16 or older; or a group of persons residing together.</p> <p>Note that this was previously added only “Upon the PHA’s HOTMA 102/104 compliance date”.</p>
	3.I.K. Foster Children and Foster Adults	<p>Removes definitions pertaining to “prior to the PHA’s HOTMA 102/104 compliance date” and retains standard language and definitions for foster children and foster adults.</p>
5: Briefings and Voucher Issuance	5-I.B. Briefing, Briefing Packet	<p>Updates reference to Code of Federal Regulations from 24 CFR 982.404 to 24 CFR 982.402(b)(8) regarding exceptions.</p>
6A: Income and Subsidy Determinations	Entire chapter	<p>Updates references to Code of Federal Regulations where applicable for HOTMA regulations that have been implemented.</p>

6A: Income and Subsidy Determinations (continued)	6-I.D. Earned Income	Provides updated definitions for types of earned income included and excluded from annual income calculations.
	6-I.F. Business Income	Provides updated definitions for business income, business expenses, and independent contractors.
	6-I.G. Student Financial Assistance	Provides clarifying language on when and how student financial assistance should be included in income calculations.
	6-I.H. Periodic Payments	Provides clarifying language on what periodic payments are and when/how they should be included in income calculations.
	6-I.I. Nonrecurring Income	Provides clarifying language on what nonrecurring income is, and when/how it should be included in income calculations.
	6-I.J. State Payments to Allow Individuals with Disabilities to Live at Home	Provides clarifying language on what state payments are, and when/how they should be included in income calculations.
	6-I.K. Civil Rights Settlements	Provides clarifying language on what civil rights settlements are, and when/how they should be included in income calculations.
	6-I.L. Additional Exclusions from Annual Income	Provides list of other exclusions from income included from HOTMA updates.
	6-I.M. Assets, Lump-Sum Additions to Net Family Assets	Updates definition of lump sums and clarifies treatment of lump sums pertaining to income calculations.

6A: Income and Subsidy Determinations (continued)	6-I.M. Assets, ABLE Accounts	Adds ABLE (Achieving a Better Life Experience) account definition and clarifies treatment of ABLE account balances and distributions (exclude from assets and income).
	6-I.M. Assets, Trusts	Clarifies definition of trusts, types of trusts, and treatment of trust balances pertaining to calculation of family assets.
	6-II Adjusted Income	Updates “medical expenses” to “health and medical care expenses”.
	6-II.D. Health and Medical Care Expenses Deduction	Updates definition of medical care expenses and when they are eligible for deduction.
	Exhibit 6-2: Annual Income Exclusions	Provides updated HOTMA chart of exclusions from income, and removes pre-HOTMA exclusions.
7A: Verification	7-I.A. Family Consent to Release of Information	Updates CFR references.
	7-III.J. Student Financial Assistance	Updates requirements for verifying sources and amounts of student financial aid.
9: General Leasing Policies	9-I.B. Requesting Tenancy Approval	Adds reference 24 CFR 982.302.
11A & B: Reexaminations Under HOTMA	11-III.D. Discrepancies	Updates reference regarding over or underpayment of subsidies from Chapter 13 to Chapter 14.
12: Termination	12-I.D. Mandatory Termination of Assistance	Adds mandatory policy: The PHA will also terminate assistance if the family revokes consent for

		the PHA to collect information from financial institutions.
	12-II.D. Criteria for Deciding to Terminate Assistance	Adds reference regarding program abuse, See Chapter 16-IV.B. Repayment Policy, Criminal Prosecution for Program Fraud/Abuse.
14: Program Integrity	14-I.B. Detecting Errors and Program Abuse; Quality Control and Analysis of Data	Adds requirement that at each interim (in addition to annuals), current information provided by the family will be compared to information provided at the most recent reexamination to identify inconsistencies and incomplete information.
	14-I.B. Detecting Errors and Program Abuse; Independent Audits and HUD Monitoring	Increases independent audit requirement threshold from \$500,000 to \$750,000 in annual federal award expenditures.
15: Special Housing Types	15-VII.K. Homeownership Assistance Payments (N/A)	Updates language related to Homeownership Assistance programs; note that this PHA DOES NOT ADMINISTER Homeownership Assistance Payment programs at this time.
16: Program Administration	16-III.C. Informal Hearings for Participants	Clarifies language providing participant families an opportunity for an informal hearing for any denial of a request for a reasonable accommodation <i>for a person with disabilities</i> .
	16-IV.B. Repayment Policy; Criminal Prosecution	Adds Criminal Prosecution for Program Fraud/Abuse: Local, state or federal criminal prosecution should be considered by the PHA in

		<p>flagrant cases, if the abuse was committed over several years, the fraud and/or underpayments are substantial and the PHA documents that a family and/or owner willfully intended to misrepresent the truth [HUD OIG Integrity Bulletin, Summer 2015].</p> <p><u>PHA Policy</u> The PHA will consult with the HUD Field Office and regional OIG Special Agent in Charge (SAC) to determine whether it will refer the matter to the state or local district attorney to pursue criminal fraud charges.</p>
	16-IV.B. Repayment Policy; Payment Threshold	Eliminates the federal or state upper threshold amount for criminal prosecution for repayment of debt (PHA must attempt to collect any amount owed, not capped at any upper threshold).
	16-IV.B. Repayment Policy; No Offer of Repayment Agreement	Adds policy language, that the PHA, in consultation with HUD and local law enforcement, will “determine to pursue criminal charges in connection with the conduct and the amounts owed.”
18: Project Based Vouchers under the Rental Assistance Demonstration Program	Adding chapter for reference; PHA does NOT currently administer a PBV-RAD program.	N/A
19: Special Purpose Vouchers	Part II: Foster Youth to Independence Initiative	Adds section to allow PHA to administer FYI program in

		partnership with Humboldt County Department of Health and Human Services.
Admin Plan Glossary	All	Removes reference “Upon PHA implementation of HOTMA 102/104”.

Resolution 517

**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 Housing Opportunity Through Modernization Act (HOTMA) updates; and

WHEREAS, The Commissioners have reviewed the proposed HOTMA updates to the Administrative Plan; 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 Tuesday, June 24, 2025, via conference call; and

WHEREAS, There were no public comments received; and

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

WHEREAS, The updated Administrative Plan will be implemented immediately as applicable; and

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 Housing Opportunity Through Modernization Act updates.

PASSED AND ADOPTED on the _____ day of _____ 2025 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

September 08, 2025

Agenda Item 8d

Memorandum

To: Commissioners

From: Cheryl Churchill, Executive Director

Subject: Transitioning EHV Families to HCV

BACKGROUND AND HISTORY:

PIH Notice 2025-07 notified PHAs that EHV funds are likely insufficient to cover EHV families through Calendar Year 2026. HUD also issued a letter (attached) further explaining this. HUD has since issued Notice 2025-19, Guidance on Transitioning EHV Families into HCV and End of EHV Services Fee Expenditure, which explains options for PHAs intending to convert EHV to HCV assistance for current EHV participants.

The attached Summary highlights relevant portions of PIH Notice 2025-19, available waivers, potential preferences, and other processing requirements.

Impact to Personnel:

None. Staffing is adequate and ready to convert EHV to HCV when able.

Fiscal Impact:

We estimate that available EHV HAP funding, combined with the current attrition trend, will fund remaining EHV HAP assistance through 2026. However, assistance funding thereafter is unpredictable. Additionally, if the current attrition trend does not continue, and more participants remain on the EHV program, available HAP funds will be used up sooner, accelerating the need for participants to find other assistance.

Alternatives:

Voucher assistance, historically, has been stable and predictable. For this reason, the best option for current EHV participants is to transition to HCV assistance, as it is available based on HUD funding. Without HCV assistance, there may be other local agencies who can provide temporary relief e.g. with rental assistance or finding alternate housing, but no option is currently known that could replace ongoing monthly rental assistance for the 100+ current EHV participants.

STAFF RECOMMENDATION:

Review attached materials and provide direction regarding implementation of an EHV preference.

TRANSITIONING EHV FAMILIES TO HCV – SUMMARY

HUD published Notice PIH 2025-19, “Guidance on Transitioning EHV Families into HCV and End of EHV Services Fee Expenditure” (attached) on June 20, 2025. This notice encourages PHAs to convert EHV assistance to HCV assistance, where PHAs are able to do so, and explains options for converting assistance.

Below is a summary discussion of proposed processes and recommended policy statements to be enacted in support of converting EHV to HCVs. This summary proposes preferences and language to be added to Administrative Plan Chapter 19, Special Purpose Vouchers.

Emergency Housing Voucher Program Sunset

HUD estimates the Department will only have sufficient funds to cover all EHV families through most of Calendar Year (CY) 2026. As a result, HUD has provided guidance on the transitioning EHV families to the HCV Program (PIH Notice 2025-19). PHAs may adopt certain policy and procedures to administer this transition from one tenant-based rental assistance program to another, which is optional to EHV families who wish to transition to the HCV program.

Emergency Housing Voucher Participant (EHVP) Preference

Currently assisted EHV participants whose assistance is at risk of termination due to lack of EHV program funding may apply for an EHVP Preference, if one is adopted by the PHA.

Proposed HACH Policy

(Preference order #2, below VAWA/Domestic Violence Preference)

The PHA will give a selection preference for families currently assisted under the Emergency Housing Voucher (EHV) program whose voucher assistance is at risk of termination due to lack of program funding. EHV households will be ranked in the following order for preference purposes:

1. EHV families with a head of household, spouse, or co-head who is elderly or disabled, or a household with minor children.
2. All other EHV families.

HUD Regulatory Waiver

As an alternative to only accepting individual applications from current EHV participants, HACH submitted a regulatory waiver request (attached) that, if approved, would permit HACH to place all EHV participants on its HCV waiting list (with an appropriate preference, if approved by the board). After HACH has received HUD written approval for this regulatory waiver, HACH will notify EHV families to complete a “Save My Spot” response, indicating the family would like to be considered for conversion to HCV assistance.

Administration of Transitioning EHV Families to HCV Program

In order to transition EHV families to the regular HCV program:

- The family must be selected through HACH’s HCV waiting list as required by 24 CFR 982.204(a).
- HACH must have HCV unit-months available to use for EHV families. The prohibition on HCV over-leasing as described in Section IV.F.3 of Notice PIH 2025-13 applies.

Proposed HACH Policy

When HUD written approval of the aforementioned regulatory waiver is received, the HCV Wait list will not be opened but will add EHV participants to the HCV Wait list based upon date and time of completed and received “Save My Spot” Responses.

If the Emergency Housing Voucher Participant (EHVP) applicant fails to respond within the required time period, or the request is returned as undeliverable or with no forwarding address, the EHVP applicant will not be considered for conversion to HCV assistance, and they may be subject to inevitable loss of EHV assistance and potentially face homelessness.

If the EHVP is not added to the waiting list for failure to respond, they will not be entitled to reinstatement unless timely verification of the following is received within 30 calendar days from the response due date:

- The applicant provides evidence that a change of address was submitted to HACH prior to the update notice being issued by HACH.
- During the time of any waiting list update or, at the time of notification for an interview, the applicant could not respond. For example, the applicant was incapacitated due to hospitalization or was unavailable due to active participation on Jury Duty.
- As a result of a HACH data entry error, the applicant address was incorrectly recorded.
- The applicant is a person with a disability who requires an alternative form of communication other than one normally used by HACH, and the applicant informed HACH, in advance, of the proper means of communication, as required by regulations.

Proposed HACH Policy

EHVP applicants who respond timely to any “Save My Spot” Inquiry will remain on the HCV waiting list. Once applicants reach the top of the HCV waiting list (including considering any preferences) they will be required to complete paperwork confirming continued eligibility. Additionally, they will be required to comply with Chapter 4 Selection from the Waiting List.

Proposed HACH Policy

EHVP applicants who are transitioned to the HCV Program must adhere to all HCV requirements with respect to participant family income and composition as well as Chapter 5 Initial and Continuing Eligibility requirements.

When EHV families are transitioned to HCV assistance, and wish to “lease in place”, they will be processed by HACH using action code 3 (“Interim Reexamination”) instead of action code 6 (“End Participation”). Per PIH notice 2025-19, when transitioning an EHV family to HCV, HACH will not require the Landlord to execute a new HAP contract or tenancy addendum for the family provided that the family is remaining in the same unit. If EHV families transition to HCV assistance and are not “leasing in place”, which means they are moving from one unit to another as they transition to HCV, they must complete the Request for Tenancy Approval Process (See Admin Plan Chapter 7) prior to being admitted to the HCV program. When the family successfully completes the RFTA process including a “passed” inspection, HACH will use action code 7 (“Other change in unit”).



U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT
WASHINGTON, DC 20410-5000

OFFICE OF PUBLIC AND INDIAN HOUSING

April 22, 2025

Dear Executive Director:

Subject: Emergency Housing Voucher Program – 2025 and 2026 Renewal Funding Allocation

The purpose of this letter is to advise public housing agencies (PHAs) of their **Final** Emergency Housing Voucher (EHV) Program Housing Assistance Payment (HAP) Renewal Funding Allocation for calendar year (CY) 2025 and **Estimated** Renewal Funding Allocation for CY 2026. **This letter and attached enclosure supersede the preliminary 2025 and 2026 EHV Program Renewal Funding Allocation Letter and Enclosure sent to your housing agency on March 6, 2025.** Guidance on EHV renewal funding is included in PIH Notice 2021-15, Emergency Housing Vouchers – Operating Requirements, Section 7. B. Renewal Funding Process.

The Department of Housing and Urban Development (HUD) completed the validation of costs and leasing reported in the Voucher Management System (VMS) for CY 2024, including prior month corrections. This final allocation will obligate the remaining EHV HAP funds available to HUD under the American Rescue Plan Act of 2021 (P.L. 117-2). After this final allocation, the Department will provide no additional EHV CY HAP Renewal funding allocations to PHAs, but the amount allocated provides 100% HAP proration for CY 2025, and approximately 94% Estimated HAP proration for CY 2026. Furthermore, while these EHV funds are being obligated to your PHA, you should manage your EHV program with the expectation that no additional funding from HUD will be forthcoming. The Department may issue guidance to further adjust funding allocations.

Determining the 2025 Estimated HAP Renewals

Your agency's final CY 2025 EHV HAP renewal funding is identified at the top of Enclosure A provided with this letter. Enclosure A (including Appendix I) also sets forth the EHV HAP funding calculations for your PHA, as well as a full description of the calculations. You are encouraged to review Enclosure A, Description to the Enclosure, and Appendix I thoroughly. HUD is adjusting the renewal allocation as provided in PIH Notice 2021-15 (Emergency Housing Voucher – Operating Requirements, issued May 5, 2021). Appendix I provides the calculations related to this adjustment, which affects the amount of available EHV program reserves that are considered in the renewal funding calculation. Specifically, the Department protected CYE program reserves whenever the PHA's December 2024 EHV PUC was higher than the 2025 EHV inflated average PUC, and for the authorized units. The remaining CYE program reserves were subject to offset for reallocation.

The process for determining the PHA estimated 2025 EHV renewal funding is described below:

- (1) The HAP funding baseline was established based on the PHA's actual EHV leasing and cost data reported in VMS for CY 2024. HUD provided PHAs with the opportunity to review and

update all VMS data related to the funding calculations as detailed in this letter and the enclosure. PIH used validated costs and leasing data that each PHA reported in VMS before the January 22, 2025, deadline. There will be no further appeals or adjustments to these data items (other than the data validation cited above), except at the direction of the Department.

- (2) We then applied the Renewal Funding Inflation Factor (RFIF) used in the HCV program, adjusted for localities, to the PHA's EHV HAP funding baseline described above. The Office of Policy, Development and Research (PD&R) will likely publish the RFIF on the dataset website during the month of May 2025. HUD also capped 2025 EHV HAP renewals for any over leasing in CY 2024. Finally, HUD reduced the 2025 HAP renewals by the equivalent cost of 5% in units' attrition, estimated for CY 2025.
- (3) The Department reconciled the PHA's EHV restricted net position (RNP) and HUD-held undisbursed obligations (HHR). HUD adjusted the CY 2025 renewal allocation based on the calculated year-end EHV RNP and EHV HHR after protections. The amount of protected reserves was equal to the difference between the December 2024 PUC and the PHA's 2024 EHV average PUC (if the former was higher), applied to all authorized units. The Department adjusted PHA's final renewal allocation by the amount of reserves remaining after this protection. This offset adjustment allows HUD to extend the EHV HAP funding as long as possible by taking the available HAP funding PHAs have already received into account when determining the final renewal allocation. Some PHAs are not receiving additional EHV obligations for CY 2025 because they have undisbursed obligations and RNP available to cover the calculated EHV HAP renewals.
- (4) Starting with the CY 2024 renewal allocations, the Department also took into consideration the number of EHV's that have turned over and cannot be reissued because of the statutory prohibition on reissuance of turnover vouchers after September 30, 2023. Where applicable, HUD also adjusted the renewal allocation based on the number of vouchers that were reallocated to other PHAs due to the PHA's failure to lease its authorized vouchers. Further guidance about leasing EHV vouchers will be forthcoming through PIH Notice in 2025.

The Department obligated the remaining HAP budget authority available based on calculated need at 100% proration for 2025. Fully spent, these funds should, with prudent and responsible program management, fund the PHA's EHV program through CY 2025 and well into CY 2026.

Final 2025 EHV HAP Renewals

This is the calculated (final) 2025 EHV HAP renewal enclosure, which will reflect funding adjustments associated with the end of CY 2024 data validation. Nonetheless, HUD will consider adjustments on a case-by-case basis for HAP increased costs, which must be worked on through your FMC Financial Analysts.

The Department will continue announcing monthly HAP actual disbursements and PHAs may contact their respective FMC Financial Analysts (FA) for additional HAP when needed. Similarly, if PHAs face HAP shortfalls approaching the end of CY 2025, they can submit a request to their FMC FAs from a minimal amount HUD held back for adjustments, or the PHA could

“borrow” from their 2026 HAP undisbursed obligations. Consequently, funds borrowed from its 2026 HAP obligations to make whole CY 2025, will not be available for CY 2026.

Regarding the **2026 EHV Estimated Renewal funding**, HUD is likely to reassess utilization of funds throughout CY 2025 and provide updated and final HAP renewal obligations early during CY 2026. This final allocation will consider the reduction of turnover vouchers during CY 2025.

Additionally, HUD published PIH Notice 2025-07 - Emergency Housing Voucher Leasing, <https://www.hud.gov/sites/dfiles/OCHCO/documents/2025-07pihn.pdf> providing additional guidance on leasing requirements.

Although this is the final EHV HAP renewal allocation, the ARP Act provides that obligated EHV program funds do not expire until September 30, 2035. PHAs that implement cost-saving measures may continue to utilize EHV HAP program reserves until September 30, 2035. HUD will provide additional information on options for managing EHV going forward at a later date through PIH Notice.

As a reminder, Congress appropriated EHV Program funds separately from the regular HCV program; therefore, these funds shall not be used for the regular HCV Program or Mainstream Vouchers. EHV HAP funds can only be expended for EHV eligible purposes. EHV HAP funds may not roll into the regular HCV restricted net position (RNP) and must be tracked and accounted for separately as EHV RNP.

Also, EHV administrative fees and funding for other eligible expenses permitted by PIH Notice 2021-15 may only be used in support of the EHV and cannot be used for regular HCVs. EHV funding may not be used for the repayment of debts, or any amounts owed to the Department by program participants including, but not limited to, those resulting from Office of Inspector General, Quality Assurance Division or other monitoring review findings.

If you have any questions concerning your EHV HAP renewal funding, please contact your Financial Analyst at the Financial Management Center.

Sincerely,



Miguel A. Fontanez
Director
Housing Voucher Financial Management Division

Attachment



U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT
WASHINGTON, DC 20410-5000

OFFICE OF PUBLIC AND INDIAN HOUSING

Special Attention of:

Public Housing Directors;
Regional Public Housing Directors;
Public Housing Agencies

Notice PIH 2025-19

Issued: June 20, 2025

Expires: This notice remains in effect until amended, superseded, or rescinded.

Cross References: Notice PIH 2025-07;
Notice PIH 2021-15; Notice PIH 2021-20

Subject: Guidance on Transitioning EHV Families into HCV and End of EHV Services Fee Expenditure

1. Purpose

This notice provides guidance to Public Housing Agencies (PHAs) on how to transition Emergency Housing Voucher (EHV) families into its Housing Choice Voucher (HCV) program. PHAs may elect to transition EHV families into the HCV program so that EHV families do not experience a loss or gap in housing assistance and can remain in their assisted units. Further, this notice informs PHAs that they may no longer expend services fees beginning 60 calendar days from the publication of this notice and that they must complete all remaining services fee expenditure reporting in the Voucher Management System (VMS) 120 days from the publication of this notice.

2. Background

EHVs are tenant-based rental assistance under Section 8(o) of the United States Housing Act of 1937 (42 U.S.C. 1437f(o)).¹ Eligibility for EHVs is limited to individuals and families who are (1) homeless; (2) at risk of homelessness; (3) fleeing, or attempting to flee, domestic violence, dating violence, sexual assault, stalking, or human trafficking; or (4) recently homeless and for whom providing rental assistance will prevent the family's homelessness or having high risk of housing instability.

The ARP made EHV funds available for obligation by HUD until September 30, 2030, and those funds will be cancelled as a matter of law effective September 30, 2035. However, due to historic increases in rental prices resulting in a higher per unit cost

¹ Section 3202 of the American Rescue Plan Act of 2021 (P.L. 117-2, hereafter referred to in this notice as "the ARP") appropriated \$5 billion for new incremental EHVs as part of the response to the impact of the COVID-19 pandemic.

(PUC) for EHV, HUD estimates that the Department will only have sufficient funds to cover all EHV families through most of Calendar Year (CY) 2026.

In March 2025, HUD published Notice PIH 2025-07, which directed PHAs to stop issuing any new EHV after 14 calendar days and reminded PHAs that any incoming EHV ports must be billed to the initial PHA. Additionally, HUD obligated all remaining EHV funding to PHAs. Through this notice, HUD is encouraging PHAs to begin planning for the wind-down of the EHV program as the funding for the program is likely to be expended by the end of CY 2026. PHAs are advised to consider planning a careful transition of families, which may include transitioning families into the PHA's HCV program, in accordance with this notice. PHAs opting to take this action must follow the procedures described in Section 3 of this notice for adopting a preference for EHV families if the PHA has not already adopted such a preference.

When allocating EHV to PHAs in 2021, HUD also awarded \$245 million in services fees to help facilitate the leasing of EHV as well as retain and support participating EHV owners. Eligible expenses for services fees, as described in Notice PIH 2023-23, fall into four categories: (1) housing search assistance; (2) security deposit, utility deposit, rental application, and holding fees; (3) owner-related uses; and (4) other eligible uses. HUD expanded the use of services fees in 2023 to provide more opportunities for PHAs to use the fees to support currently housed EHV families. Future guidance on returning unexpended service fees and reallocation is forthcoming.

3. Transitioning EHV Families into the HCV Program

HUD strongly encourages PHAs to transition EHV families to the HCV program so that EHV families do not lose assistance and potentially face homelessness. PHAs that choose this option should provide clear information to EHV families about the process for applying to the HCV waiting list under an EHV preference, the status of EHV funding, and why the PHA is adopting an EHV preference. PHA communication to EHV families should also clearly explain that choosing to apply and be transitioned to the HCV program is optional for the family. Further, communication to families should explain the potential consequences of remaining on EHV assistance, including the risk of termination of assistance due to lack of permanent EHV funding.

In transitioning a family into HCV, a PHA is making assistance payments with funding under its consolidated HCV Annual Contributions Contract (24 CFR 982.4(b)). In order to transition EHV families into its HCV program, the PHA must have HCV unit-months available to use for EHV families. The prohibition on HCV over-leasing as described in Section IV.F.3 of Notice PIH 2025-13 applies. Information on EHV waivers (which do not apply to HCV) and transitioning families to the HCV program follows in subsection c. below.

PHAs are reminded that EHV funding cannot be used for regular HCV Housing Assistance Payment (HAP) costs, even for former EHV families, once the EHV family has been transitioned to the regular HCV program.

PHAs should consider using [HUD's Two-Year Tool](#) (TYT) to help them determine how many EHV families may remain in their program towards the end of CY 2026. Because the amount of remaining EHV funding is known and not subject to annual appropriations, there are fewer unknown variables and PHAs can use PUC trends and attrition rates to estimate the number of families that may need to be transitioned to HCV.

a. Waiting Lists

In order to transition EHV families into the PHA's regular HCV program, the family must be selected through the PHA's HCV waiting list as required by 24 CFR 982.204(a). PHAs that currently have an open waiting list should take the following steps:

- Determine if establishing a waiting list preference constitutes a significant amendment to its PHA Plan (24 CFR 903.21).
- If the PHA determines that establishing a waiting list preference constitutes a significant amendment, complete the process for updating the PHA Plan (24 CFR 903.17). PHAs must provide a public comment period, which is a statutory requirement that cannot be waived by HUD.
- Complete the process for updating the administrative plan (24 CFR 982.54). Per 24 CFR 982.54(a), revisions to the administrative plan must be formally adopted by the PHA's Board of Commissioners or other authorized PHA officials.

PHAs with a currently closed HCV waiting list who opt to transition EHV families may choose to open their waiting list only for families that qualify for an EHV preference. In this case, the PHA must include the preference in its administrative plan (24 CFR 982.54(d)(1)).

b. Preferences

PHAs may establish a local preference based on local housing needs and priorities as determined by the PHA (24 CFR 982.207(a)(2)), and this may include families participating in EHV. PHAs that want to transition EHV families into the HCV program should structure the preference in a way that provides clarity that only current EHV participants are eligible for the preference. For example, the preference could state that it is for currently assisted EHV families whose assistance is at risk of termination due to lack of program funding.

There are multiple methods that PHAs may use to apply preferences, including lumping, aggregating, and ranking. PHAs have discretion to apply preferences through several methods, provided that the selected methods comply with fair housing and civil rights requirements. In establishing an EHV preference, PHAs will need to consider how the preference method(s) they currently employ will impact the desired goal of moving EHV families to the top of the PHA's waiting list to expediently transition EHV families. There are no priority preferences with lumping or aggregating methods, but PHAs can use a ranking method to weigh an EHV preference above all other existing preferences.

Some PHAs may only have available HCVs to transition a portion of their EHV families. PHAs in this situation may want to consider adopting multiple EHV preferences to first prioritize the most vulnerable households. For example, PHAs could adopt a preference for EHV families with a head of household, spouse, or co-head who is elderly or disabled, and a second preference for all other EHV families. In designing preferences, PHAs are reminded that all preferences must be consistent with fair housing and civil rights laws.

PHAs with Mainstream vouchers available may consider adopting a preference for EHV families that meet Mainstream eligibility requirements. To transition families into Mainstream, families must be Mainstream-eligible, and the family must be properly added to the waiting list consistent with statutory, regulatory, and other requirements.² This option does not apply to Special Purpose Voucher (SPV) programs other than Mainstream. These SPV programs have statutory eligibility requirements that EHV families cannot meet and/or involve partnerships that require the PHA to receive referrals from certain sources (i.e., the Family Unification Program, Foster Youth to Independence, HUD-Veterans Affairs Supportive Housing, and Stability Vouchers). Per Section IV.E.1 of Notice PIH 2025-13, the same prohibition on over-leasing applies for Mainstream.

Once the PHA has adopted its EHV preference(s), the PHA should ensure effective communication of notice to all EHV families about the new preference and the opportunity to apply for the HCV program under the preference. PHAs should provide a reasonable amount of time to EHV families to apply for the HCV program before selecting any EHV families from their HCV waiting list. As an alternative to only accepting individual applications from EHV families, HUD is providing a streamlined submission and review process for a regulatory waiver that, if approved, would permit PHAs to place all EHV families on its HCV waiting list with the appropriate preference.

To ensure streamlined processing, PHAs must submit their waiver request in [DocuSign](#). PHAs must provide certain information within the waiver request document, including:

- PHA name, code, and business address
- Name and email for the PHA point of contact
- A PHA-specific justification for the waiver that shows good cause. The good cause justification must include: 1) why the PHA needs the waiver, and 2) the impact on PHA operations and applicants if the waiver is not provided.

Following submission, PIH will reply via email confirming that the request has been received. Once a final determination for approval by the Assistant Secretary has been made, PHAs will receive the signed response to the waiver request via email. No waiver requested may be implemented unless written approval from HUD has been obtained.

² Notice PIH 2024-30, *Statutory and Regulatory Waivers for Mainstream Vouchers*, for mandatory and optional waivers and alternative requirements related to waiting lists in the Mainstream program.

c. EHV waivers and alternative requirements

PHAs are reminded that the EHV waivers and alternative requirements outlined in Notice PIH 2021-15 do not apply to their HCV program. However, as discussed below, families that were properly admitted to the EHV program and are currently receiving EHV assistance are participants under a section 8(o) tenant-based voucher program. This section discusses the requirements that apply (particularly with respect to criminal screening and income) when a PHA is transitioning a family from EHV to HCV assistance. In addition, this section reviews EHV waivers that PHAs may have opted to use and the existing flexibilities available to PHAs in lieu of those waivers to minimize disruption to EHV families.

Criminal Rescreening. Families that were properly admitted to the EHV program by PHAs in full compliance with the requirements of Notice PIH 2021-15 and are currently receiving EHV assistance are participants under a section 8(o) tenant-based voucher program. Therefore, applicant screening requirements do not apply when the PHA is transitioning a family from EHV to HCV assistance. All HCV requirements with respect to termination of assistance for participants apply to EHV families when they are transitioned to HCV assistance.

Income Eligibility and Targeting. Families that were properly admitted to the EHV program by PHAs in full compliance with the requirements of Notice PIH 2021-15 and are currently receiving EHV assistance are participants under a section 8(o) tenant-based voucher program. Therefore, the income-eligibility and targeting requirements in 24 CFR 982.201, which apply to applicants, do not apply in cases where the PHA is transitioning a family from EHV to HCV assistance. All HCV requirements with respect to participant family income and composition (particularly, 24 CFR 982.516) apply to EHV families when they are transitioned to HCV assistance.

Social Security Number and Citizenship Verification. In Section 9(i) of Notice PIH 2021-15, HUD waived the requirement to obtain and verify documentation of social security number (SSN) and eligible noncitizen status (if applicable) before admitting families to EHV. HUD established an alternative requirement that individuals must provide the required documentation within 180 days of admission to remain eligible for continued assistance, pending verification, unless the PHA provided an extension based on evidence from the family or confirmation from the CoC or other partnering agency that the family has made a good-faith effort to obtain the documentation.

A PHA may not transition a family from the EHV program to the HCV program until it verifies documentation of SSN and eligible noncitizen status. The EHV alternative requirement in this section does not apply to HCV program.

Payment Standards and Rent Reasonableness. To increase housing choice for EHV families, section (9)(p) of Notice PIH 2021-15 waived 24 CFR 982.503(a)(3), allowing PHAs to set separate, higher payment standards for EHV. PHAs were permitted to establish EHV payment standards up to 120 percent of Fair Market Rent (FMR) without HUD approval.

PHAs that chose to set higher payment standards for EHV may want to consider two options to minimize harm to families: (1) If the EHV payment standards are above 110 percent and up to 120 percent of applicable FMR, the PHA could align both programs' payment standards by using the simplified process described in Section 5B of Notice PIH 2024-34, or (2) the PHA could hold families harmless and choose not to reduce the payment standard amount used to calculate the subsidy for a family as long as they continue to reside in the same unit (see Section 10 of Notice PIH 2024-34).

PHAs should note that the requirement limiting the family share to 40 percent or less of monthly adjusted income at initial occupancy (24 CFR 982.508) does not apply if the family is leasing in place.

d. HAP Contract and Tenancy Addendum

As tenant-based assistance under section 8(o) of the United States Housing Act of 1937, EHV uses the same HAP contract (HUD-52641) and tenancy addendum as the regular HCV program. When transitioning an EHV family to HCV, PHAs are not required to execute a new HAP contract or tenancy addendum for the family provided that the family is remaining in the same unit.

e. PIC Reporting

When admitting an EHV family from the HCV waiting list, the family should be coded on line 2n of the HUD-50058 as "EHCV." Moving to Work (MTW) PHAs should code the family on line 2p as "EHCV" on the HUD-50058 MTW and leave 2n blank. HUD will use this code to track the number of EHV families admitted to HCV but also to award the \$1,000 fee per EHV family that is successfully transitioned to the regular HCV program, as described in Notice PIH 2025-13. PHAs will not receive the fee for transitioning EHV families if they fail to code the family as "EHCV" on line 2n or 2p for MTW PHAs. When a family transitions to HCV and remains in their unit, PHAs should not use action code 6 ("End Participation") but instead use action code 3 ("Interim Reexamination"). If the family is not leasing in place, PHAs must use action code 7 ("Other change in unit").

4. Services Fees

PHAs have 60 calendar days from the date of the publication of this notice to use services fees on eligible expenses, and an additional 60 calendar days from the date of the publication of this notice to complete services fees VMS reporting. PHAs should review

Notice PIH 2023-23 that describes the eligible uses of services fees. PHAs will be required to repay any disallowed costs if services fees are used for ineligible expenses.

HUD will describe the process for recapture and reallocation of services fees in a separate, future notice.

- 5. Information Contact.** Inquiries about this notice should be directed to ehv@hud.gov.
- 6. Paperwork Reduction Act.** The information collection requirements contained in this notice have been approved by the Office of Management and Budget (OMB) under the Paperwork Reduction Act (PRA) of 1995 (44 U.S.C 3520). In accordance with the PRA, HUD may not conduct or sponsor, and a person is not required to respond to a collection of information unless the collection displays a currently valid OMB control number. The active information collections contained in this notice have been approved under the PRA OMB Control Number 2577-0169.



Benjamin Hobbs
Principal Deputy Assistant Secretary
Office of Public and Indian Housing



Transitioning EHV Families to HCV Waiver Request

Basic Information

PHA Code: CA086

PHA Name: Housing Authority of the County of Humboldt

Regulatory Waiver Being Requested

If your PHA is requesting a regulatory waiver, please check the box below:

- ☒ Place all EHV families on the HCV waiting list after establishing an EHV preference, without families having to individually apply for the HCV program.

PHA Good Cause

Please provide a PHA-specific justification for the waiver that shows good cause. Each narrative box is limited to 350 words. If additional space is needed, you may attach additional documentation to this form. The good cause justification must include:

(a) Why the PHA needs the waiver and

Record the reason in the box below (limit to 350 words).

Time is of the essence. With just over 1 year projected of EHV funding for our current participants, it is critical that all participants get added to the HCV waitlist immediately so we can begin the conversion process as soon as possible.

We serve a rural population in an area over 4,000 square miles with extremely limited transportation options. This geographic isolation creates significant barriers to accessing our services easily by many clients, as they may have to make special travel arrangements to obtain and/or submit paperwork.

A high proportion of participants are living with significant disabilities. Many require intensive and specialized assistance, which further challenges their ability to timely and successfully complete even basic paperwork.

Mental health challenges are widespread in our EHV client base. A lack of sufficient behavioral health services in the region compounds participants' vulnerability. Individuals facing acute mental health needs often have great difficulty doing paperwork, which can trigger intense mental health episodes, especially when it concerns housing.

Allowing the Housing Authority of the County of Humboldt to implement streamlined processing that would permit this PHA to place all EHV families on the HCV waitlist (with appropriate preferences) resolves (1) the often drawn-out time to complete paperwork, (2) the distance and transportation challenges faced by participants in a rural community, (3) difficulties for participants living with disabilities, whether they be mental or physical, and (4) an additional burden of potential mental health episodes for clients.



Transitioning EHV Families to HCV Waiver Request

(b) The impact on PHA operations or applicants if the waiver is not provided.

Record the reason in the box below (limit to 350 words).

The impact on PHA operations will be significant and potentially destabilizing if the waiver is not provided:

1. Increased Risk of Homelessness and Crisis Cases: Without placement on the waitlist, participants nearing the end of their funding will have no clear pathway to transition into other housing programs. This will likely result in an increase in housing loss and return to homelessness, particularly among the most vulnerable groups such as seniors, people with disabilities, and families with children. The community would then be forced to manage a surge in emergency requests and crisis interventions, which are more resource-intensive and harder to manage proactively.
2. Inefficient Use of Limited Staff and Resources: Staff time would be diverted to managing avoidable emergencies, repeated calls requesting help, and escalating service needs for individuals who could have been more smoothly transitioned through the waitlist waiver. Administrative inefficiency will increase, impacting the Housing Authority's ability to meet core responsibilities and serve other participants in need of regular program processes.
3. Missed Opportunity to Preserve Housing Stability: By not allowing participants to go on the waitlist via this waiver, the Housing Authority loses the ability to coordinate timely transitions into other assistance. This gap undermines efforts to sustain housing stability and support long-term housing outcomes, which is central to the agency's goals.
4. Reputational and Equity Concerns: Failing to plan ahead for the loss of funding could appear negligent or indifferent to community need, especially when it disproportionately impacts high-need populations. This could damage community trust and draw scrutiny from those concerned with stability and continuity of care for participants.

PHA Documents (Optional Attachment)

To upload documentation related to the PHA's good cause justification, click on the attachment button located on the left.

PHA Executive Director Signature

Signed by:
Cheryl Churchill
8B144EB10F2244...

Signature of Executive Director

8/6/2025

Date

Cheryl Churchill

Contact Name

707-443-4583

Phone Number