



HOUSING AUTHORITIES CITY OF EUREKA & COUNTY OF HUMBOLDT



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AGENDA

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

Monday, March 9, 2026, 12:00pm

LOCATION

Housing Authority of the County of Humboldt, 735 W. Everding Street, Eureka CA 95503

Portions of this meeting may be conducted by teleconferencing in accordance with Government Code Section 54953(b). Teleconference locations are as follows: 735 W. Everding St., Eureka 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 HR@eurekahumboldtha.org prior to the Board of Commissioners meeting; or
- Call and leave a message at (707) 443-4583 ext. 219; or
- Request to speak during Public Comment (agenda item 2), subject to applicable time limits.

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.

Page

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.

3-7

3. Approve Minutes of the Board of Commissioners regular meeting held December 8, 2025.

4. Bills and Communications:

4a. Landlord Newsletter, December 2025

4b. Landlord Update Letter, February 2026

8-11
12-13



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.

- 14 5a. Occupancy and Leasing Report
- 15-17 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:

- 18-52 8a. Resolution 524, 2024 Audit
Recommended Board Action: *Accept and Adopt for Approval*
- 53-65 8b. Resolution 525, 2025 SEMAP Submission
Recommended Board Action: *Accept and Adopt for Approval*
- 66-77 8c. Annual Meeting and Election of Officers
Recommended Board Action: *Elect Officers*
- 78 8d. Informational: 2026 Board Calendar

9. Closed Session (if needed).

10. Adjournment

Note: The next regularly scheduled board meeting is Monday, April 13, 2026 at noon.

Note

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

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

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

MINUTES

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

Monday, December 8, 2025

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

1. Roll Call

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

Absent: Commissioner Derooy
Commissioner Escarda

Staff: Churchill
Wiesner
Humphreys

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

3. **Approve minutes** of the board of commissioners regular meeting held:
October 14, 2025.

Motion to approve the minutes of the regular meeting held October 14, 2025, made by
Commissioner Fitzgerald.

Second – Commissioner Zondervan-Droz.

Roll call:

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

Chairperson Conner declared the motion carried to approve the minutes of October 14,
2025.

4. **Bills and Communications:**

None.

5. **Report of the Secretary:**

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

5b. HCV Utilization Reports
Secretary Churchill briefs the board on this report.

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. Resolution 521, Administrative Plan Update, Chapter 4
Recommended Board Action: *Accept and Adopt for Approval***

Resolution 521
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 a preference for currently assisted Emergency Housing Vouchers (EHV) households who remain in good standing but whose subsidy may be at risk due to insufficient program funding on the Housing Choice Voucher (HCV) waiting list; and

WHEREAS, The Commissioners have reviewed the proposed update to the Administrative Plan for a preference for EHV households; and

WHEREAS, This preference will be available for up to 12 months past the conclusion of the EHV household's EHV subsidy; and

WHEREAS, The proposed update was advertised and made available for forty-five (45) days of public comment, with a public comment meeting held on Wednesday, November 12, 2025, via zoom; and

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

NOW, THEREFORE, BE IT RESOLVED, That the Commissioners of the Housing Authority of the County of Humboldt do hereby approve and adopt the proposed changes to the Administrative Plan, Chapter 4.

Motion to approve Resolution 521 made by Commissioner Leon.
Second – Commissioner Zondervan-Droz

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

Chairperson Conner declared the motion carried and Resolution 521 approved.

**8b. Resolution 522, Longevity Pay Program MOU
Recommended Board Action: Accept and Adopt for Approval**

RESOLUTION NO. 522
APPROVING A MEMORANDUM OF UNDERSTANDING
ESTABLISHING A LONGEVITY PAY PROGRAM

WHEREAS, the Housing Authority of the County of Humboldt (“Housing Authority”) recognizes the value of long-term employee service and seeks to implement a structured program to acknowledge continued dedication and institutional knowledge; and

WHEREAS, the Housing Authority of the City of Eureka has developed a Memorandum of Understanding (“MOU”) establishing a Longevity Pay Program for employees; and

WHEREAS, the Housing Authority of the City of Eureka and the Housing Authority of the County of Humboldt are parties to a Cooperation Agreement dated February 10, 1971, which establishes the required payroll allocation procedures between the agencies, and both entities shall continue to follow and implement payroll allocations in accordance with the terms set forth in that agreement; and

WHEREAS, the proposed MOU outlines eligibility requirements, definitions, calculation methods, and implementation provisions for the Longevity Pay Program; and

WHEREAS, the proposed MOU defines “base salary” and outlines a longevity pay schedule of the following benchmarks:

- 10 years of service: 2% of base salary
- 15 years of service: 4% of base salary
- 20 years of service: 6% of base salary

25 years of service: 8% of base salary
30 years of service: 10% of base salary
35 years of service: 12% of base salary

WHEREAS, the Board of Commissioners has reviewed the MOU and finds that adoption of the Longevity Pay Program is in the best interest of the Housing Authority employees;

NOW, THEREFORE, BE IT RESOLVED that the Board of Commissioners of the Housing Authority of the County of Humboldt hereby approves and adopts the Memorandum of Understanding Establishing a Longevity Pay Program as presented, including the terms, conditions, and provisions contained therein; and

BE IT FURTHER RESOLVED that the Executive Director, or their designee, is authorized and directed to execute the MOU and implement the Longevity Pay Program in accordance with its provisions; and

BE IT FURTHER RESOLVED that this Resolution shall take effect immediately upon its adoption.

Motion to approve Resolution 522 made by Commissioner Fitzgerald.
Second – Commissioner Leon

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

Chairperson Conner declared the motion carried and Resolution 522 approved.

**8c. Resolution 523, Employee Out of State Travel for Nelrod Conference
Recommended Board Action: *Accept and Adopt for Approval***

RESOLUTION NO. 523
AUTHORIZING OUT-OF-STATE TRAVEL FOR
HOUSING AUTHORITY OF THE COUNTY OF HUMBOLDT EMPLOYEES
TO A NELROD CONFERENCE IN LAS VEGAS NEVADA, FEBRUARY 2026

WHEREAS, the Board of Commissioners of the Housing Authority of the County of Humboldt recognizes the importance of providing employees of the Housing Authority with access to professional development, training, and collaboration opportunities that advance the Organization’s mission; and

WHEREAS, an upcoming conference to be held in the State of Nevada offers essential training, industry updates, and peer engagement that will directly support the Organization’s programs and service delivery; and

WHEREAS, out-of-state travel by Housing Authority employees requires prior authorization from the Board of Commissioners and must comply with all applicable state policies, fiscal controls, and travel regulations;

NOW, THEREFORE, BE IT RESOLVED that the Board of Commissioners hereby authorizes designated employees of the Housing Authority of the County of Humboldt to travel to the conference in Nevada for official business purposes; and

BE IT FURTHER RESOLVED that the Executive Director (or designee) is authorized to approve the specific employees attending, confirm that the travel is necessary and within approved budget parameters, and execute all related travel documents, reservations, and reimbursement approvals; and

BE IT FURTHER RESOLVED that this authorization applies solely to the approved conference in Nevada and shall remain in effect until the completion of such travel or until modified by the Board.

Motion to approve Resolution 523 made by Commissioner Leon.
Second – Commissioner Zondervan-Droz

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

Chairperson Conner declared the motion carried and Resolution 523 approved.

8d. Informational – Reappointment of Commissioner Sylvia DeRooy, tenant commissioner

9. **Closed Session:** None needed.

10. **Adjournment**

There being no further business to come before the Commissioners, the meeting was adjourned at 12:38 p.m.

Chairperson

Secretary



Issue 2025.2

“Communication leads to community.”

Landlord Newsletter

Whether you're new to the Housing Choice Voucher program, or have been with us for years, it may feel like there's a lot to know about how the program operates. Below are the key things landlords should know, which may be helpful even if you've been around the block a few times already.

- The Housing Authority is your primary contact for questions about inspections, assistance payments, and tenant issues. We aren't HUD, but our programs are administered with HUD assistance and oversight. Calling the Public Housing Authority's (PHA) main line at 707.443.4583 x210 can get you connected to your tenant's assigned caseworker.
- You can screen HCV tenants just like non-assisted tenants for rental history, credit, or references. You cannot deny an applicant solely because they have a voucher, as this is considered source-of-income discrimination and is illegal in California. Apply your standard screening criteria consistently with all applicants, whether assisted or not.
- We approve the initial rent amount based on several factors. We do a rent reasonableness test, comparing it to similar units in the area. Additionally, rent must be within the payment standard for the tenant's voucher size. The tenant's income and utilities that are paid by the landlord or by the tenant also play into this complex calculation and approval.
- Any assisted units must pass an inspection before move-in (or before assistance starts), and periodically thereafter. Common reasons for inspection failure are missing smoke detectors, peeling paint, loose railings, leaky faucets, and missing GFCI outlets. Stay proactive with your properties – fixing small issues early prevents larger problems and possible rent payment delays in the future. See attached list of most common inspection fail items to help you plan.
- There are two key documents you'll sign: (1) the lease between you and your tenant (your lease form with your lease requirements) and (2) the Housing Assistance Payments contract, or “HAP” contract, with the PHA. These two documents run concurrently, covering rent, responsibilities, termination terms, and assistance amount.
- You receive two payments each month which together make up the full rent. The tenant pays their rent portion directly to you. The PHA pays the assistance portion to you, typically via direct deposit. We process on the first working day of the month, so you will generally see it deposited in your bank the second business day.
- Rent increases must be requested in writing 60 days in advance and are subject to the PHA's approval and proper noticing to your tenant before the increase takes effect. Note California limits annual rent increases, based on CPI.
- You are responsible for maintenance of your unit and day to day operations, just as you would be with non-assisted tenants.
- Assisted tenants have the same rights and responsibilities as non-voucher tenants under your lease. Please notify the PHA of any major violations or planned evictions, and provide copies of any eviction paperwork. Our Housing Advocate can offer support with tenant mediation if problems arise.
- Lastly, there are many benefits of participating!
 - Guaranteed assistance payments from the PHA, that go up when tenant income goes down, ensuring your full monthly rent is still received.
 - Long-term, stable tenants – voucher holders tend to stay longer.
 - Help filling vacancies – the PHA can provide direct referrals.
 - Community benefit – providing affordable housing helps reduce homelessness.
 - Annual appreciation luncheon, free for landlords, provides time to network and receive important updates.

Please call us with any questions about the Housing Choice Voucher program at 707.443.4583.

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 Smoke and CO Alarm Requirements

To ensure resident safety, HUD has increased the requirements around smoke alarms and carbon monoxide (CO) detectors. Smoke alarms are required on each level of the unit (e.g. first floor, second floor, basement, etc.). They are also required inside each bedroom. If mounted on the ceiling, the alarm must be more than 4 inches from the wall, and if wall-mounted, it must be between 4 and 12 inches below the ceiling. Effective December 29, 2024, all smoke alarms must be either hard-wired or sealed 10-year battery type under fire safety mandates.

A carbon monoxide alarm, intended to detect carbon monoxide gas and alert occupants to its presence, may also be required. A CO alarm is required if a unit contains a fuel-burning appliance (e.g. gas stove) or fuel-burning fireplace. The alarm must be installed in the immediate vicinity of each bedroom (e.g. in hallway outside bedroom) or within each bedroom.

Missing or nonoperational smoke or CO alarms are deficiencies that are considered life-threatening. This means these deficiencies require a 24-hour correction. Please test your alarms regularly, correct any missing or non-functioning device promptly, and upgrade your smoke alarms if you haven't brought them into compliance.



Updates on Emergency Housing Vouchers (EHV)

Public Housing Authorities (PHAs) are beginning to convert Emergency Housing Voucher (EHV) assistance to the regular Housing Choice Voucher (HCV) program, after HUD issued final guidance ending the temporary EHV funding authority. The EHV program was created under the American Rescue Plan Act of 2021 as a time-limited response to the COVID-19 public health emergency, aimed at helping individuals and families who were homeless, at risk of homelessness, or fleeing domestic violence. While the funding was initially expected to go through 2030, it was used nationwide much more quickly than expected. In Humboldt, we expect EHV funding to last at least through 2026. As this special funding winds down, PHAs are transitioning households to the ongoing HCV program as they are able, to ensure continuity of rental assistance and housing stability for participating families.

By moving EHV participants over to the HCV program, PHAs can continue assisting households under the long-term, permanently funded voucher structure. This conversion allows tenants to retain housing support without disruption while enabling PHAs to manage all vouchers under one consistent set of rules, administrative processes, and funding streams. The transition also supports HUD's goal of maintaining stable housing outcomes for vulnerable populations as the temporary EHV program concludes.

The Housing Authority of the County of Humboldt has not been able to issue vouchers during 2025, due to a mandate from HUD. However, we are hopeful that we may begin issuing vouchers again in 2026 and intend to implement a preference so EHV participants will be prioritized for conversion to HCV assistance.

General & Contact Information

Our lobby is open 9 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	x233
Begins with H-Ph	x216
Begins with Pi-Z	x227
Cristina - EHV, Mainstream, ESH or PBVs	x231
Robert for accounting.....	x229
Housing Advocate Mande.....	x217
Front desk for all other questions regarding Housing Authority services.....	x210

Incentives Available for VASH Assisted Units

There are still incentives available for landlords when leasing up a VASH (Veterans Affairs Supportive Housing) assisted client. Incentives may be paid through the Housing Authority or through Veterans' Affairs. Please contact the local VA office if you have units available and would like to house a veteran.

Landlord Email: Contact us at landlord@eurekahumboldtha.org

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 Stephanie at 707.443.4583 x234 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 add your listing(s). Then applicants will find you quickly and easily.



Most Common NSPIRE-V/HCV Fail Items

While this compilation doesn't aim to encompass the entire NSPIRE protocol as it relates to the HCV, it highlights the common issues leading to unit failure. Consulting this list before your inspection enhances your chances of successfully passing an NSPIRE Unit Inspection. It's important to note the listed items may be identified not only within the unit but also inside the building or common spaces accessible to residents.

Will My Unit Pass?		Yes	No
Fire Safety	Smoke detector(s) installed in all needed locations?		
	Carbon Monoxide detector installed if needed?		
	Sprinklers have nothing stored within 18" of head (no damage, trim ring present)?		
	Fire extinguisher (if provided) present, tagged, charged?		
	Flammable material not stored within 3' of fuel burning device or heater?		
	Egress: Exterior doors, bedroom window/door are fully accessible?		
Electrical/Utility	Outlets covers in place and all outlets properly wired/grounded?		
	GFCI protection noted where needed?		
	Electrical: Knockouts present, no 1/2" gap, sheathing intact, no foreign material used in repairs?		
	Water heater - TPR is correct material, slope and length?		
	Water heater - Flue correctly aligned?		
	Heating is permanent, self-fueled, operates and can maintain 68 degrees?		
	Cooling (if provided) functions as designed?		
Door	Lighting: All lights operate and securely attached?		
	Fire doors are not propped opened or damaged (all hardware operates)?		
	Garage door operates correctly including auto opener (if equipped)?		
Kitchen/Bath	Entry door operates as designed/locks and weatherstripping has no large gaps?		
	Range: All burners/oven operates (nothing missing)?		
	Sink/Shower/Tub does not leak/drip and operates as designed?		
	Toilet is not loose (including seat) and flushes/fills correctly?		
	Ventilation: Bathroom is vented? Kitchen vent/filter is present and clean?		
General	Refrigerator functions as designed and all shelves/drawers/gasket intact?		
	Grab bar (if present in bathroom) isn't loose?		
	Infestation: Unit is free from any evidence of infestation?		
	Dryer vent free from damage and correct material?		
	Mildew: Unit has no mold/mildew noted?		
	Call-For-Aids (if equipped) are not blocked, tied short and function correctly?		
	Sharp edges: Unit is free of all property owned sharp edges?		
	Rails are grippable and present on entire flight of stairs and balcony/elevated surfaces?		
Outside	Windows are intact, operable, lockable and with undamaged screens?		
	Walls/Ceilings are free from holes larger than 2 inches?		
	Paint: No damaged or peeling paint noted (pre-1978 only)?		
	Walls are free of missing/rotted sections and penetrating holes?		
	Dryer vent is not blocked or clogged?		
	Gutters/Soffit: Gutters/downspouts intact and soffit/fascia is free of penetrating holes?		
	Lighting is present and functioning?		
	Electrical/Outlet covers and knockouts in place and outlets wired/grounded and GFCI protected?		
	Rails are grippable and present on 4+ steps and balcony/elevated surfaces?		
	Paint: No damaged or peeling paint noted (pre-1978 only)?		
	Sharp edges no broken glass or other sharp issues on/near walkways?		
	Address sign is present and legible?		
Inside	Parking/Drive/Walkway are free of 3/4" tripping issues (and no 4" deep potholes in parking)?		
	Fences that provide safety/security don't have large holes, falling sections or inoperable gates?		
	Fire Extinguishers (if provided on the exterior) are present, tagged, charged?		
	Exit sign is unlit, loose or inoperable?		
	Aux light is inoperable?		
	Trash chute is clogged or self-closing door doesn't work correctly?		
	Elevator is uneven, inoperable, safety reverse inoperable or certificate is expired/not available?		



UNITS

Smoke detector Required on each level of the home, within 21' of every bedroom door and within each bedroom. If installed on wall, must be between 4" and 12" from ceiling. If ceiling mounted, must be at least 4" from wall.

Carbon Monoxide detector Required near bedroom doors if unit is equipped with fuel burning device or has an attached garage.

Sprinkler head Check for stored items within 18 inches of any head as well as significant paint or other foreign material covering head. Review each head for loose/missing escutcheon as well as corroded or damaged assemblies.

Fire extinguisher (property owned) Check to confirm the extinguisher is installed on hook/bracket (if so equipped), inspection tag date is current, and unit is properly charged.

Flammable material Gas, oil, propane, etc. is not allowed within the apartment. Additionally, combustible/flammable items must be kept at least 36 inches from fuel burning water heater/furnace and electric/gas wall heaters.

Egress Ensure the bedroom has 2 distinct unobstructed points of egress (door and window). Additionally, check that the entry doors (front and rear) open fully.

Outlets 3 prong outlets should be checked using an outlet tester, for proper grounding and correct polarity.

GFCI Using a GFCI tester to verify all required locations are protected. GFCI protection must be available at **ALL** outlets within 6' of a water source (sink, tub, washing machine, etc.).

3 Exceptions:

1) Dedicated outlets used or designed for use by a major appliance (fridge, stove, washing machine, etc.) – "dedicated" means the outlet isn't available for another device

2) Outlets technically in a different room

3) Outlets beneath the countertop & inside an enclosed cabinet

Electrical wire All wiring must be "protected" either by conduit or by the Romex jacketing/sheathing (if sheathing is stripped too far on electrical Romex, this is a citable defect).

Water heater | TPR discharge pipe The TPR discharge pipe MUST be constructed of an "approved material". Additionally, the length must not be closer than 2" but no greater than 6" from the floor/pan (or to the exterior). Additionally, the discharge line must not have any "upward" slope.

Water heater | Misaligned flue Must have positive upward slope, be properly aligned and have no tape covering gaps or holes.

Heating Unit must be equipped with a permanently installed, self-fueled heater and must have the ability to maintain 68 degrees in all living spaces (no ventless heaters permitted).

Cooling If provided by landlord, cooling system must function.

Lighting All lights must function and be securely attached and be permanently mounted in the kitchen and bathroom.

Fire doors Any door that is fire rated (evidence of tag or fire plug) must be in near perfect condition (hardware, weatherstripping, surface, etc.). Also, important to note; no fire door can be propped open (no kickstand or wedges allowed). Magnetic closers activated by the fire alarm are the exception.

Entry doors Must function as designed (latch, lock, etc.) with no penetrating holes noted and no gap in the weatherstripping larger than ¼ inch.

Garage doors Hardware must function (including auto openers if equipped) and no penetrating holes noted.

Range Ensure all burners/over produce heat and all components (knobs, drip pans, etc.) are present.

Sink/Shower/Tub Check for leaks, steady drips, missing or loose handles and faucets functions as designed (also check to ensure tub isn't more than 50% 'discolored').

Toilet Ensure toilet flushes, fills, shuts off correctly and bowl and seat aren't loose or damaged.

Ventilation Bathroom must have venting (mechanical or operable window). Within kitchen, if venting is provided ensure the filter is present and clean.

Refrigerator All shelves, drawers, handles and gaskets must be free from damage that impacts their function.

Grab bar If installed within bathroom the grab must not be loose

Infestation Any evidence (eggs, dropping, etc.) of roaches, bed bugs or mice needs to be addressed.

Dryer vents White plastic flex venting is not allowed for dryer venting. Additionally, ducting that is "kinked", ripped, damaged or disconnected is a defect.

Mold/Mildew More than 4sq inches of mildew (cumulative per room) should be addressed.

Call-For-Aid If equipped, ensure the cords are no more than 6" from floor and not blocked by furniture.

Sharp edges Review all windows, bathroom mirror, toilet lid (and any other property owned items) for broken and sharp edges.

Rails Ensure all steps of 4 or more have grippable handrails that are installed between 28" and 42" high and run continually from the first riser to the last.

Windows Check all window screen to ensure they are present and have no damage greater than 1". All windows must be operable (open and stay open), free of cracks/damage and lockable using an attached lock.

Walls/Ceiling Holes larger than 2" are not permitted. Ensure ceiling has no deflection or sagging.

Paint (pre-1978) Damaged paint (peeling, bubbled, scratched, rubbed, etc.) on any surface (walls, windowsill, handrail, door frame, etc.) should be eliminated if children under the age of 6 (or pregnant women) are expected to reside.

INSIDE (Common Areas)

All the same as "Units" plus...

Exit signs If provided, exit signs must be lit for 90 minutes in case of power loss. Signs must not be loose as well as testing the internal battery by holding the "Test" button for 30 seconds.

Auxiliary lights All auxiliary light should be checked to confirm proper operation (bulbs and battery).

Elevator Each elevator should operate, be within ¾" height difference of floor, safety reverses must function and have current certificate available.

Trash chute Chute must be clear and doors must self-close

OUTSIDE

Walls Walls that are not weathertight or sections that are missing (or any penetrating holes) should be addressed.

Dryer vents blocked or clogged Lint or even purposely blocked by the resident to prevent air infiltration in cool weather.

Gutters/Soffit Gutters should function correctly, and soffit/fascia should be free of loose sections or penetrating holes.

Lighting Lights should be present and functioning.

Electrical/Outlet Wiring must be "protected" by conduit or Romex jacketing. Ensure all knockouts are in place and no foreign material used in repair. Ensure all outlets are GFCI protected.

Rails Ensure all steps of 4 or more have grippable handrails that are installed between 28" and 42" high and run continually from the first riser to the last. Additionally, any elevated walking surfaces 30+ inches in height should be protected by a guardrail.

Damaged paint (pre-1978) Any damaged paint (peeling, bubbled, scratched, rubbed, etc.) should be eliminated.

Sharp edges Broken glass or other damaged items creating a sharp edge within a walking area should be removed.

Address sign Address should be readily visible.

Parking/Drive/Walks Free from ¾" unevenness and ensure potholes 4" or more in depth are corrected.

Fences Any fence that provides safety/security must not have large holes, falling sections or inoperable gates

Fire extinguisher (property owned) Check to confirm the extinguisher is installed on hook/bracket (if so equipped), inspection tag date is current, and unit is properly charged.



HOUSING AUTHORITIES CITY OF EUREKA & COUNTY OF HUMBOLDT



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February 4, 2026

LANDLORD
ADDRESS
ADDRESS

Dear Property Owners and Managers,

We are writing to provide a summary of recent and ongoing state laws that limit annual rent increases in California: Assembly Bill (AB) 1482 and Assembly Bill (AB) 846. These laws apply to different types of rental housing and establish specific limits on how much rents can increase each year. *It is important that you review these reminders and consult your legal counsel if you have questions related to the application of these laws in the management of your rental property.*

1. AB 1482 – THE TENANT PROTECTION ACT OF 2019

Effective date: January 1, 2020

Applies to: Most market-rate residential rental properties in California, unless a specific exemption applies.

Rent Increase Limit:

Under AB 1482, the maximum annual rent increase is the lower of:

- 5% plus the percentage change in the regional Consumer Price Index (CPI), or
- 10% of the rent charged in the prior 12 months.

Properties Exempt from AB 1482 include:

- Housing subject to a deed restriction or regulatory agreement that limits rents or tenant incomes (such as LIHTC, HOME, or other affordable housing programs).
- Single-family homes and condominiums as long as they aren't owned by a corporation, REIT, or LLC with a corporate member.
- Units built within the last 15 years.
- Dormitories or owner-occupied duplexes.



The Housing Authorities are Equal Housing Opportunity Organizations





HOUSING AUTHORITIES CITY OF EUREKA & COUNTY OF HUMBOLDT



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Application to Section 8 Tenants:

The California Attorney General clarified (June 29, 2023) that AB 1482 applies to tenants with Section 8 Housing Choice Vouchers unless the property itself qualifies for another exemption (such as being LIHTC-restricted).

2. AB 846 – RENT CAPS FOR LIHTC AFFORDABLE HOUSING

Effective date: January 1, 2025

Applies to: All Low-Income Housing Tax Credit (LIHTC) properties statewide, regardless of when the tax credits were allocated.

Rent Increase Limit:

Under AB 846 and CTCAC Regulation §10336(a), the maximum allowable annual rent increase for LIHTC units is the lesser of:

- 5% plus the percentage change in the regional Consumer Price Index (CPI), or
- 10% of the lowest rent charged in the past 12 months, or
- The rent increase otherwise allowed under federal LIHTC rules (based on HUD Area Median Income limits).

Waivers:

Property owners may request a waiver from the California Tax Credit Allocation Committee (CTCAC) if the rent cap would cause financial hardship or threaten the long-term financial viability of the property.

Implementation:

CTCAC adopted implementing regulations in December 2024, with full compliance required beginning January 1, 2025.

SUMMARY

If you own or manage multiple properties, please ensure that you are applying the correct rent increase limits for each property type. The Housing Authority will not approve rent increases exceeding the legal limits.

Sincerely,

Housing Authority of the County of Humboldt



The Housing Authorities are Equal Housing Opportunity Organizations



**Occupancy and Leasing Report
Jan-26**

Program	Total Units Available													Wait List End of Month		
		Jan-26	Feb-26	Mar-26	Apr-26	May-26	Jun-26	Jul-26	Aug-26	Sep-26	Oct-26	Nov-26	Dec-26			
HOUSING AUTHORITY OF THE CITY OF EUREKA																
Public Housing	195	187													1029	1
Eureka Family Housing	51	49													1063	
Eureka Senior Housing	22	22													201	
Total City Units	268	258	0	0												

HOUSING AUTHORITY OF THE COUNTY OF HUMBOLDT

Vouchers - Program Allocation vs. Utilization																
Housing Choice Vouchers	1234	890													1621	Waitlist Closed 3/28/25
VASH Vouchers	95	88													N/A	
Mainstream vouchers	75	71													N/A	2
Emergency Housing Vouchers (EHV)	182	102													N/A	3
FYI Foster Youth to Independence (2026)	3	0													N/A	8
Total All Vouchers	1589	1151	0													

Project Based Vouchers (note that these are a subset of HCV & VASH voucher counts shown above)

PBV-VASH - Bayview Heights (Eureka)	22	22													N/A	4
PBV-HCV - Bayview Heights (Eureka)	3	2													11	4
PBV-HCV - Sorrell Place (Arcata)	5	5													359	5
PBV-HCV - Providence (Eureka)	42	37													N/A	6
PBV-HCV - Key Me Ek (Eureka)	13	13													N/A	8
PBV-HCV - Laurel Canyon	35	35													175	9
Total Project Based Vouchers	120	114	0													

Vouchers issued but not under contract, end of month (aka "Searching")	4
--	---

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. HACE is starting a plan of held vacancies in the 25-1/Prospect Street units to facilitate rehabilitation plans in later 2026.
- 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 EHV; all are issued based on referral from HHHC or HDVS. Referrals began Q4 2021; no new vouchers after 9/30/2023.
- Bayview Heights - 25 PBVs for veterans at 4th & C Street, Eureka; contract signed 6/30/2020.
- Sorrell Place - 5 PBV units for extremely low income households; 7th & I Street, Arcata; contract signed 6/1/2022.
- Providence Mother Bernard House - 42 PBV units based on referral from CoC; contract signed 1/8/2024.
- Laurel Canyon (7th & Myrtle Ave.) - 35 senior PBV units; contract signed 12/7/2023.
- Key-Me-Ek - 13 PBV units based on referral from CoC; contract signed 11/1/2024.
- FYI Vouchers (Foster Youth to Independence) - DHHS and HACH entered an MOU in 2025 to request and administer FYI vouchers. Up to 25 vouchers can be requested per year; first 3 vouchers requested in 2025 and funded Q1-2026.

HOUSING AUTHORITY OF THE COUNTY OF HUMBOLDT
All Voucher Programs
For the month of January 2026

	January	Total
Traditional HCV & VASH (Includes PBVs and FYI)		
A		
HAP income (budget authority)	\$ 785,634	\$ 785,634
HAP expenses	<u>(771,954)</u>	<u>(771,954)</u>
Surplus (Deficit)	<u>13,680</u>	<u>13,680</u>
B		
% Total income utilized	98.26%	98.26%
Administrative/Other Income	115,892	115,892
Operating expenses	<u>(95,725)</u>	<u>(95,725)</u>
Surplus (Deficit)	<u>20,167</u>	<u>20,167</u>
Remaining HAP Cash	10,950	
Remaining Non-HAP Cash	<u>1,011,428</u>	
Total HCV Cash	1,022,378	
Cash Increase/(Decrease)	25,270	
# of Households Assisted	978	978
Average HAP Payment	\$ 789	\$ 789
Mainstream (disabled & non-elderly)		
A		
HAP income (budget authority)	\$ 56,829	\$ 56,829
HAP expenses	<u>(56,853)</u>	<u>(56,853)</u>
Surplus (Deficit)	<u>(24)</u>	<u>(24)</u>
B		
% Total income utilized	100.04%	100.04%
Administrative/Other Income	6,653	6,653
Operating expenses	<u>(5,718)</u>	<u>(5,718)</u>
Surplus (Deficit)	<u>935</u>	<u>935</u>
Remaining HAP Cash	1,374	
Remaining Non-HAP Cash	<u>75,538</u>	
Total MSV Cash	76,912	
Cash Increase/(Decrease)	1,371	
# of Households Assisted	71	71
Average HAP Payment	\$ 801	\$ 801
Emergency Housing Vouchers (EHVs)		
A		
HAP income (budget authority)	\$ 112,044	\$ 112,044
HAP expenses	<u>(93,608)</u>	<u>(93,608)</u>
Surplus (Deficit)	<u>18,436</u>	<u>18,436</u>
C		
% Total income utilized	83.55%	83.55%
Administrative/Other Income	13,288	13,288
Operating expenses	<u>(9,379)</u>	<u>(9,379)</u>
Surplus (Deficit)	<u>3,908</u>	<u>3,908</u>
Remaining HAP Cash	19,084	
Remaining Non-HAP Cash	<u>153,757</u>	
Total EHV Cash	172,840	
Cash Increase/(Decrease)	14,086	
# of Households Assisted	102	102
Average HAP Payment	\$ 918	\$ 918

HOUSING AUTHORITY OF THE COUNTY OF HUMBOLDT
All Voucher Programs
For the month of January 2026

	January	Total
Total All Voucher Programs		
A HAP income (budget authority)	\$ 954,507	\$ 954,507
HAP expenses	(922,415)	(922,415)
Surplus (Deficit)	32,092	32,092
B % Total income utilized	96.64%	96.64%
Administrative/Other Income	135,833	135,833
Operating expenses	(110,822)	(110,822)
Surplus (Deficit)	25,011	25,011
Remaining HAP Cash	31,407	
Remaining Non-HAP Cash	1,240,724	
Total Program Cash	1,272,131	
Cash Increase/(Decrease)	40,728	
# of Households Assisted	1,151	1,151
Average HAP Payment	\$ 801	\$ 801

Notes

- A** Includes 3 FYI vouchers issued.
- B** HCV and MSV voucher issuance on hold. Expecting spending to be near, or below 100% until future issuance can resume. Special purpose HCV VASH and FYI vouchers can still be issued.
- C** No longer issuing EHV vouchers. Budget authority extends through 2026, with any remaining reserves funding vouchers through sunset of program.

HUD Held Reserves estimated as of 12/15/2025

HCV - \$0

MSV - \$0

EHV - \$1,489,605

*Reserves will be utilized to fund budget authority for remaining EHV program months.

Housing Choice Vouchers

	<u>2017</u>	<u>2018</u>	<u>2019</u>	<u>2020</u>	<u>2021</u>	<u>2022</u>	<u>2023</u>	<u>2024</u>	<u>2025</u>	<u>2026</u>
January	918	903	882	866	884	866	843	877	1005	978
February	919	898	894	867	875	858	844	926	1002	
March	918	896	897	861	875	862	844	934	1005	
April	919	908	895	859	873	858	844	934	1013	
May	917	905	895	850	873	861	838	947	1009	
June	914	898	892	853	868	864	841	954	1004	
July	919	895	882	873	865	856	849	973	999	
August	917	888	879	872	864	854	847	976	992	
September	913	888	872	883	864	851	846	984	989	
October	906	888	866	888	862	846	844	985	989	
November	903	887	881	890	866	839	839	992	988	
December	902	882	877	887	857	842	838	1003	983	
Average	914	895	884	871	869	855	843	957	998	978
UML's	10,965	10,736	10,612	10,449	10,426	10,257	10,117	11,485	11,978	978

Mainstream Vouchers

	<u>2021</u>	<u>2022</u>	<u>2023</u>	<u>2024</u>	<u>2025</u>	<u>2026</u>
January		27	43	51	55	71
February		27	45	53	59	
March		28	48	54	64	
April		29	50	54	68	
May		31	50	55	69	
June		32	51	55	71	
July		36	52	54	71	
August	4	37	53	55	71	
September	15	36	50	55	70	
October	18	37	51	57	69	
November	24	38	50	58	70	
December	27	39	51	56	70	
Average	21	33	50	55	67	71
UML's	88	397	594	657	807	71

Emergency Housing Vouchers

	<u>2021</u>	<u>2022</u>	<u>2023</u>	<u>2024</u>	<u>2025</u>	<u>2026</u>
January		5	86	145	128	102
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	111	
August		42	127	143	112	
September		46	137	144	109	
October		64	135	142	109	
November		69	141	135	109	
December	4	80	147	131	106	
Average	4	37	120	142	115	102
UML's	4	441	1435	1698	1377	102

Total All Voucher Programs

	<u>2017</u>	<u>2018</u>	<u>2019</u>	<u>2020</u>	<u>2021</u>	<u>2022</u>	<u>2023</u>	<u>2024</u>	<u>2025</u>	<u>2026</u>
January	918	903	882	866	884	898	972	1073	1188	1151
February	919	898	894	867	875	896	989	1125	1185	
March	918	896	897	861	875	905	994	1132	1192	
April	919	908	895	859	873	905	1002	1131	1199	
May	917	905	895	850	873	915	999	1144	1194	
June	914	898	892	853	868	926	1006	1150	1187	
July	919	895	882	873	865	930	1028	1169	1181	
August	917	888	879	872	868	933	1027	1174	1175	
September	913	888	872	883	879	933	1033	1183	1168	
October	906	888	866	888	880	947	1030	1184	1167	
November	903	887	881	890	890	946	1030	1185	1167	
December	902	882	877	887	888	961	1036	1190	1159	
Average	914	895	884	871	894	925	1,012	1,153	1,180	1,151
UML's	10,965	10,736	10,612	10,449	10,518	11,095	12,146	13,840	14,162	1,151

Housing Authority of the County of Humboldt

Board of Commissioners Meeting

March 9, 2026

Agenda Item 8a

Memorandum

To: Commissioners

From: Dustin Wiesner, Deputy Director

Subject: Housing Authority of the County of Humboldt 2024 Financial Audit Report

BACKGROUND AND HISTORY:

Presented is the 2024 Financial Audit Report of the Housing Authority of the County of Humboldt (HACH). We had zero findings. Below is a list of financial highlights and a reference to relevant discussion points.

**All comparative figures reference the change from the 2023 to 2024 audit*

Net position increased by \$258,629 (77%) (pg. ii of audit report) primarily due to:

Assets

- Unrestricted cash increased \$231,925 due to higher earned administrative fees driven by continued growth in voucher utilization. Across all programs, HACH increased voucher utilization by 15%.
- Restricted cash decreased \$66,550 primarily from utilization of start-up services fees received for the Emergency Housing Voucher (EHV) Program.

Liabilities

- Current liabilities decreased \$73,997 largely due to utilization of EHV services fees.
- Non-current liabilities decreased \$26,110 mostly due to a reduction in long-term pension and retiree-benefit liabilities, resulting from updated actuarial calculations.

Total revenues increased \$1,912,196 (20%) (pg. iii of audit report) due to higher grant income related to increased voucher utilization.

Total expenses increased by \$1,744,662 (18%) (pg. iv of audit report) primarily due to a combination of higher voucher utilization and increased payment standards.

IMPACT TO PERSONNEL:

Approval of HACH's annual audited financial report will allow staff to close out the audit process for fiscal year 2024.

ALTERNATIVES:

No alternatives are recommended.

FISCAL IMPACT:

HUD requires an annual audited financial report. Failure to submit an annual audited financial report may result in sanctions including, but not limited to, a permanent reduction or offset of funding.

STAFF RECOMMENDATION:

Staff recommends that the Board approve the Housing Authority of the County of Humboldt's 2024 Financial Audit Report.

HOUSING AUTHORITY OF THE COUNTY OF HUMBOLDT

Financial Statements & Independent Auditors' Report

For the Year Ended December 31, 2024



Housing Authority of the County of Humboldt

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For the Year Ended December 31, 2024

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Board of Commissioners

Housing Authority of the County of Humboldt
Eureka, CA

Independent Auditors' Report

Report on the Audit of the Financial Statements

Opinions

We have audited the financial statements of the business-type activities of the Housing Authority of the County of Humboldt, as of and for the year ended December 31, 2024, and the related notes to financial statements, which collectively comprise the Housing Authority of the County of Humboldt's basic financial statements as listed in the table of contents.

In our opinion, the accompanying financial statements present fairly, in all material respects, the respective financial position of the business-type activities of the Housing Authority of the County of Humboldt, as of December 31, 2024, and the respective changes in financial position, and cash flows thereof for the year then ended in accordance with accounting principles generally accepted in the United States of America.

Basis for Opinions

We conducted our audit in accordance with auditing standards generally accepted in the United States of America (GAAS) and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Our responsibilities under those standards are further described in the Auditor's Responsibilities for the Audit of the Financial Statements section of our report. We are required to be independent of the Housing Authority of the County of Humboldt, and to meet our other ethical responsibilities, in accordance with the relevant ethical requirements relating to our audit. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinions.

Responsibilities of Management for the Financial Statements

The Housing Authority of the County of Humboldt's management is responsible for the preparation and fair presentation of the financial statements in accordance with accounting principles generally accepted in the United States of America, and for the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, management is required to evaluate whether there are conditions or events, considered in the aggregate, that raise substantial doubt about the Housing Authority of the County of Humboldt's ability to continue as a going concern for twelve months beyond the financial statement date, including any currently known information that may raise substantial doubt shortly thereafter.



Auditor's Responsibilities for the Audit of the Financial Statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinions. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with GAAS and *Government Auditing Standards* will always detect a material misstatement when it exists. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control. Misstatements are considered material if there is a substantial likelihood that, individually or in the aggregate, they would influence the judgment made by a reasonable user based on the financial statements.

In performing an audit in accordance with GAAS and *Government Auditing Standards*, we:

- Exercise professional judgment and maintain professional skepticism throughout the audit.
- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, and design and perform audit procedures responsive to those risks. Such procedures include examining, on a test basis, evidence regarding the amounts and disclosures in the financial statements.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Housing Authority of the County of Humboldt's internal control. Accordingly, no such opinion is expressed.
- Evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluate the overall presentation of the financial statements.
- Conclude whether, in our judgment, there are conditions or events, considered in the aggregate, that raise substantial doubt about the Housing Authority of the County of Humboldt's ability to continue as a going concern for a reasonable period of time.

We are required to communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit, significant audit findings, and certain internal control-related matters that we identified during the audit.

Required Supplementary Information

Accounting principles generally accepted in the United States of America require that the Management's Discussion and Analysis, as described in the table of contents, be presented to supplement the basic financial statements. Such information is the responsibility of management and, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. We have applied certain limited procedures to the required supplementary information in accordance with auditing standards generally accepted in the United States of America, which consisted of inquiries of management about the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.



Supplementary Information

Our audit was conducted for the purpose of forming opinions on the financial statements that collectively comprise the Housing Authority of the County of Humboldt's basic financial statements. The Schedule of Expenditures of Federal Awards, as required by *Title 2 U.S. Code of Federal Regulations Part 200, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards*, is presented for purposes of additional analysis and are not a required part of the basic financial statements. Such information is the responsibility of management and was derived from and relates directly to the underlying accounting and other records used to prepare the basic financial statements. The information has been subjected to the auditing procedures applied in the audit of the basic financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the basic financial statements or to the basic financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the schedule of expenditures of federal awards is fairly stated, in all material respects, in relation to the basic financial statements as a whole.

Other Reporting Required by Government Auditing Standards

In accordance with *Government Auditing Standards*, we have also issued our report dated August 6, 2025, on our consideration of the Housing Authority of the County of Humboldt's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters. The purpose of that report is solely to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the Housing Authority of the County of Humboldt's internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the Housing Authority of the County of Humboldt's internal control over financial reporting and compliance.

August 5, 2025

MANAGEMENT'S DISCUSSION AND ANALYSIS

The Management's Discussion and Analysis (the MD&A) is designed to (a) assist the reader in focusing on significant financial issues, (b) provide an overview of the Housing Authority of the County of Humboldt's, (the Authority) financial activity, (c) identify changes in the Authority's financial position (its ability to address the next and subsequent years' challenges), and (d) identify issues or concerns. This will now be presented at the front of each year's financial statements.

Since the MD&A is designed to focus on the current year's activities, resulting changes and currently known facts, please read it in conjunction with the financial statements which follow this section.

FINANCIAL HIGHLIGHTS

- Net position increased \$258,629 (76.97%) in 2024. Net position was \$594,663 and \$336,034 for 2024 and 2023, respectively.
- Total revenue increased \$1,912,196 (19.79%) in 2024. Total revenues were \$11,576,729 and \$9,664,533 for 2024 and 2023, respectively.
- Total expenses increased \$1,744,662 (18.22%) in 2024. Total expenses were \$11,318,098 and \$9,573,436 for 2024 and 2023, respectively.

OVERVIEW OF THE FINANCIAL STATEMENTS

The financial statements included in this annual report are those of a special-purpose government engaged in a business-type activity. This MD&A is intended to serve as an introduction to the Authority's basic financial statements.

The following statements are included:

- Statement of Net Position - reports current financial resources (short-term expendable resources) with capital assets and long-term obligations.
- Statement of Revenue, Expenses, and Changes in Fund Net Position - reports operating and nonoperating revenue, by major source along with operating and nonoperating expenses and capital contributions.
- Statement of Cash Flows - reports cash flows from operating, investing, capital, non-capital activities.

Housing Authority of the County of Humboldt

Management's Discussion and Analysis
For the Year Ended December 31, 2024

FINANCIAL ANALYSIS

The following tables focus on the Net Position and the change in net position of the primary government as a whole.

TABLE 1 - STATEMENT OF NET POSITION

	2024	2023	Change	
			Dollar	Percentage
ASSETS				
Current assets	\$ 1,590,637	\$ 1,414,856	\$ 175,781	12.42%
Capital & non-current assets	52,335	69,594	(17,259)	-24.80%
Total assets	<u>1,642,972</u>	<u>1,484,450</u>	<u>158,522</u>	10.68%
DEFERRED OUTFLOWS OF RESOURCES				
	-	-	-	N/A
LIABILITIES				
Current liabilities	106,819	180,816	(73,997)	-40.92%
Non-current liabilities	941,490	967,600	(26,110)	-2.70%
Total liabilities	<u>1,048,309</u>	<u>1,148,416</u>	<u>(100,107)</u>	-8.72%
DEFERRED INFLOWS OF RESOURCES				
	-	-	-	N/A
NET POSITION				
Investment in capital assets	29,335	36,552	(7,217)	-19.74%
Restricted net position	14,800	35,064	(20,264)	-57.79%
Unrestricted net position	550,528	264,418	286,110	108.20%
Total net position	<u>\$ 594,663</u>	<u>\$ 336,034</u>	<u>\$ 258,629</u>	76.97%

MAJOR FACTORS AFFECTING THE STATEMENT OF NET POSITION

The Authority's net position increased by \$258,629 (76.97%) due to the following factors:

Total assets increased by \$158,522 (10.68%) primarily due to the following:

- **Total cash increased \$165,375 (11.97%)**, driven by a \$231,925 increase in unrestricted cash primarily resulting from an increase in voucher utilization, while restricted cash decreased \$66,550. The decrease in restricted cash was a result of planned utilization of the Emergency Housing Voucher (EHV) services fees reserve to support program costs.
- **Total capital & non-current assets decreased \$17,259 (24.80%)** primarily as a result of regular depreciation of the Authority's capital assets.

Total Liabilities decreased by \$100,107 (8.72%) primarily due to the following:

- **Current liabilities decreased \$73,997 (40.92%)** primarily due to the utilization of EHV services fees and the related reduction in unearned revenue.
- **Non-current liabilities decreased \$26,110 (2.7%)** primarily due to a reduction in the Authority's long-term pension and other post-employment benefits (OPEB) liability (See Note 10).

Housing Authority of the County of Humboldt

Management's Discussion and Analysis
For the Year Ended December 31, 2024

TABLE 2 - STATEMENTS OF REVENUE, EXPENSES, AND CHANGES IN FUND NET POSITION

The following schedule compares the revenue and expenses for the current and previous fiscal years. The Authority is engaged only in business-type activities.

	2024	2023	Change	
			Dollar	Percentage
Government grants	\$ 11,531,205	\$ 9,621,156	\$ 1,910,049	19.85%
Other income	33,575	34,722	(1,147)	-3.30%
Interest income	11,949	8,655	3,294	38.06%
TOTAL REVENUES	11,576,729	9,664,533	1,912,196	19.79%
Administration	943,732	898,821	44,911	5.00%
Tenant services	84,579	320,921	(236,342)	-73.64%
Utilities	15,447	13,783	1,664	12.07%
Maintenance and operations	17,579	13,916	3,663	26.32%
Insurance	32,524	32,170	354	1.10%
Other expenses	99,876	101,142	(1,266)	-1.25%
Housing Assistance Payments	10,106,073	8,170,786	1,935,287	23.69%
Depreciation and amortization	17,259	20,477	(3,218)	-15.72%
Interest expense	1,029	1,420	(391)	-27.54%
TOTAL EXPENSES	11,318,098	9,573,436	1,744,662	18.22%
CHANGE IN NET POSITION	258,631	91,097	167,534	183.91%
BEGINNING NET POSITION	336,032	244,935		
ENDING NET POSITION	\$ 594,663	\$ 336,032		

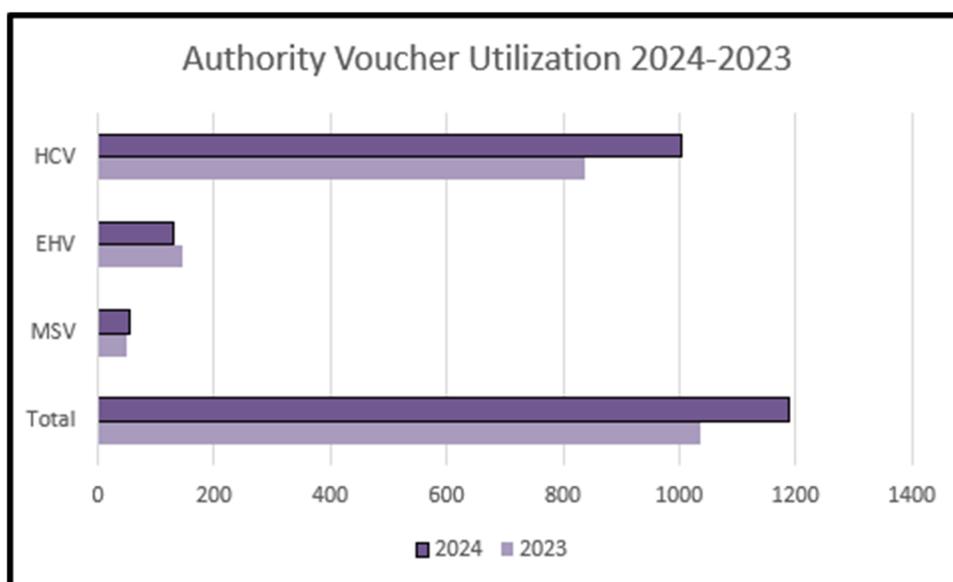
MAJOR FACTORS AFFECTING THE STATEMENT OF REVENUE, EXPENSES, AND CHANGES IN FUND NET POSITION

Total Revenues increased by \$1,912,196 (19.79%) primarily due to an increase in voucher growth across all programs of 154 vouchers (14.86%) and the associated increase in both administrative and Housing Assistance Payment (HAP) funding. For illustration, our year-end voucher counts across our Housing Choice Voucher (HCV), Emergency Housing Voucher (EHV) and Mainstream Voucher (MSV) programs are as follows:

Program	2024	2023	Voucher Utilization Change	Voucher Utilization % Change
HCV	1,003	838	165	19.69%
EHV	131	147	(16)	-10.88%
MSV	56	51	5	9.80%
Total	1,190	1,036	154	14.86%

Housing Authority of the County of Humboldt

Management's Discussion and Analysis
For the Year Ended December 31, 2024



Total Expenses increased by \$1,744,662 (18.22%) due to the voucher growth discussed previously. As our voucher programs grow, so do the associated HAP and administrative costs that are needed to support the Authority's programs. HAP costs increased \$1,935,287 (23.69%) and administrative costs increased \$44,911 (5.00%) directly related to supporting voucher growth. The voucher program expense increases were partially offset by a reduction in Tenant services expense related to EHV services fees of \$236,342 (73.64%). This decline reflects HUD's planned discontinuance of new EHV voucher issuance and the reduced need for initial lease-up support for new vouchers.

CAPITAL ASSETS

As of December 31, 2024, investment in capital assets for its business-type activities was \$52,335 net of accumulated depreciation and accumulated amortization. This investment in capital assets includes land, buildings, improvements, equipment, and construction in progress.

	2024	2023	Change	
			Dollar	Percentage
Buildings and improvements	\$ 36,517	\$ 36,517	\$ -	0.00%
Equipment	69,417	69,417	-	0.00%
Right to use, equipment	49,816	53,740	(3,924)	-7.30%
	<u>155,750</u>	<u>159,674</u>	<u>(3,924)</u>	<u>-2.46%</u>
Accumulated depreciation	(76,017)	(68,878)	(7,139)	10.36%
Accumulated amortization	(27,398)	(21,202)	(6,196)	29.22%
Net capital assets	<u>\$ 52,335</u>	<u>\$ 69,594</u>	<u>\$ (17,259)</u>	<u>-24.80%</u>

LEASE PAYABLE

As of December 31, 2024, the Housing Authority of the County of Humboldt had \$23,000 of lease payable outstanding, a decrease of \$10,042 from the prior fiscal year. The change in the lease payable is presented in detail in the Notes to the Financial Statements.

ECONOMIC FACTORS

Significant economic factors affecting the Authority are as follows:

- Federal funding of the Department of Housing and Urban Development.
- Local labor supply and demand, which can affect salary and wage rates.
- Local inflation, recession, and employment trends, which can affect resident incomes and therefore the amount of rental income.
- Inflationary pressure on utility rates, supplies and other costs.

FINANCIAL CONTACT

This financial report is designed to provide users of these financial statements with a general overview of the Authority's finances and to show the Authority's accountability for the money it receives. The individual to be contacted regarding this report is Cheryl Churchill, Executive Director for the Housing Authority of the County of Humboldt, at (707) 443-4583.

Specific requests may be submitted to:

Dustin Wiesner, Director of Finance,
Housing Authority of the County of Humboldt,
735 West Everding Street, Eureka, CA 95503

Housing Authority of the County of Humboldt

Statement of Net Position

December 31, 2024

ASSETS

Current Assets

Cash and cash equivalents	
Unrestricted	\$ 1,495,136
Restricted	51,565
Subtotal	1,546,701
Accounts receivable, net	16,179
Prepaid expenses	27,757
Total Current Assets	1,590,637

Non-Current Assets

Capital assets, net	29,917
Right-to-use leased assets, net	22,418
Total Non-Current Assets	52,335

TOTAL ASSETS

1,642,972

DEFERRED OUTFLOWS OF RESOURCES

-

LIABILITIES

Current Liabilities

Accounts payable	6,052
Compensated absences current	2,637
Unearned revenue	37,131
Other liabilities current	42,619
Related party obligation, current	7,980
Lease payable current	10,400
Total Current Liabilities	106,819

Non-Current Liabilities

Compensated absences	85,274
Related party obligations	843,616
Lease payable	12,600
Total Non-Current Liabilities	941,490

TOTAL LIABILITIES

1,048,309

DEFERRED INFLOWS OF RESOURCES

-

NET POSITION

Net investment in capital assets	29,335
Restricted	14,800
Unrestricted	550,528
TOTAL NET POSITION	\$ 594,663

Housing Authority of the County of Humboldt
Statement of Revenues, Expenses, and Changes in Net Position
For the Year Ended December 31, 2024

Operating Revenues	
Government grants	\$ 11,531,205
Other income	33,575
Total Operating Revenues	<u>11,564,780</u>
Operating Expenses	
Administration	943,732
Tenant services	84,579
Utilities	15,447
Maintenance and operations	17,579
Insurance expense	32,524
General expense	99,876
Housing Assistance Payments	10,106,073
Depreciation and amortization	17,259
Total Operating Expenses	<u>11,317,069</u>
NET OPERATING INCOME (LOSS)	<u>247,711</u>
Non-Operating Revenues (Expenses)	
Interest income	11,949
Interest expense	(1,029)
Total Non-Operating Revenues (Expenses)	<u>10,920</u>
INCOME (LOSS) BEFORE CAPITAL CONTRIBUTIONS	<u>258,631</u>
CHANGE IN NET POSITION	258,631
BEGINNING NET POSITION	<u>336,032</u>
ENDING NET POSITION	<u>\$ 594,663</u>

Housing Authority of the County of Humboldt

Statement of Cash Flows

For the Year Ended December 31, 2024

CASH FLOWS FROM OPERATING ACTIVITIES

Receipts from tenants and users	\$ -
Receipts from operating grants	11,445,632
Receipts from other sources	29,022
Payments for goods and services	(403,974)
Payments for Housing Assistance Payments	(10,106,073)
Payments to employees for services	(800,110)

NET CASH FLOW PROVIDED (USED) BY OPERATING ACTIVITIES 164,497

CASH FLOWS FROM CAPITAL AND RELATED FINANCING ACTIVITIES

Payments on loans	(10,042)
Payments of interest	(1,029)

NET CASH FLOW PROVIDED (USED) BY CAPITAL AND RELATED FINANCING ACTIVITIES (11,071)

CASH FLOWS FROM INVESTING ACTIVITIES

Proceeds from investment activities	11,949
-------------------------------------	--------

NET CASH FLOW PROVIDED (USED) BY INVESTING ACTIVITIES 11,949

NET INCREASE (DECREASE) IN CASH 165,375

BEGINNING CASH 1,381,326

ENDING CASH \$ 1,546,701

RECONCILIATION OF OPERATING INCOME (LOSS) TO NET CASH PROVIDED (USED) BY OPERATING ACTIVITIES

Operating income (loss)	\$ 247,711
-------------------------	------------

Adjustments to Reconcile Operating Income (Loss) to Net Cash Provided (Used) by Operating Activities:

Depreciation and amortization	17,259
Related party obligations	(21,142)

Change in Assets and Liabilities

(Increase) decrease in accounts receivable	(11,019)
(Increase) decrease in prepaid expenses	889
Increase (decrease) in accounts payable	(3,091)
Increase (decrease) in accrued liabilities	12,997
Increase (decrease) in unearned revenue	(79,107)

Total Adjustments (83,214)

Net Cash Provided (Used) by Operating Activities \$ 164,497

Interest Paid \$ 1,029

NOTE 01 - SUMMARY OF ORGANIZATION, SIGNIFICANT ACCOUNTING POLICIES AND REPORTING ENTITY

Introduction

The financial statements of the Housing Authority of the County of Humboldt (the Authority) have been prepared in accordance with Generally Accepted Accounting Principles (GAAP). The Governmental Accounting Standards Board (GASB) is the standard-setting body for establishing GAAP for state and local governments through its pronouncements (Statements and Interpretations). The Authority has previously implemented GASB Statement 34, *Basic Financial Statements – and Management's Discussion and Analysis-for State and Local Governments*. Certain significant changes in the statements are as follows: The financial statements will include a Management's Discussion and Analysis (MD&A) section providing an analysis of the Authority's overall financial position and results of operations.

The Authority is a special-purpose government engaged only in business-type activities and, therefore, presents only the financial statements required for enterprise funds, in accordance with GASB. For these governments, basic financial statements and required supplemental information consist of:

- Management's Discussion and Analysis (MD&A)
- Enterprise fund financial statements consist of:
 - Statement of Net Position
 - Statement of Revenues, Expenses, and Changes in Net Position
 - Statement of Cash Flows
- Notes to Financial Statements
- Required supplemental information other than MD&A and supplemental information

Under the United States Housing Act of 1937, as amended, the U.S. Department of Housing and Urban Development (HUD) has direct responsibility for administering low-income housing programs in the United States. Accordingly, HUD has contracted with the Authority to administer certain HUD funds.

Reporting Entity

The Authority was incorporated on December 1, 1970, California State Health and Safety Code, Section 34240. The Authority was established to provide clean, decent, safe, sanitary, and affordable housing to low-income families in the County of Humboldt, CA. Commissioners are appointed by the Authority's board of supervisors. Regular commissioners serve terms of four years, and tenant commissioners serve two years. The board consists of six commissioners. The Executive Director is appointed by the Board and is responsible for the daily functions of the Authority.

The Authority's primary operations are comprised of the Housing Choice Voucher Program. This program is designed to aid very low-income families in obtaining decent, safe, and sanitary rental housing. The authority administers contracts with independent landlords that own property and rent the property to families that have applied for housing assistance. The Authority subsidizes the family's rent through a Housing Assistance Payment made to the landlord. The program is administered under an Annual Contributions Contract (ACC) with HUD. HUD provides annual contributions funding to enable the Authority to structure a lease that sets the participant's rent at 30% of household income.

GASB Statement No. 14 established criteria for determining the governmental reporting entity. Under provisions of this statement, the Housing Authority of the County of Humboldt is considered a primary government, since it is a special-purpose government that has a separately elected governing body, is legally separate, and is fiscally independent of other state and local governments. As used in GASB 14, fiscally independent means that the Authority may, without the approval or consent of another governmental entity, determine or modify its own budget, control collection and disbursements of funds, maintain responsibility for funding deficits and operating deficiencies, and issue bonded debt.

In determining how to define the reporting entity, management has considered all potential component units. The decision to include a component unit in the reporting entity was made by applying the criteria set forth in Section 2100 and 2600 of GASB's *Codification of Governmental Accounting and Financial Reporting Standards* and Statement No. 14 and No. 61 of the *Government Accounting Standards Board, the Financial Reporting Entity*.

- The organization is legally separate (can sue and be sued in their own name).
- The Authority holds the corporate powers of the organization.
- The Authority appoints a voting majority.
- The Authority is able to impose its will on the organization.
- The organization has the potential to impose a financial benefit/burden on the Authority.
- There is fiscal dependency by the organization on the Authority.

Based on the aforementioned criteria and relationship between the Housing Authority of the County of Humboldt and Humboldt County (the County), the Authority has determined not to be a component unit of the County on the following:

Financial Accountability - The Authority is responsible for its debts, does not impose a financial burden on the County, and is entitled to all surpluses. No separate agency receives a financial benefit nor imposes a financial burden on the Authority. The County provides the Authority no ongoing funding. Additionally, the County does not hold title to any of the Authority's assets, nor does it have any right to the Authority's surpluses. The County does not have the ability to exercise influence over the Authority's daily operations or approve the Authority's budgets.

The Authority is a separate entity from the Housing Authority of the City of Eureka (HACE). HACE and the Authority function together as a combined public housing authority while maintaining separate boards and by-laws. Although two distinct corporate entities, HACE and the Authority operate in a cooperative manner, efficiently sharing administrative functions to deliver housing resources and services. One executive director oversees both entities with shared staff, office space, and equipment. Costs for shared resources are allocated based on actual usage and other appropriate methods.

Management applied the criteria of GASB Statement No. 14, *The Financial Reporting Entity*, Statement No. 39, *Determining Whether Certain Organizations are Component Units – an Amendment of GASB Statement No. 14*, Statement No. 61, *The Financial Reporting Entity: Omnibus – an Amendment of GASB Statements No. 14 and No. 34*, and GASB Statement No. 80, *Blending Requirements for Certain Component Units – an Amendment of GASB Statement No. 14* to determine whether the component units should be reported as blended or discretely presented component units. The criteria included whether the Authority appoints the voting majority of the governing board, there is a financial benefit/burden relationship, the Authority is able to impose its will, the component unit is fiscally dependent on the Authority, the component unit's governing body is substantially the same as the Authority, and management of the Authority have operational responsibility for the activities of the component unit. These criteria were used to determine the Authority has no component units.

Basis of Presentation

The financial statements of the Authority are presented from a fund perspective. Fund accounting is designed to demonstrate legal compliance and to aid financial management by segregating transactions related to certain Authority functions. The fund is a separate accounting entity with a self-balancing set of accounts. The accounting and financial reporting method applied by a fund is determined by the fund's measurement focus. The accounting objectives are a determination of net income, financial position, and cash flows. All assets and liabilities associated with the Proprietary Fund's activities are included on the Statement of Net Position. In the Statement of Net Position, equity is classified as net position and displayed in three components:

Housing Authority of the County of Humboldt

Notes to Financial Statements
For the Year Ended December 31, 2024

- Net investment in capital assets - Consists of capital assets, net of accumulated depreciation and reduced by the outstanding balance of any notes or other borrowings attributable to those capital assets.
- Restricted net position - Consists of assets with constraints placed on the use either by external groups, such as grantors or laws and regulations of other governments, or law through constitutional provisions or enabling legislation.
- Unrestricted net position - All other assets that do not meet the definition of “restricted” or “net investment in capital assets”.

Basis of Accounting

The Authority uses the accrual basis of accounting in the proprietary funds. Under this method, revenues are recorded when earned, and expenses are recorded when liabilities are incurred, regardless of when the related cash flow takes place.

Enterprise Fund

This type of fund is reported using an economic resources measurement focus. Additionally, it is used to account for operations that are financed and operated in a manner similar to private businesses where a fee is charged to external users for services provided. When both restricted and unrestricted net positions are available for use, generally it is the Authority’s policy to use restricted resources first.

Budgetary Data

The Authority adopts budgets on the basis of accounting consistent with the basis of accounting for the fund to which the budget applies. The Authority prepares annual operating budgets that are formally adopted by its Governing Board of Commissioners. The budgets for programs funded by HUD form the basis of the Federal Financial Assistance received through HUD. These budgets are adopted using a HUD outline that is not consistent with generally accepted accounting principles and are used for HUD purposes only.

Cash and Equivalents

The Authority’s cash and cash equivalents are considered to be cash on hand, demand deposits, and short-term investments with an original maturity of three months or less when purchased to be cash equivalents.

The Board

<u>Name</u>	<u>Term Expires</u>	<u>Position</u>
Elizabeth Conner	9/4/2027	Chairperson
Maureen Fitzgerald	9/4/2028	Vice-Chairperson
Kaylen Escarda	9/4/2028	Commissioner
Leslie Zondervan-Droz	10/24/2027	Commissioner
Sylvia Derooy	11/7/2025	Commissioner
Lisa Leon	10/18/2028	Commissioner

In addition to the above, the Administrator of the Authority is Ms. Cheryl Churchill, the Executive Director. Based upon the above criteria all the operations of the Authority are included in these financial statements.

Accounts Receivable

Accounts receivable consists of all amounts earned at year end and not yet received. Allowances for uncollectible accounts are based upon historical trends and periodic aging of accounts receivable.

Amounts due from other governments and other housing authorities related to Housing Choice Voucher Port In vouchers are deemed by management as fully collectible and no allowance has been established for those types of accounts receivable.

Prepaid Expenses

When applicable, prepaid expenses represent payments made to vendors for service that will provide a future benefit beyond December 31, 2024.

Revenues and Expenses

Revenues and expenses are recognized in essentially the same manner as used in commercial accounting. Revenues relating to the Authority are operating activities including interest, income, and other sources of revenues are recognized in the accounting period in which they are earned. Other major sources of revenues include HUD funding for operating expenses.

Operating Revenue

Proprietary funds distinguish operating revenues and expenses from non-operating items. Operating revenues and expenses generally result from providing services and producing and delivering goods in connection with a proprietary fund’s principal ongoing operations. Operating expenses include the cost of sales and services, administrative expenses, and depreciation on capital assets. All revenues and expenses not meeting this definition are reported as non-operating revenues and expenses. Subsidies received from HUD or other grantor agencies, for operating purposes, are recorded as operating revenue in the operating statement while capital grant funds are added to the net position below the non-operating revenue and expense.

Use of Estimates

The preparation of financial statements in conformity with generally accepted accounting principles as applied to governmental units require management to make estimates and assumptions that affect certain reported amounts and disclosures. Accordingly, actual results could differ from those estimates. The most significant estimates relate to depreciation and useful lives.

Capital Assets and Depreciation

Capital assets are stated at historical cost. Depreciation of exhaustible capital assets used by proprietary funds is charged as an expense against operations, and accumulated depreciation is reported on the Statement of Net Position. If the initial cost of a piece of equipment and/or other personal property is five thousand dollars (\$5,000) or more and the anticipated life or useful value of said equipment or property is more than one (1) year, the purchased property/equipment will be capitalized and recorded as non-expendable equipment and charged as a capital expenditure.

The Authority has recorded the right to use lease assets as a result of implementing GASB 87. The right-to-use assets are initially measured at an amount equal to the initial measurement of the related lease liability plus any lease payments made prior to the lease term, less lease incentives, and ancillary charges necessary to place the lease into service. The right-to-use assets are amortized on a straight-line basis over the life of the related lease.

The estimated useful lives for each major class of depreciable capital assets are as follows:

<u>Category</u>	<u>Useful Life</u>
Buildings, structures, and site improvements	5 - 40 Years
Vehicles	7 Years

Deferred Inflows/Outflows of Resources

In addition to assets, the statement of financial position will sometimes report a separate section for deferred outflows of resources. This separate financial statement element, *Deferred Outflows of Resources*, represents a consumption of net position that applies to a future period and so will not be recognized as an expense or expenditure until then. The Authority has no items that meet this criteria.

Also, in addition to liabilities, the Statement of Net Position will sometimes report a separate section for deferred inflows of resources. This separate financial statement element, *Deferred Inflows of Resources*, represents an acquisition of net position that applies to a future period and so will not be recognized as revenue until then. The Authority has no items that meet this criteria.

Compensated Absences

Compensated absences are absences for which employees will be paid, i.e., sick leave, vacation, and other approved leaves. Accrued amounts are based on the current salary rates. Full-time, permanent employees are granted vacation and sick leave benefits in varying amounts to specified maximums depending on tenure with the Authority. Vacation and sick pay are recorded as an expense and related liability in the year earned by employees.

Insurance

The primary technique used for risk financing is the purchase of insurance policies from commercial insurers that include a large deductible amount. The use of a large deductible clause reduces the cost of insurance, but should losses occur, the portion of the uninsured loss is not expected to be significant with respect to the financial position of the Authority. As of the date of the report, the Authority had necessary insurance coverage in force.

Leases

At the commencement of a lease, the Authority initially measures the lease liability at the present value of payments expected to be made during the lease term. Subsequently, the lease liability is reduced by the principal portion of the lease payments made. The lease asset is initially measured as the initial amount of the lease liability, adjusted for lease payments made at or before the lease commencement date, plus certain initial direct costs. Subsequently, the leased asset is amortized on a straight-line basis over its useful life.

Key estimates and judgments related to leases include how the Authority determines (1) the discount rate it uses to discount the expected lease payments to present value, (2) the lease term, and (3) lease payments.

- The Authority uses the interest rate charged by the lessor as the discount rate. When the interest rate charged by the lessor is not provided, the Authority generally uses its estimated incremental borrowing rate as the discount rate for leases.
- The lease term includes the noncancellable period of the lease. Lease payments included in the measurement of the lease liability are composed of fixed payments and purchase option prices that the Authority is reasonably certain to exercise.

The Authority monitors changes in circumstances that would require a remeasurement of its lease and will remeasure the lease asset and liability if certain changes occur that are expected to significantly affect the amount of the lease liability. Lease assets are reported as intangible capital assets, and lease liabilities are reported separately in the Statement of Net Position.

Lease Liabilities

Per GASB 87, leases and lease liabilities are recognized based on the present value of the future minimum lease payments over the lease term at the commencement date. The Authority has leases for office equipment. The lease liability is measured at the present value of the remaining lease payments, using a discount rate based on the rate implicit in the lease, if readily determinable. Otherwise, the Authority uses its incremental borrowing rate at the commencement date to determine the present value of future payments.

Income Taxes

The Authority is not subjected to federal or state income taxes.

Internal Activity and Balances

All transfers, intercompany charges and other interfund activity balances have been eliminated from the basic financial statements in accordance with GASB pronouncements.

Authorized Investments

Investments of the Authority are limited to investment types prescribed by HUD in PIH Notice 1996-33 or as amended by future HUD notices.

Additionally, the Authority limits investment types to those that are authorized in accordance with Section 53601 of the California Government Code.

Investment Policy

The investment policy of the Authority, HUD, and the California Government Code do not address legal or policy requirements that would limit the exposure to custodial credit risk for deposits or investments, other than the following provision for deposits: The California Government Code requires that a financial institution secure deposits made by state or local government units by pledging securities in an undivided collateral pool held by a depository regulated under state law. The market value of the pledged securities in the collateral pool must equal at least 110% of the total amount deposited by the public agencies. California law also allows financial institutions to secure such deposits by pledging first trust deed mortgage notes having a value of 150% of the secured public deposits.

Subsequent Events

Management evaluated the activity of the Authority through August 5, 2025, (the date the financial statements were available to be issued) and concluded that no subsequent events have occurred that would require recognition in the financial statements or disclosure in the notes to financial statement.

Fair Market Value

Accounting pronouncements define fair value as the exchange price that would be received for an asset or paid to transfer a liability in the principal or most advantageous market for the asset or liability in an orderly transaction between market participants at the measurement date. These pronouncements established a three-level fair value hierarchy that prioritizes the inputs used to measure fair value. This hierarchy requires entities to maximize the use of observable inputs and minimize the use of unobservable inputs.

The three levels of inputs used to measure fair value are as follows:

- Level 1 - Quoted prices in active markets for identical assets or liabilities.
- Level 2 - Observable inputs other than quoted prices included in Level 1, such as quoted prices for similar assets and liabilities in active markets; quoted prices for identical or similar assets or liabilities in markets that are not active; or inputs that are observable or can be corroborated by observable market data.
- Level 3 - Unobservable inputs that are supported by little or no market activity and that are significant to the fair value of the assets or liabilities. This includes certain pricing models, discounted cash flow methodologies and similar techniques that use significant unobservable inputs.

The estimated fair value of the Authority's financial instruments has been determined by management using available market information. However, considerable judgment is required in interpreting market data to develop the estimates of fair value. Accordingly, the fair values are not necessarily indicative of the amounts that the Authority could be realized in a current market exchange. The use of different market assumptions may have a material effect on the estimated fair value amounts.

The carrying amounts of cash and cash equivalents, receivables, payables, and accrued liabilities are a reasonable estimate of their fair value, due to their short-term nature and method of computation. All financial assets that are measured at fair value on a recurring basis (at least annually) have been segregated into the most appropriate level within the fair value hierarchy based on the inputs used to determine the fair value at the measurement date. All of the Authority's investments are valued using Level 3 inputs.

NOTE 02 - CASH AND CASH EQUIVALENTS

At December 31, 2024, the Authority’s deposits amounted to \$1,546,701. Of the bank balances held in various financial institutions, \$250,000 was covered by Federal Depository Insurance and the remainder was covered by collateral held under the Dedicated Method.

The Authority is a voluntary participant in the Local Agency Investment Fund (LAIF), which is part of the Pooled Money Investment Account that is regulated by the California Government Code under the oversight of the State Treasurer, Director of Finance, and State Controller. Investments in LAIF are highly liquid, as deposits can be converted to cash within 24 hours without loss of interest. The balance available for withdrawal is based on the accounting records maintained by LAIF, which are recorded on an amortized cost basis. All investments with LAIF are secured by the full faith and credit of the State of California. The State Treasurer’s Office audits the fund annually. The fair value of the position in the investment pool is the same as the value of the pool shares. Separate LAIF financial statements are available from the California State Treasurer’s Office at www.treasurer.ca.gov. The Authority’s investment in this pool is reported in the accompanying financial statements at cost, which approximates fair value at amounts based upon the Authority’s pro-rata share of the fair value provided by LAIF for the entire LAIF portfolio (in relation to the amortized cost of that portfolio). Included in LAIF’s investment portfolio are certain derivative securities or similar products in the form of structured notes and asset-backed securities. LAIF’s exposure to risk (credit, market, or legal) is not currently available.

All deposits of the Authority are with financial institutions meeting State and Federal deposit requirements.

Cash and cash equivalents were comprised of the following as of December 31, 2024:

Unrestricted	
Checking, Money Market, and LAIF accounts	\$ 1,495,136
Subtotal	1,495,136
Restricted	
Housing Assistance Payments	14,800
Other restricted funds	36,765
Subtotal	51,565
Total Cash and Equivalents	\$ 1,546,701

Interest rate risk - As a means of limiting its exposure to market value losses arising from rising interest rates, the Authority typically limits its investment portfolio to maturities of 12 months or less. The Authority has no specific policy regarding interest rate risk.

Credit risk - Custodial credit risk for investments is the risk that, in the event of institution failure, a government’s investments may not be returned. State statute governs collateral requirements and forms of collateral under state statutes. Authorized security for investments enumerated under law includes direct obligations of or obligations guaranteed by the United States of America having a market value not less than the amount of such monies. The Authority does not have a custodial credit risk policy that is more restrictive than state statutes.

Concentration of credit risk - The Authority places no limit on the amount that it may invest in any one issuer. The Authority has no policy regarding credit risk and has the following deposit amounts at these institutions.

Custodial credit risk - For a deposit or investment account, the custodial risk is the risk that in the event of the failure of the counterparty, the Authority will not be able to recover the value of its investments or collateral securities that are in the possession of an outside party. All the deposits of the Authority are either insured or collateralized by using the Dedicated Method whereby all deposits that exceed the Federal Depository Insurance Coverage level are collateralized with securities held by the Authority’s agents in these units’ names.

Housing Authority of the County of Humboldt

Notes to Financial Statements
For the Year Ended December 31, 2024

NOTE 03 - ACCOUNTS RECEIVABLE

Accounts receivable at December 31, 2024, consisted of the following:

Tenant fraud recovery receivables	\$ 47,581
Allowance for receivables	<u>(43,135)</u>
Net receivable	4,446
Due from other governments	8,414
Miscellaneous receivables	129
Interest receivable	<u>3,190</u>
Accounts Receivable, Net	<u>\$ 16,179</u>

NOTE 04 - CAPITAL ASSETS

A summary of changes in capital assets were as follows:

	<u>Balance at 12/31/23</u>	<u>Additions</u>	<u>Deletions</u>	<u>Balance at 12/31/24</u>
Capital assets not being depreciated:				
Land	\$ -	\$ -	\$ -	\$ -
Construction in progress	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Total capital assets not being depreciated	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Capital assets being depreciated:				
Buildings and improvements	36,517	-	-	36,517
Furniture and equipment	<u>69,417</u>	<u>-</u>	<u>-</u>	<u>69,417</u>
Total capital assets being depreciated	<u>105,934</u>	<u>-</u>	<u>-</u>	<u>105,934</u>
Accumulated depreciation	<u>(68,878)</u>	<u>(7,139)</u>	<u>-</u>	<u>(76,017)</u>
Net capital assets being depreciated	<u>37,056</u>	<u>(7,139)</u>	<u>-</u>	<u>29,917</u>
Capital Assets, Net	<u>\$ 37,056</u>	<u>\$ (7,139)</u>	<u>\$ -</u>	<u>\$ 29,917</u>
	<u>Balance at 12/31/23</u>	<u>Additions</u>	<u>Deletions</u>	<u>Balance at 12/31/24</u>
Right to use, equipment	\$ 53,740	\$ -	\$ (3,924)	\$ 49,816
Accumulated amortization	<u>(21,202)</u>	<u>(10,120)</u>	<u>3,924</u>	<u>(27,398)</u>
Right to Use, Net	<u>\$ 32,538</u>	<u>\$ (10,120)</u>	<u>\$ -</u>	<u>\$ 22,418</u>

For the year ended December 31, 2024, the Authority reported depreciation and amortization expense of \$17,259.

NOTE 05 - LONG-TERM LIABILITIES

The following is a summary of the activity for non-current liabilities for the year ended December 31, 2024:

	<u>Balance at 12/31/23</u>	<u>Additions</u>	<u>Deletions</u>	<u>Balance at 12/31/24</u>	<u>Due within One Year</u>
Compensated absences	\$ 74,085	\$ 96,544	\$ (82,718)	\$ 87,911	\$ 2,637
Related party obligations	880,718	-	(29,122)	851,596	7,980
Lease payable	<u>33,042</u>	<u>-</u>	<u>(10,042)</u>	<u>23,000</u>	<u>10,400</u>
Total	<u>\$ 987,845</u>	<u>\$ 96,544</u>	<u>\$ (121,882)</u>	<u>\$ 962,507</u>	<u>\$ 21,017</u>

Housing Authority of the County of Humboldt

Notes to Financial Statements
For the Year Ended December 31, 2024

NOTE 06 - LEASE PAYABLE

Lease liability at December 31, 2024, consisted of the following:

Copier Lease

The Authority and Housing Authority of the City of Eureka have been leasing and sharing copier equipment (78.66% and 21.34%, respectively). The lease agreement includes a fixed and variable portion. The agreement was executed in April 2022, to lease equipment and requires 60 monthly payments of \$1,353. The lease liability was measured at the Authority's incremental borrowing rate (4.23%). Variable payments based on the future performance of the lessee or usage of the underlying asset are not included in the measurement of the lease liability. These variable payments include insurance, taxes, and other common area operating costs and are recognized as an expense in the period in which the obligation for those payments is incurred. Any components of those variable payments that are fixed in substance are included in the measurement of the lease liability.

	\$ 23,000
Total lease payable	\$ 23,000

Aggregate maturities of principal and interest due in future years are as follows:

Years Ended December 31,	Principal	Interest	Total
2025	\$ 10,400	\$ 672	\$ 11,072
2026	10,770	302	11,072
2027	1,830	16	1,846
2028	-	-	-
2029	-	-	-
2030 - 2034	-	-	-
Total	\$ 23,000	\$ 990	\$ 23,990

NOTE 07 - NET POSITION

The Authority calculates net investment in capital assets and restricted net position as follows:

Capital assets not being depreciated	\$ -
Capital assets, net	29,917
Right to use leased assets, net	22,418
Related debt	(23,000)
Net Investment in Capital Assets	\$ 29,335
Restricted cash	\$ 51,565
Unearned EHV fees	(36,765)
Restricted Net Position	\$ 14,800

NOTE 08 - COMMITMENTS AND CONTINGENCIES

Legal: The Authority is party to no pending or threatened legal actions arising from the normal course of its operations.

Grants and Contracts: The Authority participates in various federally assisted grant programs that are subject to review and audit by the grantor agencies. Entitlement to these resources is generally conditional based upon compliance with terms and conditions of grant agreements and applicable federal regulations, including the expenditure of resources for allowable purposes. Any disallowance resulting from a federal audit may become a liability of the Authority. There were no such liabilities recorded as of December 31, 2024.

Insurance: The Authority participates in the Housing Authorities Risk Retention Pool (HARRP), which is a public entity pool for housing authorities in California, Oregon, Washington, and Nevada. The Authority pays an annual premium to HARRP for property, auto and errors and omissions coverage. The pool reinsures through commercial insurance companies for excess insurance as determined by the board. Additionally, the Authority participates in the California Housing Workers Compensation Authority (CHWCA), an intergovernmental risk-sharing joint powers authority created pursuant to California Government Code Section 6500, et. Seq. The Authority pays quarterly premiums to CHWCA for workers compensation coverage.

The Authority is exposed to various risks of loss related to tort; theft of, damage to, and destruction of assets, errors, and omissions; injuries to employees; and natural disasters. These risks are covered by commercial insurance purchased from independent third parties. Settled claims for these risks have not exceeded commercial insurance coverage for the past three years.

NOTE 09 - ECONOMIC DEPENDENCE

For the year ended December 31, 2024, approximately 99.61% of revenues reflected in the financial statement are directly or indirectly from HUD. The Authority's operations are concentrated in the low-income housing real estate market. In addition, the Authority operates in a heavily regulated environment. The operation of the Authority is subject to the administrative directives, rules, and regulations of federal, state, and local regulatory agencies including, but not limited to, HUD. Such administrative directives, rules, and regulations are subject to change by an act of Congress, or an administrative change mandated by HUD. Such changes may occur with little notice or inadequate funding to pay for the related cost, including the additional administrative burden to comply with the change.

NOTE 10 - RELATED PARTY TRANSACTIONS

Shared Administration

The Authority shares management and a majority of the Authority's resources with the Housing Authority of the City of Eureka, including personnel and facilities. However, the Authority maintains a separate governing body and, therefore, is considered a separate and unique organization for reporting purposes.

Liability for Pension Plan

The Authority does not have a pension plan. However, all of the salaries and wages in the Authority's financial statements are allocated to staff members from the Housing Authority of the City of Eureka, which participates in a defined benefit plan with the State of California (PERS). The Housing Authority of the City of Eureka implemented GASB 68 Accounting and Financial Reporting for Pensions during the fiscal year 2015. This resulted in the Authority establishing a note payable to the Housing Authority of the City of Eureka for the Authority's agreed-upon allocable portion of the net pension liability. As of December 31, 2024, the balance of the note was \$635,073. This liability is reassessed annually based on 30% of the Net Pension Liability for the Housing Authority of the City of Eureka and adjusted as required.

Liability for OPEB Plan

The Authority does not have an OPEB plan. However, all of the salaries and wages in the Authority's financial statements are allocations of staff members from the Housing Authority of the City of Eureka, which does offer other post-employment benefits. The Housing Authority of the City of Eureka implemented GASB 75 during the fiscal year 2018. This resulted in the Authority establishing a note payable to the Housing Authority of the City of Eureka for the Authority's agreed-upon allocable portion of the net OPEB liability. As of December 31, 2024, the balance of the note was \$176,623. This liability is reassessed annually based on 30% of the OPEB Liability for the Housing Authority of the City of Eureka and adjusted as required.

Housing Authority of the County of Humboldt

Notes to Financial Statements
For the Year Ended December 31, 2024

Liability for Rent

The Authority is charged rental expenses for the Authority's usage of the office facilities that are owned by the Housing Authority of the City of Eureka. In 2011, the Authority did not have adequate cash flow to pay the Housing Authority of the City of Eureka for rent charges during the year. A note payable was established as a zero percent non-interest bearing note payable. For the year ended December 31, 2024, the Authority has accrued \$39,900 in unpaid office rental fees from prior years. The Authority currently pays \$665 monthly on this liability.

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Housing Authority of the County of Humboldt

Schedule of Expenditures of Federal Awards

For the Year Ended December 31, 2024

	<u>Assistance Listing Number(s)</u>	<u>Award Type</u>	<u>Expenditures</u>
U.S. Department of HUD			
Housing Choice Vouchers			\$ 9,230,444
Emergency Housing Vouchers			<u>1,731,725</u>
Total Housing Choice Voucher	14.871	Direct	10,962,169
 Mainstream Vouchers	 14.879	 Direct	 <u>569,036</u>
Total Housing Voucher Center Cluster			11,531,205
 <i>Totals U.S. Department of HUD</i>			 <u>11,531,205</u>
 Total Expenditures of Federal Awards			 <u>\$ 11,531,205</u>
 Award Type			
Direct			\$ 11,531,205
Indirect			\$ -

NOTE 1: SCOPE OF PRESENTATION

The accompanying schedule presents the expenditures incurred (and related awards received) by the Housing Authority of the County of Humboldt (Authority) that are reimbursable under federal programs of federal agencies providing financial assistance awards. For the purpose of this schedule, only the portion of the program expenditures reimbursable with such federal funds is reported in the accompanying schedule. Program expenditures in excess of the maximum federal reimbursement authorized or the portion of the program expenditures that were funded with local or other nonfederal funds are excluded from the accompanying schedule. This schedule also only includes the amounts expended by the Authority, none of the amount expended, if any, by the blended or discretely present component units have been included.

NOTE 2: BASIS OF ACCOUNTING

The expenditures included in the accompanying schedule were reported on the accrual basis of accounting. Expenditures are recognized in the accounting period in which the related liability is incurred. Expenditures reported included any property or equipment acquisitions incurred under the federal program. Therefore, some amounts presented in this schedule may differ from amounts presented in, or used in the preparation of the basic financial statements.

NOTE 3: 10% DE MINIMIS INDIRECT COST RATE

The Authority has not elected to use the 10% de minimis indirect cost rate as allowed in the Uniform Guidance, section 414.

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Board of Commissioners

Housing Authority of the County of Humboldt
Eureka, CA

Report on Internal Control over Financial Reporting and on Compliance and Other Matters Based on an Audit of Financial Statements Performed in Accordance with *Government Auditing Standards*

Independent Auditors' Report

We have audited, in accordance with the auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States, the financial statements of the business-type activities of the Housing Authority of the County of Humboldt as of and for the year ended December 31, 2024, and the related notes to financial statements, which collectively comprise the Housing Authority of the County of Humboldt's basic financial statements, and have issued our report thereon dated August 5, 2025.

Report on Internal Control over Financial Reporting

In planning and performing our audit, we considered the Housing Authority of the County of Humboldt's internal control over financial reporting (internal control) as a basis for designing audit procedures that are appropriate in the circumstances for the purpose of expressing our opinion on the financial statements but not for the purpose of expressing an opinion on the effectiveness of the Housing Authority of the County of Humboldt's internal control. Accordingly, we do not express an opinion on the effectiveness of the Housing Authority of the County of Humboldt's internal control.

A deficiency in internal control exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct misstatements on a timely basis. A *material weakness* is a deficiency, or a combination of deficiencies, in internal control such that there is a reasonable possibility that a material misstatement of the Housing Authority of the County of Humboldt's financial statements will not be prevented or detected and corrected on a timely basis. A *significant deficiency* is a deficiency, or combination of deficiencies, in internal controls that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

Our consideration of internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies and therefore, material weaknesses or significant deficiencies may exist that were not identified. Given these limitations, during our audit we did not identify any deficiencies in internal control that we consider to be material weaknesses. However, material weaknesses or significant deficiencies may exist that were not identified.

Report on Compliance and Other Matters

As part of obtaining reasonable assurance about whether the Housing Authority of the County of Humboldt's financial statements are free of material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on the financial statements. However, providing an opinion on compliance with those provisions was not an objective of our audit, and accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*.



Purpose of This Report

The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the Housing Authority of the County of Humboldt's control or on compliance. This report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the Housing Authority of the County of Humboldt's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.

August 5, 2025

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Board of Commissioners

Housing Authority of the County of Humboldt
Eureka, CA

Report on Compliance for Each Major Federal Program and Report on Internal Control over Compliance in Accordance with the Uniform Guidance

Independent Auditors' Report

Report on Compliance for Each Major Federal Program

Opinion on Each Major Federal Program

We have audited the Housing Authority of the County of Humboldt's compliance with the types of compliance requirements described in the *OMB Compliance Supplement* that could have a direct and material effect on each of the Housing Authority of the County of Humboldt's major federal programs for the year ended December 31, 2024. The Housing Authority of the County of Humboldt's major federal programs are identified in the summary of auditor's results section of the accompanying schedule of findings and questioned costs.

In our opinion, the Housing Authority of the County of Humboldt complied, in all material respects, with the types of compliance requirements referred to above that could have a direct and material effect on each of its major federal programs for the year ended December 31, 2024.

Basis for Opinion on Each Major Federal Program

We conducted our audit of compliance in accordance with auditing standards generally accepted in the United States of America (GAAS); the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States (*Government Auditing Standards*); and the audit requirements of *Title 2 U.S. Code of Federal Regulations Part 200, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance). Our responsibilities under those standards and the Uniform Guidance are further described in the Auditor's Responsibilities for the Audit of Compliance section of our report.

We are required to be independent of the Housing Authority of the County of Humboldt and to meet our other ethical responsibilities, in accordance with relevant ethical requirements relating to our audit. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion on compliance for each major federal program. Our audit does not provide a legal determination of the Housing Authority of the County of Humboldt's compliance with the compliance requirements referred to above.

Responsibilities of Management for Compliance

Management is responsible for compliance with the requirements referred to above and for the design, implementation, and maintenance of effective internal control over compliance with the requirements of laws, statutes, regulations, rules, and provisions of contracts or grant agreements applicable to the Housing Authority of the County of Humboldt's federal programs.



Auditor's Responsibilities for the Audit of Compliance

Our objectives are to obtain reasonable assurance about whether material noncompliance with the compliance requirements referred to above occurred, whether due to fraud or error, and express an opinion on the Housing Authority of the County of Humboldt's compliance based on our audit. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with GAAS, *Government Auditing Standards*, and the Uniform Guidance will always detect material noncompliance when it exists. The risk of not detecting material noncompliance resulting from fraud is higher than for that resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control. Noncompliance with the compliance requirements referred to above is considered material, if there is a substantial likelihood that, individually or in the aggregate, it would influence the judgment made by a reasonable user of the report on compliance about the Housing Authority of the County of Humboldt's compliance with the requirements of each major federal program as a whole.

In performing an audit in accordance with GAAS, *Government Auditing Standards*, and the Uniform Guidance, we:

- Exercise professional judgment and maintain professional skepticism throughout the audit.
- Identify and assess the risks of material noncompliance, whether due to fraud or error, and design and perform audit procedures responsive to those risks. Such procedures include examining, on a test basis, evidence regarding the Housing Authority of the County of Humboldt's compliance with the compliance requirements referred to above and performing such other procedures as we considered necessary in the circumstances.
- Obtain an understanding of the Housing Authority of the County of Humboldt's internal control over compliance relevant to the audit in order to design audit procedures that are appropriate in the circumstances and to test and report on internal control over compliance in accordance with the Uniform Guidance, but not for the purpose of expressing an opinion on the effectiveness of the Housing Authority of the County of Humboldt's internal control over compliance. Accordingly, no such opinion is expressed.

We are required to communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and any significant deficiencies and material weaknesses in internal control over compliance that we identified during the audit.

Report on Internal Control over Compliance

A deficiency in internal control over compliance exists when the design or operation of a control over compliance does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, noncompliance with a type of compliance requirement of a federal program on a timely basis. A *material weakness in internal control over compliance* is a deficiency, or a combination of deficiencies, in internal control over compliance, such that there is a reasonable possibility that material noncompliance with a type of compliance requirement of a federal program will not be prevented, or detected and corrected, on a timely basis. A *significant deficiency in internal control over compliance* is a deficiency, or a combination of deficiencies, in internal control over compliance with a type of compliance requirement of a federal program that is less severe than a material weakness in internal control over compliance, yet important enough to merit attention by those charged with governance.

Our consideration of internal control over compliance was for the limited purpose described in the Auditor's Responsibilities for the Audit of Compliance section above and was not designed to identify all deficiencies in internal control over compliance that might be material weaknesses or significant deficiencies in internal control over compliance. Given these limitations, during our audit we did not identify any deficiencies in internal control over compliance that we consider to be material weaknesses, as defined above. However, material weaknesses or significant deficiencies in internal control over compliance may exist that were not identified.



Our audit was not designed for the purpose of expressing an opinion on the effectiveness of internal control over compliance. Accordingly, no such opinion is expressed.

The purpose of this report on internal control over compliance is solely to describe the scope of our testing of internal control over compliance and the results of that testing based on the requirements of the Uniform Guidance. Accordingly, this report is not suitable for any other purpose.

Smith Manisole

August 5, 2025

Housing Authority of the County of Humboldt

Schedule of Findings and Questioned Costs

For the Year Ended December 31, 2024

Section I Summary of Auditors' Results

Financial Statements

Type of auditors' report issued Unmodified

Internal controls over financial reporting:

Material weakness(es) identified No

Significant deficiency(ies) identified None Reported

Noncompliance material to financial statements noted No

Federal Awards

Internal control over major federal programs

Material weakness(es) identified No

Significant deficiency(ies) identified None Reported

Type of auditors' report issued on compliance for major federal programs Unmodified

Any audit findings disclosed that are required to be reported in accordance with 2 CFR 200.516(a) No

Identification of major federal programs:

ALN(s)	Name of Federal Program or Cluster
14.871	Housing Choice Vouchers
14.879	Mainstream Vouchers

Dollar threshold used to distinguish between type A and type B programs: \$ 750,000

Auditee qualified as a low-risk auditee: Yes

Section II Financial Statement Findings

No findings

Section III Federal Awards Findings

No findings to reported under 2CFR200 Section 516(a) of the Uniform Guidance

Housing Authority of the County of Humboldt
Summary Schedule of Prior Year Findings and Questioned Costs
For the Year Ended December 31, 2024

Financial Statement Findings

Prior Year Findings Number	Findings Title	Status/Current Year Findings Number
N/A	N/A	N/A

Federal Award Findings and Questioned Costs

Prior Year Findings Number	Findings Title	Status/Current Year Findings Number
N/A	N/A	N/A

RESOLUTION 524

**TO ACCEPT AGENCY AUDIT REPORTS FOR
FISCAL YEAR ENDING DECEMBER 31, 2024**

WHEREAS, It is a requirement of the United States Department of Housing and Urban Development that the Housing Authority have an independent audit of Compliance and Internal Control Over Financial Reporting based on Audit of Financial Statements Performed in Accordance with Government Audit Standards; and

WHEREAS, It is a requirement of the United States Department of Housing and Urban Development that the Housing Authority have an independent audit of Compliance with Requirements Applicable to Each Major Program and on Internal Control Over Compliance In Accordance with OMB Circular A-133; and

WHEREAS, The Housing Authority has contracted with Smith Marion & Co. LLP, Certified Public Accountants, to complete the audit; and

WHEREAS, The Annual Audit has been completed and the Auditors Report has been submitted to the members of the Board of Commissioners for review and approval; and

WHEREAS, The Commissioners have reviewed the audit report and found it to be substantially correct.

NOW, THEREFORE, BE IT RESOLVED, that the Commissioners of the Housing Authority of the County of Humboldt do hereby accept the Audited Financial Statements for the fiscal year ending December 31, 2024.

PASSED AND ADOPTED on the _____ day of _____ 2026 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

March 9, 2026

Agenda Item 8b

Memorandum

To: Commissioners

From: Cheryl Churchill, Executive Director

Subject: Section Eight Management Assessment Program (SEMAP) Certification

BACKGROUND AND HISTORY:

The U.S. Department of Housing and Urban Development (HUD) established the Section Eight Management Assessment Program (SEMAP) to measure management capabilities and identify deficiencies of agencies administering the Housing Choice Voucher Program. HUD uses this tool to measure performance levels by assessing a point value to each of the 14 indicators, for a total maximum of 145 points (note that not all PHAs have all programs, so total points possible may be less than 145). Public Housing Agencies must document compliance and/or noncompliance in these key areas and submit the information electronically to HUD. The total point value earned under SEMAP translates into a rating of high performer (90% or above), standard (60% to 89%), or troubled (below 60%). Our self-score, subject to HUD review and adjustment, projects that HACH will again earn the designation of "High Performer". The Housing Authority of the County of Humboldt has prepared and submitted the SEMAP certification, due to HUD no later than February 28, 2026.

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

STAFF RECOMMENDATION:

Staff recommend that the Board of Commissioners of the Housing Authority of the County of Humboldt ratify the attached SEMAP report and resolution approving the SEMAP report.

Section 8 Management Assessment Program (SEMAP) Certification

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

OMB Approval No. 2577-0215
(exp. 12/31/2026)

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

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

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

PHA Name	For PHA FY Ending (mm/dd/yyyy)	Submission Date (mm/dd/yyyy)
Housing Authority of Humboldt County	12/31/2025	

Check here if the PHA expends less than \$300,000 a year in Federal awards

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

Performance Indicators

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

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

PHA Response Yes No

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

PHA Response Yes No

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

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

PHA Response Yes No

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

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

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

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

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

4. Utility Allowance Schedule. (24 CFR 982.517)

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

PHA Response Yes No

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

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

PHA Response Yes No

6. HQS Enforcement. (24 CFR 982.404)

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

PHA Response At least 98% of cases sampled Less than 98% of cases sampled

7. Expanding Housing Opportunities. (24 CFR 982.54(d)(5), 982.153(b)(3) and (b)(4), 982.301(a) and 983.301(b)(4) and (b)(12)).
Applies only to PHAs with jurisdiction in metropolitan FMR areas.

Check here if not applicable

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

PHA Response Yes No

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

PHA Response Yes No

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

PHA Response Yes No

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

PHA Response Yes No

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

PHA Response Yes No

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

PHA Response Yes No

8. Payment Standards. The PHA has adopted payment standards schedule(s) in accordance with § 982.503.

PHA Response Yes No

Enter FMRs and payment standards (PS)

0-BR FMR	<u>1065</u>	1-BR FMR	<u>1132</u>	2-BR FMR	<u>1478</u>	3-BR FMR	<u>2071</u>	4-BR FMR	<u>2482</u>
PS	<u>1171</u>	PS	<u>1245</u>	PS	<u>1625</u>	PS	<u>2278</u>	PS	<u>2730</u>

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

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

PHA Response Yes No

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

PHA Response Yes No

11. Initial HQS Inspections. Newly leased units pass HQS inspection within the time period required. This includes both initial and turnover inspections for the PBV program. (24 CFR 982.305; 983.103(b)-(d)).

PHA Response Yes No

12. Periodic HQS Inspections. The PHA has met its periodic inspection requirement for its units under contract (982.405 and 983.103(e)).

PHA Response Yes No

13. Lease-Up. The PHA executes housing assistance contracts for the PHA's number of baseline voucher units, or expends its annual allocated budget authority.

PHA Response Yes No

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

Applies only to PHAs required to administer an FSS program.

Check here if not applicable

PHA Response

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

<input type="text"/>
<input type="text"/>

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

b. Number of FSS families currently enrolled

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

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

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

Applies only to PHAs required to administer an FSS program .

Check here if not applicable

PHA Response

Yes

No

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

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

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

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

or

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

PHA Response

Yes

No

If yes, attach completed deconcentration bonus indicator addendum.

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

Warning: Anyone who knowingly submits a false claim or makes a false statement is subject to criminal and/or civil penalties, including confinement for up to 5 years, fines, and civil and administrative penalties. (18 U.S.C. §§ 287, 1001, 1010, 1012, 1014; 31 U.S.C. §3729, 3802).

Executive Director, signature

Chairperson, Board of Commissioners, signature

Cheryl Chishill

Date (mm/dd/yyyy) February 23, 2026

Date (mm/dd/yyyy) _____

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

SEMAP Certification - Addendum for Reporting Data for Deconcentration Bonus Indicator

Date (mm/dd/yyyy) _____

PHA Name _____

Principal Operating Area of PHA _____
(The geographic entity for which the Census tabulates data)

Special Instructions for State or regional PHAs Complete a copy of this addendum for each metropolitan area or portion of a metropolitan area (i.e., principal operating areas) where the PHA has assisted 20 or more Section 8 families with children in the last completed PHA FY. HUD will rate the areas separately and the separate ratings will then be weighted by the number of assisted families with children in each area and averaged to determine bonus points.

2020 Census Poverty Rate of Principal Operating Area _____

Criteria to Obtain Deconcentration Indicator Bonus Points

To qualify for bonus points, a PHA must complete the requested information and answer yes for only one of the 3 criteria below. However, State and regional PHAs must always complete line 1) b for each metropolitan principal operating area.

- 1) _____ a. Number of Section 8 families with children assisted by the PHA in its principal operating area at the end of the last PHA FY who live in low poverty census tracts. A low poverty census tract is a tract with a poverty rate at or below the overall poverty rate for the principal operating area of the PHA, or at or below 10% whichever is greater.
- _____ b. Total Section 8 families with children assisted by the PHA in its principal operating area at the end of the last PHA FY.
- _____ c. Percent of all Section 8 families with children residing in low poverty census tracts in the PHA's principal operating area at the end of the last PHA FY (line a divided by line b).
- Is line c 50% or more? Yes No

- 2) _____ a. Percent of all Section 8 families with children residing in low poverty census tracts in the PHA's principal operating area at the end of the last completed PHA FY.
- _____ b. Number of Section 8 families with children who moved to low poverty census tracts during the last completed PHA FY.
- _____ c. Number of Section 8 families with children who moved during the last completed PHA FY.
- _____ d. Percent of all Section 8 mover families with children who moved to low poverty census tracts during the last PHA fiscal year (line b divided by line c).
- Is line d at least two percentage points higher than line a? Yes No

- 3) _____ a. Percent of all Section 8 families with children residing in low poverty census tracts in the PHA's principal operating area at the end of the second to last completed PHA FY.
- _____ b. Number of Section 8 families with children who moved to low poverty census tracts during the last two completed PHA FYs.
- _____ c. Number of Section 8 families with children who moved during the last two completed PHA FYs.
- _____ d. Percent of all Section 8 mover families with children who moved to low poverty census tracts over the last two completed PHA FYs (line b divided by line c).
- Is line d at least two percentage points higher than line a? Yes No

If one of the 3 criteria above is met, the PHA may be eligible for 5 bonus points.

See instructions above concerning bonus points for State and regional PHAs.



Assessment Profile

Reports

Submission

List

Summary

Certification

Profile

Comments

Cheryl Churchill (MKB048)
PIC Main

Field Office: **9APH SAN FRANCISCO HUB OFFICE**
 Housing Agency: **CA086 Humboldt**
 Housing Agency Details

SEMAP
Logoff

PHA Fiscal Year:
 FYE: 12/31
 Status: Prelim Rating to FO
 Exec Director Approval Date: 2/24/2026
 SEMAP Certification Due Date: 3/1/2026
 Corrective Actions Required: 0

SEMAP Certification Details

FYE	Certification/Profile	Submission Status	Overall Rating	Reason	Date
12/31/2025	Profile1	Prelim Rating to FO	--	New Certification	02-24-2026
12/31/2025	Certification	Certification Submitted	--	New Certification	02-23-2026



UNDERSTANDING SECTION EIGHT MANAGEMENT ASSESSMENT PROGRAM (SEMAP)



LEAD THE WAY

**PHA GOVERNANCE AND
FINANCIAL MANAGEMENT**

A Training for Board Members and Staff



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

The Board's Role in SEMAP

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

HUD's Role in SEMAP

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

SEMAP Indicators

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

Self-Certified

Indicator 1 – Selection from Waiting List

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

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

Do you know your SEMAP score?

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

Indicator 2 – Rent Reasonableness

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

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

Indicator 3 – Determination of Adjusted Income

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

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

Indicator 4 – Utility Allowance Schedule

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

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

Indicator 5 – HQS Quality Control Inspections

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

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

Indicator 6 – HQS Enforcement

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

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

Indicator 7 – Expanding Housing Opportunities

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

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

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

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

Not Self-Certified (evidence of certification is required)

Indicator 8 – Payment Standards

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

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

Indicator 9 – Annual Reexaminations

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

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

Indicator 10 – Correct Tenant Rent Calculations

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

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

Indicator 11 – Pre-Contract HQS Inspections

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

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

Indicator 12 – Annual HQS Inspections

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

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

Indicator 13 – Lease-Up

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

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

Indicator 14 – Family Self-Sufficiency (FSS) Enrollment

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

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

Deconcentration Bonus Indicator

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

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

HOUSING AUTHORITY OF THE COUNTY OF HUMBOLDT

RESOLUTION 525

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

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

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

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

WHEREAS, staff has compiled accurate and complete information in preparation of the 2025 SEMAP certification submitted to HUD on February 23, 2026.

NOW, THEREFORE, BE IT RESOLVED, that the Board hereby ratifies the submission of the Section Eight Management Assessment Program (SEMAP) Certification for the Fiscal Year Ending December 31, 2025, as previously submitted to the U.S. Department of Housing and Urban Development.

PASSED AND ADOPTED on the _____ day of _____ 2026 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

March 9, 2026

Agenda Item 8c

Memorandum

To: Commissioners

From: Cheryl Churchill, Executive Director

Subject: Annual Election of Officers

BACKGROUND AND HISTORY:

In accordance with the bylaws of the Housing Authority, the Board of Commissioners must hold an annual meeting to elect officers for the following year and discuss progress on meeting goals.

Annual goals for 2026 have been previously discussed, adopted, and incorporated into the PHA Plan for 2026. They are provided here as attachment for review and reference.

STAFF RECOMMENDATION: Please be prepared to elect/re-elect officers and discuss Housing Authority goals as needed.

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
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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.
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A.1	<p>PHA Name: <u>HOUSING AUTHORITY OF THE COUNTY OF HUMBOLDT</u> PHA Code: <u>CA086</u></p> <p>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</p> <p>Availability of Information. In addition to the items listed in this form, PHAs must have the elements listed below readily available to the public. A PHA must identify the specific location(s) where the proposed PHA Plan, PHA Plan Elements, and all information relevant to the public hearing and proposed PHA Plan are available for inspection by the public. Additionally, the PHA must provide information on how the public may reasonably obtain additional information on the PHA policies contained in the standard Annual Plan, but excluded from their streamlined submissions. At a minimum, PHAs must post PHA Plans, including updates, at each Asset Management Project (AMP) and main office or central office of the PHA. PHAs are strongly encouraged to post complete PHA Plans on their official websites. PHAs are also encouraged to provide each resident council a copy of their PHA Plans.</p>
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PHA Consortia: (Check box if submitting a Joint PHA Plan and complete table below.)

Participating PHAs	PHA Code	Program(s) in the Consortia	Program(s) not in the Consortia	No. of Units in Each Program	
				PH	HCV
Lead PHA:					

B.	Plan Elements. Required for <u>all</u> PHAs completing this form.
B.1	<p>Mission. State the PHA’s mission for serving the needs of low-income, very low-income, and extremely low-income families in the PHA’s jurisdiction for the next five years.</p> <p>The mission of the Housing Authority of the County of Humboldt (HACH) is to assist low-income families with safe, decent, and affordable housing opportunities as they strive to achieve self-sufficiency and improve the quality of their lives. HACH will achieve this mission by providing Housing Choice Vouchers, including VASH, Mainstream, 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	<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.4	<p>Required Submission for HUD FO Review.</p> <p>(a) Did the public challenge any elements of the Plan?</p> <p>Y N <input type="checkbox"/> <input checked="" type="checkbox"/></p> <p>(b) If yes, include Challenged Elements.</p>
D.	<p>Affirmatively Furthering Fair Housing (AFFH).</p>

D.1

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

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

Fair Housing Goal:

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 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 April 30, 2025. Second newsletter sent December 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.

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.

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 implemented a preference to convert EHV participants to HCV when vouchers may be issued again and as funding allows.

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.

Housing Authority of the City of Eureka & County of Humboldt
2026 Normally Scheduled Board Meetings

Date	Board	Notes
January 12	County Board	
January 20	City Board	Tuesday meeting due to Martin Luther King holiday
February 09	County Board	
February 17	City Board	Tuesday meeting due to President's Day holiday
March 09	County Board	Annual Meeting -Elect Officers
March 16	City Board	Annual Meeting -Elect Officers
April 13	County Board	
April 20	City Board	
May 11	County Board	
May 18	City Board	
June 08	County Board	
June 15	City Board	
July 13	County Board	Mission Statement Goals
July 20	City Board	Mission Statement Goals
August 10	County Board	Audit approvals
August 17	City Board	Audit approvals
September 14	County Board	Annual agency plan
September 21	City Board	Annual agency plan
October 13	County Board	Tuesday meeting due to Columbus Day holiday-Budget review/approval
October 19	City Board	Budget review/approval
November 10	County Board	Utility allowance Tuesday meeting due to Diwali observance
November 16	City Board	Utility allowance
December 14	County Board	
December 21	City Board	