



HOUSING AUTHORITIES CITY OF EUREKA & COUNTY OF HUMBOLDT

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

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

Monday July 13, 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.

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.

3-4 3. Approve Minutes of the Board of Commissioners regular meeting held May 11, 2026.

4. Bills and Communications:

- 4a. Humboldt SEMAP FY2025
- 4b. HUD - VASH Award letter

5-6
7-8



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.

9

10-12

5a. Occupancy and Leasing Report

5b. Voucher Programs 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:

13-31

8a. DRAFT 2027 PHA Plan and Goals – *provide input*

32-33

8b. Resolution 526, Employee Out of State Travel for Nelrod HOTMA Workshop

Recommended Board Action: *Accept and Adopt for Approval*

9. Closed Session (if needed).

10. Adjournment

Note: The next regularly scheduled board meeting is Monday, August 10, 2026 at noon.

* Note *

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

<https://eurekahumboldtha.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, May 11, 2026

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

1. Roll Call

Present: Chairperson Conner
Vice Chairperson Fitzgerald
Commissioner Leon
Commissioner Zondervan-Droz
Commissioner Derooy
Commissioner Durchslag
Absent: Commissioner Escarda
Staff: Churchill
Wiesner
Viernes-Olson

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

3. Approve minutes of the board of commissioners regular meeting held:
March 9, 2026.

Motion to approve the minutes of the regular meeting held March 9, 2026, made by
Commissioner Leon.

Second – Commissioner Zondervan-Droz.

Roll call:

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

Chairperson Conner declared the motion carried to approve the minutes of March 9, 2026.

4. Bills and Communications: none to review

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:

Commissioner Durchslag updated the Board on programs and funding for Southern Humboldt/Garberville area.

Chairperson Conner updated the Board on updates to the TOT tax that is a funding source for the Housing Trust Fund.

7. Unfinished Business:

None.

8. New Business:

8a. Informational: Housing Authorities Programs Update

Secretary Churchill shared a PowerPoint presentation that was given at the Board of Supervisors Meeting in March, providing updates on all Housing Authorities' programs. Chairperson Conner noted that it was well received.

9. Closed Session: None needed.

10. Adjournment

There being no further business to come before the Commissioners, the meeting was adjourned at 12:34 p.m.

Chairperson

Secretary



U.S. Department of Housing and Urban Development
San Francisco Regional Office - Region IX
One Sansome Street, Suite 1200
San Francisco, California 94104-4430
www.hud.gov
espanol.hud.gov

May 11, 2026

Ms. Cheryl Churchill
Executive Director
County of Humboldt
735 W. Everding Street,
Eureka, CA 95503

Dear Ms. Churchill:

This letter provides the scoring information for the **County of Humboldt's** Section 8 Management Assessment Program (SEMAP) for fiscal year ending **December 31, 2025**. SEMAP enables HUD to better manage the Housing Choice Voucher (HCV) program by identifying PHA capabilities and deficiencies related to the administration of the HCV program. As a result, HUD will be able to provide more effective program assistance to PHAs.

The **County of Humboldt's** final score for fiscal year ending **December 31, 2025**, is **100%**. The Housing Authority's overall designation is **High**. The following are the scores for each indicator:

Indicator 1	Selection from Waiting List (24 CFR 982.54(d)(1) and 982.204(a))	15
Indicator 2	Reasonable Rent (24 CFR 982.4, 982.54(d)(15), 982.158(f)(7) and 982.507)	20
Indicator 3	Determination of Adjusted Income (24 CFR part 5, subpart F and 24 CFR 982.516)	20
Indicator 4	Utility Allowance Schedule (24 CFR 982.517)	5
Indicator 5	HQS Quality Control (24 CFR 982.405(b))	5
Indicator 6	HQS Enforcement (24 CFR 982.404)	10
Indicator 7	Expanding Housing Opportunities	N/A
Indicator 8	Payment Standards (24 CFR 982.503)	5
Indicator 9	Timely Annual Reexaminations (24 CFR 5.617)	10
Indicator 10	Correct Tenant Rent Calculations (24 CFR 982, Subpart K)	5
Indicator 11	Pre-Contract HQS Inspections (24 CFR 982.305)	5
Indicator 12	Annual HQS Inspections (24 CFR 982.405(a))	10
Indicator 13	Lease-Up	20
Indicator 14	Family Self-Sufficiency (24 CFR 984.105 and 984.305)	N/A
Indicator 15	Deconcentration Bonus	N/A

Thank you for your cooperation with the SEMAP process. Should you have any questions concerning your scores or required corrective actions, you may contact Jennifer Estrella, Portfolio Management Specialist, at (415) 489-6447.

Sincerely,

A handwritten signature in black ink that reads "Rudy Rodriguez". The script is fluid and cursive, with the first letters of the first and last names being capitalized and prominent.

Rudy Rodriguez
Acting Director
Office of Public Housing



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

OFFICE OF PUBLIC AND INDIAN HOUSING

June 25, 2026

Cheryl Churchill
Executive Director
HOUSING AUTHORITY OF THE COUNTY OF HUMBOLDT
735 WEST EVERDING STREET
EUREKA, CA 95503-0000

Dear Executive Director:

I am pleased to notify you that your public housing agency (PHA) has been awarded Department of Housing and Urban Development-Veterans Affairs Supportive Housing (HUD-VASH) vouchers and funding under [Notice PIH 2025-21](#) (2025 Registration of Interest for HUD-VASH Vouchers). These vouchers are to be administered in partnership with the Department of Veterans Affairs (VA) Medical Center listed below to serve veterans in your jurisdiction. With your direct effort, these vouchers will help provide veterans with access to permanent housing. This letter provides the details of the funding awarded and information concerning the disbursement of these funds. **The table below shows the number of units and the budget authority awarded.**

PHA Code	Budget Authority	Number of Vouchers	Name of Partnering VAMC
CA086	\$43,420	5	V21/San Francisco

If your agency wishes to decline this award, please reply to vash@hud.gov by **noon (EST) July 14, 2026**. If your PHA does not decline the award by the deadline they will be deemed accepted.

The effective date for your award will be August 1, 2026

Program Requirements

Your agency must follow all applicable Housing Choice Voucher (HCV) program requirements when administering HUD-VASH, including the regulations at 24 CFR parts 982 and 983, the requirements in [Notice PIH 2025-21](#), and the guidance set forth in [Section 8 Housing Choice Vouchers: Revised Implementation of the HUD-VASH Program published in the Federal Register](#) on August 13, 2024.

Financial Management Requirements

The Financial Management Center (FMC) will provide your agency with an amended Annual Contributions Contract that reflects the obligation of disbursement of funds. If your agency has any questions regarding this funding obligation or disbursements, please contact your assigned FMC Financial Analyst.

Reporting Requirements

To ensure that HUD-VASH families are recorded properly, you must record "VASH" on line 2n of the form HUD-50058 (Family Report). Remember to accurately record families who are homeless at admission on line 4c of the HUD-50058. HUD-VASH vouchers and corresponding HAP expenses must also be accurately reported in VMS.

Additional information regarding the HUD-VASH Program can be found on the [HUD-VASH webpage](#)

Please contact your local HUD field office or email VASH@hud.gov if you have any questions or need any other information.

Sincerely

Todd C. Thomas

Todd Thomas
Acting Deputy Assistant Secretary
Office of Public Housing and Voucher Programs

Occupancy and Leasing Report
Jun-26

Program	Total Units Available	Jan-26	Feb-26	Mar-26	Apr-26	May-26	Jun-26	Jul-26	Aug-26	Sep-26	Oct-26	Nov-26	Dec-26	Wait List End of Month
HOUSING AUTHORITY OF THE CITY OF EUREKA														
Public Housing	195	187	185	186	185	183	183							1
Eureka Family Housing	51	49	48	47	47	49	49							1031
Eureka Senior Housing	22	22	21	21	21	22	22							212
Total City Units	268	258	254	254	253	254	254	0	0	0	0	0	0	

HOUSING AUTHORITY OF THE COUNTY OF HUMBOLDT

Vouchers - Program Allocation vs. Utilization														
Housing Choice Vouchers	1234	890	882	877	872	870	862							Waitlist Closed 3/28/25
VASH Vouchers	95	88	86	87	89	88	91							N/A
Mainstream vouchers	75	71	71	69	70	69	70							N/A
Emergency Housing Vouchers (EHV)	182	102	99	96	97	96	96							N/A
FYI Foster Youth to Independence (2026)	3	0	0	0	0	0	0							N/A
Total All Vouchers	1589	1151	1138	1129	1128	1123	1119	0	0	0	0	0	0	

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

PBV-VASH - Bayview Heights (Eureka)	22	22	20	20	21	20	20							N/A
PBV-HCV - Bayview Heights (Eureka)	3	2	2	2	2	2	3							1
PBV-HCV - Sorrell Place (Arcata)	5	5	5	5	5	5	5							370
PBV-HCV - Providence (Eureka)	42	37	37	37	37	37	38							N/A
PBV-HCV - Key Me Ek (Eureka)	13	13	13	13	12	12	12							N/A
PBV-HCV - Laurel Canyon	35	35	34	34	35	35	35							180
Total Project Based Vouchers	120	114	111	111	112	111	113	0	0	0	0	0	0	

Vouchers issued but not under contract, end of month (aka "Searchling")

1

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's; 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. 3 vouchers reserved for non-VASH prioritized clients, pulled from waitlist.
- 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 May 2026

	January	February	March	April	May	Total
Traditional HCV & VASH (Includes PBVs and FYI)						
A						
HAP income (budget authority)	\$ 785,634	\$ 785,634	\$ 785,634	\$ 784,328	\$ 869,780	F \$ 4,011,009
HAP expenses	(775,054)	(770,614)	(765,780)	(766,750)	(760,158)	(3,838,356)
Surplus (Deficit)	10,580	15,020	19,854	17,578	109,622	172,653
B						
% Total income utilized	98.65%	98.09%	97.47%	97.76%	87.40%	95.70%
Administrative/Other Income	115,892	100,837	100,774	107,311	96,871	521,684
Operating expenses	(95,725)	(86,361)	(92,929)	(88,874)	(84,162)	(448,051)
Surplus (Deficit)	20,167	14,476	7,845	18,437	12,709	73,633
E						
Remaining HAP Cash	10,950	8,580	18,528	22,560	115,592	
Remaining Non-HAP Cash	1,011,428	1,012,302	1,020,956	1,070,413	1,046,493	
Total HCV Cash	1,022,378	1,020,882	1,039,484	1,092,973	1,162,085	
Cash Increase/(Decrease)	25,270	(1,496)	18,602	53,489	69,111	
# of Households Assisted	978	968	964	961	958	4,829
New Vouchers Searching at End of Month	6	4	6	5	6	
Average HAP Payment	\$ 792	\$ 796	\$ 794	\$ 798	\$ 793	\$ 795
Mainstream (disabled & non-elderly)						
A						
HAP income (budget authority)	\$ 56,829	\$ 56,829	\$ 51,816	\$ 51,816	\$ 49,099	\$ 266,389
HAP expenses	(58,287)	(58,339)	(56,274)	(58,503)	(57,169)	(288,572)
Surplus (Deficit)	(1,458)	(1,510)	(4,458)	(6,687)	(8,070)	(22,183)
B						
% Total income utilized	102.57%	102.66%	108.60%	112.91%	116.44%	108.33%
Administrative/Other Income	6,653	6,648	6,655	17,718	6,923	44,597
Operating expenses	(5,719)	(5,601)	(6,470)	(5,999)	(7,617)	(31,404)
Surplus (Deficit)	935	1,048	185	11,719	(694)	13,194
D						
Remaining HAP Cash	1,374	(12,200)	1,734	29	29	
Remaining Non-HAP Cash	75,538	76,355	55,553	68,506	58,118	
Total MSV Cash	76,912	64,155	57,287	68,535	58,147	
Cash Increase/(Decrease)	1,371	(12,758)	(6,868)	11,248	(10,388)	
New Vouchers Searching at End of Month	-	-	4	-	-	
# of Households Assisted	71	71	69	70	69	350
Average HAP Payment	\$ 821	\$ 822	\$ 816	\$ 836	\$ 829	\$ 824
Emergency Housing Vouchers (EHVs)						
A						
HAP income (budget authority)	\$ 112,044	\$ 112,044	\$ 112,044	\$ 112,044	\$ 112,044	\$ 560,220
HAP expenses	(95,006)	(91,038)	(90,200)	(89,967)	(89,197)	(455,408)
Surplus (Deficit)	17,038	21,006	21,844	22,077	22,847	104,812
C						
% Total income utilized	84.79%	81.25%	80.50%	80.30%	79.61%	81.29%
Administrative/Other Income	13,288	13,238	12,166	12,256	12,169	63,116
Operating expenses	(9,379)	(9,607)	(10,673)	(10,232)	(12,369)	(52,260)
Surplus (Deficit)	3,908	3,630	1,494	2,024	(200)	10,856
E						
Remaining HAP Cash	19,084	19,719	28,256	30,157	38,390	
Remaining Non-HAP Cash	153,757	172,019	174,073	175,398	174,803	
Total EHV Cash	172,840	191,738	202,329	205,554	213,193	
Cash Increase/(Decrease)	14,086	18,898	10,590	3,226	7,639	
New Vouchers Searching at End of Month	-	-	-	-	-	
# of Households Assisted	102	99	96	97	96	490
Average HAP Payment	\$ 931	\$ 920	\$ 940	\$ 927	\$ 929	\$ 929

Monthly HAP Summary

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

	January	February	March	April	May	Total
Total All Voucher Programs						
A HAP income (budget authority)	\$ 954,507	\$ 954,507	\$ 949,494	\$ 948,188	\$ 1,030,923	## \$ 4,837,618
HAP expenses	(928,347)	(919,991)	(912,254)	(915,220)	(906,524)	# (4,582,336)
Surplus (Deficit)	26,160	34,516	37,240	32,968	124,399	255,282
B % Total income utilized	97.26%	96.38%	96.08%	96.52%	87.93%	94.72%
Administrative/Other Income	135,833	120,722	119,595	137,285	115,962	# 629,397
Operating expenses	(110,822)	(101,569)	(110,071)	(105,105)	(104,148)	# (531,715)
Surplus (Deficit)	25,011	19,153	9,524	32,180	11,815	97,683
Remaining HAP Cash	31,407	# 16,099	48,518	52,746	154,010	#
Remaining Non-HAP Cash	1,240,724	# 1,260,676	1,250,582	1,314,317	1,279,414	#
Total Program Cash	1,272,131	1,276,775	1,299,099	1,367,062	1,433,424	
Cash Increase/(Decrease)	40,728	# 4,844	22,324	67,963	86,362	
# of Households Assisted	1,151	1,138	1,129	1,128	1,123	5,669
New Vouchers Searching at end of month	6	4	10	5	6	
Average HAP Payment	\$ 807	\$ 808	\$ 808	\$ 811	\$ 807	\$ 808

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
- C** No longer issuing EHV vouchers. Budget authority extends through 2026, with any remaining reserves funding vouchers through sunset of program.
- D** HAP cash on hand is minimal, but HAP advances are available through HUD. Restrict cash position may go "negative" while waiting for HUD advance HAP deposits and is temporarily funded with excess unrestricted funds.
- E** Beginning 04/2026, Includes Local Area Investment Fund balance to represent full, unrestricted cash balance.

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	968
March	918	896	897	861	875	862	844	934	1005	964
April	919	908	895	859	873	858	844	934	1013	961
May	917	905	895	850	873	861	838	947	1009	958
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	966
UML's	10,965	10,736	10,612	10,449	10,426	10,257	10,117	11,485	11,978	4,829

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	71
March		28	48	54	64	69
April		29	50	54	68	70
May		31	50	55	69	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	70
UML's	88	397	594	657	807	350

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	99
March		15	102	144	123	96
April		18	108	143	118	97
May		23	111	142	116	96
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	98
UML's	4	441	1435	1698	1377	490

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	1138
March	918	896	897	861	875	905	994	1132	1192	1129
April	919	908	895	859	873	905	1002	1131	1199	1128
May	917	905	895	850	873	915	999	1144	1194	1123
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	1,134
UML's	10,965	10,736	10,612	10,449	10,518	11,095	12,146	13,840	14,162	5,669

Housing Authority of the County of Humboldt

Board of Commissioners Meeting

July 13, 2026

Agenda Item 8a

Memorandum

To: Commissioners

From: Cheryl Churchill, Executive Director

Subject: Annual Agency Plan Goals Update – For approval

BACKGROUND AND HISTORY:

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

The Resident Advisory Board met on June 05, 2026, in person at the Housing Authority office, to discuss the PHA goals and objectives and provide input to the annual plan.

The Board is asked to review goals and progress updates, and to offer input to help shape the annual plan. The PHA Plan must be submitted to HUD by October 16, 2026. Pending any updates from this board meeting, the draft plan will be published for 45-day public review and comment. The plan will be brought back again at the September 14th meeting for final review and approval.

IMPACT TO PERSONNEL:

None.

FISCAL IMPACT:

None.

ALTERNATIVES:

None. The PHA Plan (including goals) are an annual requirement with HUD. If a PHA Plan is not completed and submitted timely, it puts housing authority funding at risk.

STAFF RECOMMENDATION:

For review and discussion only; provide input.

Revisit for final approval on September 14, 2026.

Streamlined Annual PHA Plan (HCV Only PHAs)	U.S. Department of Housing and Urban Development Office of Public and Indian Housing	OMB No. 2577-0226 Expires: 09/30/2027
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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. They also inform 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-, very low-, and extremely low- income families.

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

Definitions.

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

A. PHA Information.	
A.1	PHA Name: _____ PHA Code: _____ PHA Plan for Fiscal Year Beginning: (MM/YYYY): _____ PHA Inventory (Based on Annual Contributions Contract (ACC) units at time of FY beginning, above) Number of Housing Choice Vouchers (HCVs) _____ PHA Plan Submission Type: ☐ Annual Submission ☐ Revised Annual Submission Public Availability of Information. In addition to the items listed in this form, PHAs must have the elements listed below readily available to the public. A PHA must identify the specific location(s) where the proposed PHA Plan, PHA Plan Elements, and all information relevant to the public hearing and proposed PHA Plan are available for inspection by the public. Additionally, the PHA must provide information on how the public may reasonably obtain additional information of the PHA policies contained in the standard Annual Plan but excluded from their streamlined submissions. At a minimum, PHAs must post PHA Plans, including updates, at each Asset Management Project (AMP) and main office or central office of the PHA and should make documents available electronically for public inspection upon request. PHAs are strongly encouraged to post complete PHA Plans on their official websites and to provide each resident council with a copy of their PHA Plans.

B.2	New Activities. (a) Does the PHA intend to undertake any new activities related to the following in the PHA’s applicable Fiscal Year? Y N ☐ ☐ Project-Based Vouchers (b) If Project-Based Voucher (PBV) activities are planned for the applicable Fiscal Year, provide the projected number of PBV units and general locations, and describe how project-basing would be consistent with the PHA Plan.
B.3	Progress Report. Provide a description of the PHA’s progress in meeting its Mission and Goals described in its 5-Year PHA Plan.

B.4	Capital Improvements. – Not Applicable
B.5	Most Recent Fiscal Year Audit. (a) Were there any findings in the most recent FY Audit? Y N N/A ☐ ☐ ☐ (b) If yes, please describe:
C.	Other Document and/or Certification Requirements.
C.1	Resident Advisory Board (RAB) Comments. (a) Did the RAB(s) have comments to the PHA Plan? Y N ☐ ☐ (b) If yes, comments must be submitted by the PHA as an attachment to the PHA Plan. PHAs must also include a narrative describing their analysis of the RAB recommendations and the decisions made on these recommendations.

C.2	Certification by State or Local Officials. Form HUD 50077-SL, <i>Certification by State or Local Officials of PHA Plans Consistency with the Consolidated Plan</i>, must be submitted by the PHA as an electronic attachment to the PHA Plan.
C.3	Civil Rights Certification/ Certification Listing Policies and Programs that the PHA has Revised since Submission of its Last Annual Plan. Form HUD-50077-ST-HCV-HP, <i>PHA Certifications of Compliance with PHA Plan, Civil Rights, and Related Laws and Regulations Including PHA Plan Elements that Have Changed</i>, must be submitted by the PHA as an electronic attachment to the PHA Plan.
C.4	Challenged Elements. If any element of the PHA Plan is challenged, a PHA must include such information as an attachment with a description of any challenges to Plan elements, the source of the challenge, and the PHA's response to the public. (a) Did the public challenge any elements of the Plan? Y ☐ N ☐ (b) If yes, include Challenged Elements.

Instructions for Preparation of Form HUD-50075-HCV Annual PHA Plan for HCV-Only PHAs

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

- A.1** Include the full **PHA Name, PHA Code, PHA Type, PHA Fiscal Year Beginning (MM/YYYY), Number of Housing Choice Vouchers (HCVs), PHA Plan Submission Type,** and the **Public Availability of Information,** specific location(s) of all information relevant to the public hearing and proposed PHA Plan. Note: The number of HCV's should include all special purpose vouchers (e.g. Mainstream Vouchers, etc.) (24 CFR 903.23(e)).

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

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

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

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

☐ **Statement of Housing Needs and Strategy for Addressing Housing Needs.** Provide a statement addressing the housing needs of low-income, very low-income and extremely low-income families and a brief description of the PHA's strategy for addressing the housing needs of families who reside in the jurisdiction served by the PHA and other families who are on the Section 8 tenant-based assistance waiting lists. The statement must identify the housing needs of (i) families with incomes below 30 percent of area median income (extremely low-income); (ii) elderly families (iii) households with individuals with disabilities, and households of various races and ethnic groups residing in the jurisdiction or on the public housing and Section 8 tenant-based assistance waiting lists based on information provided by the applicable Consolidated Plan, information provided by HUD, and generally available data. The identification of housing needs must address issues of affordability, supply, quality, accessibility, size of units, and location.

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

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

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

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

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

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

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

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

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

☐ **Significant Amendment/Modification.** PHA must provide its criteria for determining a "Significant Amendment or Modification" to its 5-Year and Annual Plan (24 CFR 903.7(s)(2)(ii)).

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

- B.2 New Activities.** If the PHA intends to undertake any new activities related to these elements in the applicable Fiscal Year, mark "yes" for those elements, and describe the activities to be undertaken in the space provided. If the PHA does not plan to undertake these activities, mark "no."

☒ **Project-Based Vouchers.** Describe any plans to use HCVs for new project-based vouchers, which must comply with PBV goals, civil rights requirements, Housing Quality Standards (HQS) and deconcentration standards, as stated in 24 CFR 983.55(b)(1) and set forth in the PHA Plan statement of deconcentration and other policies that govern eligibility, selection, and admissions. If using project-based vouchers, provide the projected number of project-based units and general locations (including if PBV units are planned on any former or current public housing units or sites), and describe how project-basing would be consistent with the PHA Plan (24 CFR 903.7(b)(3), 24 CFR 903.7(r)).

- B.3 Progress Report.** For all Annual Plans following submission of the first Annual Plan, a PHA must include a brief statement of the PHA's progress in meeting the mission and goals described in the 5-Year PHA Plan (24 CFR 903.11(c)(3), 24 CFR 903.7(s)(1)).
- B.4 Capital Improvements.** This section refers to PHAs that receive funding from the Capital Fund Program (CFP) which is not applicable for HCV-Only PHAs.
- B.5 Most Recent Fiscal Year Audit.** If the results of the most recent fiscal year audit for the PHA included any findings, mark "yes" and describe those findings in the space provided (24 CFR 903.7(p)).

C. Other Document and/or Certification Requirements.

- C.1 Resident Advisory Board (RAB) comments.** If the RAB had comments on the annual plan, mark "yes," submit the comments as an attachment to the Plan and describe the analysis of the comments and the PHA's decision made on these recommendations (24 CFR 903.13(c), 24 CFR 903.19).
- C.2 Certification by State 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 (24 CFR 903.15). Note: A PHA may request to change its fiscal year to better coordinate its planning with planning done under the Consolidated Plan process by State or local officials as applicable.
- C.3 Civil Rights Certification/ Certification Listing Policies and Programs that the PHA has Revised since Submission of its Last Annual Plan.** Provide a certification that the following plan elements have been revised, provided to the RAB for comment before implementation, approved by the PHA board, and made available for review and inspection by the public. This requirement is satisfied by completing and submitting form HUD-50077 ST-HCV-HP, *PHA Certifications of Compliance with PHA Plan, Civil Rights, and Related Laws and Regulations Including PHA Plan Elements that Have Changed*. Form HUD-50077-ST-HCV-HP, *PHA Certifications of Compliance with PHA Plan, Civil Rights, and Related Laws and Regulations Including PHA Plan Elements that Have Changed* must be submitted by the PHA as an electronic attachment to the PHA Plan. This includes all certifications relating to Civil Rights and related regulations. A PHA will be considered in compliance with the certification requirement to affirmatively further fair housing if the PHA fulfills the requirements of 24 CFR 5.150 *et seq.*, 24 CFR 903.7(o)(1), and 24 CFR 903.15.
- C.4 Challenged Elements.** If any element of the Annual PHA Plan or 5-Year PHA Plan is challenged, a PHA must include such information as an attachment to the Annual PHA Plan or 5-Year PHA Plan with a description of any challenges to Plan elements, the source of the challenge, and the PHA's response to the public (24 CFR 903.23(b)).

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

Public reporting burden for this information collection is estimated to average 4.52 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. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions to reduce this burden, to the Reports Management Officer, REE, Department of Housing and Urban Development, 451 7th Street, SW, Room 4176, Washington, DC 20410-5000. When providing comments, please refer to OMB Approval No. 2577-0226. 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 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 2027 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 voucher issuance has been unallowed for the first half of 2026, due to HUD's assessment that the PHA was at risk of shortfall. Average expenditure of HAP funding for Q1-Q2 is 98% of monthly funding. Community outreach efforts have been focused on responding to specific requests for education and information, versus promotion of the voucher program.

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.

2026 Update: Two landlord newsletters were sent in 2025, and one landlord newsletter was sent in February 2026. The Housing Advocate maintains contact with and reaches out to landlords as needed to support clients seeking housing. The annual landlord luncheon is planned for August, and the annual landlord survey will be sent out after the luncheon.

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.

2026 Update: No new PBVs were issued in 2025 or to date in 2026. The PBV program currently sits at 120 units across 5 projects in Eureka and Arcata. An AHAP was completed in March 2025 to assist 25 units with PBVs at Linc Housing's new construction buildings in Eureka, expected to lease-up Q4-2026, increasing active PBVs to 145 by year end. Additionally, the PHA will administer PBVs for the Housing Authority of the City of Eureka related to Public Housing repositioning efforts. The AHAP for these will be completed in 2026, with the expected utilization of 141 PBVs starting in 2028.

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 in process. 2023 Audit had no findings and was presented to the board at a normally scheduled meeting.

Goal Six: **Employee Morale**

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

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

2025 Update: Staff training budget is being utilized to further staff education around housing-related topics and earn certifications in HUD

specific areas of expertise (e.g. HCV Income Calculation Certification). Yardi Aspire on-demand training continues to be used for internal training assignments and at-will by staff. Management reviews training budget utilization monthly and recognizes an employee of the month every month.

Goal Seven: **Technology and Accessibility**

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

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

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

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

Goal Eight: **Mainstream Vouchers**

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

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

1. Monthly or more frequent (as needed) meetings and communications with partner agencies to discuss, review and encourage referrals;
2. Housing Advocate working as liaison between the PHA and partner agencies to facilitate completion of paperwork, education of social workers and program participants, and continued outreach to landlords to add new units/landlords; and

3. Regularly pulling eligible applicants from the waitlist for screening/briefing and issuance of vouchers.

2025 Update: As of 6/3/2025, over 94% of Mainstream vouchers are leased up. We will continue issuing vouchers and accepting referrals to get to 100%, at which point vouchers will be issued only when turnover happens, or if new vouchers are added.

Goal Nine: **Emergency Housing Vouchers**

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

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

Goal Ten **Customer Feedback**

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

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

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

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

Goal Eleven **Information Sharing**

We will actively identify and pursue opportunities to provide timely, accurate, and relevant information to the public, our clients, and to social service agencies working within the housing sector, fostering collaboration, increasing access to resources, and supporting informed decision-making that improves housing stability and outcomes.

2026 Update: BOS Meeting; RAB suggestion to provide list of subsidized housing resources in Humboldt



HOUSING AUTHORITIES CITY OF EUREKA & COUNTY OF HUMBOLDT



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Housing Authority of the County of Humboldt (CA086) Corrective Action Plan (CAP)

Finding #2025-001

Finding Description:

For units under HAP contract that fail to meet HQS, if the reported deficiency is life-threatening (LT), the PHA must, within 24 hours of notification, both inspect the housing unit and notify the owner if the life-threatening deficiency is confirmed. The owner must then make the repairs within 24 hours of PHA notification. If the reported deficiency is non-life-threatening (NLT), the PHA must, within 15 days of notification, both inspect the unit and notify the owner if the deficiency is confirmed. The owner must then make the repairs within 30 days of notification from the PHA or within any PHA approved extension. (24 CFR section 982.405(d)). If the owner does not correct the cited HQS deficiencies within the specified correction period, the PHA must stop (abate) HAPs beginning no later than the first of the month following the specified correction period or must terminate the HAP Contract.

1. Tracking Deficiencies

The Housing Authority will use its ERP system, Yardi, for tracking all failed inspections. The system will have record of all relevant inspection-related information, and inspection staff will update the log on the same day that deficiencies are identified and as corrections and follow-up inspections are completed. Management will review the log regularly to monitor outstanding deficiencies, ensure timely corrective action, and verify compliance with required deadlines.

2. Notification Procedures

For a 24-hour correctable deficiency resulting in a failed inspection, the tenant and landlord (if present) will be notified at the time of inspection, and both will receive follow up notice via email or phone immediately thereafter. Where notification is made via phone, a note will be made on the inspection booklet recording the time and details of the conversation. A letter summarizing the conversation will be sent to tenant and/or landlord as applicable.

For deficiencies with longer correction times (e.g. 30 days), notification will be sent to the tenant and landlord within 5 business days of the inspection. Notification will include relevant information, including the deficiency identified, the required timeframe for correction, the party responsible for correcting the violation, and potential consequences for failure to complete the required repairs or corrections.



Management will periodically review documentation to ensure notifications are completed timely and in accordance with Housing Authority policy and HUD requirements.

3. Management Oversight

Management will monitor all open deficiencies to ensure that required notices are issued within required timeframes, corrections are completed and verified timely, and appropriate follow-up actions are taken when repairs or corrections are not completed as required. If deficiencies are not corrected within the required timeframe, the Housing Authority will take appropriate enforcement action in accordance with program requirements and applicable regulations, including HAP abatement and termination of tenant assistance, if required. In addition, failure by staff to complete required inspection and follow-up responsibilities will be reported to executive management for corrective action to ensure continued compliance and accountability.

4. Verification of Corrections

All remediation of deficiencies must be verified before the deficiency is considered corrected and closed. Verification may include:

- Reinspection conducted by Housing Authority staff, with dates of correction documented;
 - Remote video inspection, if it is feasible to discern whether the deficiency was adequately cured; or
 - Photographs clearly documenting completed repairs or corrections
-

5. Staff Training

Inspection and program staff will receive training on:

- HUD inspection requirements;
 - Identification of life-threatening and 24-hour deficiencies;
 - Required correction and verification timelines; and
 - Documentation and recordkeeping procedures.
-

Expected Outcome

Implementation of this Corrective Action Plan (CAP) will improve the Housing Authority's processes for tracking, monitoring, documenting, and verifying the correction of inspection deficiencies. These procedures are intended to strengthen compliance with HUD requirements, improve accountability, ensure timely corrective action, and support the health and safety of residents.



Anticipated Completion Date: Corrective actions are currently in process and monitored regularly. All staff will complete training no later than December 31, 2026.

Contact Person: Cheryl Churchill, Executive Director
735 West Everding Street, Eureka, CA 95503
707.443.4583

Contact Person Signature: _____



HOUSING AUTHORITY OF THE COUNTY OF HUMBOLDT
RESIDENT ADVISORY BOARD MEETING SUMMARY

June 5, 2026, 10:00am – 11:00am

Staff

Cheryl Churchill, Executive Director

Cristina Fonseca, Housing Specialist

Jessica Olson, Admin & HR Specialist

Attendees

John Hinds

Patrick Rutherford

Meeting Notes

Ms. Churchill opened the meeting by sharing the purpose of our annual meeting.

The group reviewed HACH goals and shared progress on goals that were included in the plan for 2026. Discussion and comments were exchanged during the review of the goals.

Discussion/Comments/Concerns/Complaints

- Attendees mentioned that their main interaction with the HA is during the annual recertification process. It can feel redundant and difficult to get some of the paperwork together in the timeline provided. This is especially true for residents that are physically disabled if they have to go to the bank to print statements, or go somewhere that they can print requested documents.
 - o In the course of the conversation, Cheryl and Cristina mentioned the HA has computers available to all participants to print items for packets if needed. Attendees did not know that, and others in our programs may not know that either. Attendees also commented that an online option may be helpful for many that are a little more tech savvy and also disabled, so they would not need to travel anywhere to complete the forms.
- Attendee asked about the EHV (Emergency Housing Voucher) program status. They were concerned about losing the home they've known for a long time and have been using the EHV. They are disabled and stated they would not do well if they became homeless.
 - o Ms. Churchill shared that EHV's are currently projected to be funded through the 1st Quarter of next year (March 2027). Unless there is a change in HUD's funding for

EHVs, we may not be able to push it farther than March 2027. Currently, our Specialists are working on plans to move who they can from the EHV program to other voucher programs as vouchers and funding becomes available. Ms. Churchill also recommended that anyone currently on the EHV program apply for as many other Affordable Housing programs as possible so that if/when their voucher expires, they will hopefully have gotten housing assistance through other programs.

- Attendees asked if there is a current list of other Housing Assistance programs for people to have access to.
 - o PHA staff responded stated that there is not currently a list, but it may be a good idea to create one.
- Attendees asked if there has been consideration regarding working with the County and City on tax incentives for private businesses to donate to help fund shortfalls in voucher programs.
 - o Ms. Churchill stated that there is not currently any way for private businesses to donate with tax incentives, but it may be something that can be considered in the future.
- Participants were asked about their experience with the Inspections process – if there is enough lead time from notice to inspection, their experience with the inspector himself, etc.
 - o Attendees stated that they felt they had enough time – approximately 2 weeks from receiving the letter. They also appreciated Scott Gantt, Inspector, stating that he is quick and cordial.

Wrap-up

Ms. Churchill asked the attendees if they had anything further that they would like to discuss. Attendees thanked staff for the meeting and shared that they found it very informative.

Possible Action Items

- Research how other agencies that serve a similar population size as ours do their recertification process (e.g. online portal, email, traditional/paper)
- Look into creation and distribution of List of Affordable Housing Programs in City of Eureka and County of Humboldt.
- Research tax deductible donation to voucher programs for local businesses to donate.
- Tenant Survey – Update and issue for 2026; add a question on best method of information distribution (e.g. PHA website, email, USPS mail, etc.)

Housing Authority of the County of Humboldt

Board of Commissioners Meeting

July 13, 2026

Agenda Item 8b

Memorandum

To: Commissioners

From: Cheryl Churchill, Executive Director

Subject: Approval of Employee Out of State Travel – HOTMA Training Conference

BACKGROUND AND HISTORY:

This memo requests Board approval of a resolution authorizing employee out-of-state travel to attend The Nelrod Company's HOTMA Calculation Workshop, scheduled for August 4-6, 2026, in San Antonio, Texas.

The conference provides training and technical guidance on federal housing regulations, best practices, and operational updates relevant to the Housing Authority's ongoing compliance and program administration. The Workshop will enhance their knowledge of income and rent determinations while learning the new HOTMA provisions pertaining to the calculation of rents. Attendance supports staff development and strengthens our capacity to implement current HUD requirements effectively. In accordance with the agency Personnel Policy, Section 802.2, all out-of-state travel must receive prior approval from the Board of Commissioners. Approval of this resolution will authorize designated Housing Authority employees to attend the conference and will allow staff to proceed with necessary travel arrangements.

FINANCIAL IMPACT:

Funds for staff training and travel are included in the approved FY 2026 budget. No additional appropriations are required.

IMPACT TO PERSONNEL:

The training received by attendees will enhance employee expertise, improve regulatory compliance, and strengthen the agency's overall operational capacity.

ALTERNATIVE:

If staff do not attend the Nelrod conference, staff may experience delays in implementing regulatory requirements and may miss valuable best-practice strategies that improve program efficiency and compliance. Other in-state training may be available as an alternative.

STAFF RECOMMENDATION:

Accept and adopt for approval.

RESOLUTION No. 526
AUTHORIZING OUT-OF-STATE TRAVEL FOR
HOUSING AUTHORITY OF THE COUNTY OF HUMBOLDT EMPLOYEES
TO A NELROD HOTMA WORKSHOP IN SAN ANTONIO , TEXAS, AUGUST 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 Texas 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 Texas 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.

PASSED AND ADOPTED on the _____ day of _____ 2026 by the following vote:

AYES:

NAYS:

ABSTAIN:

ABSENT:

Name

Name

Title

Title

Signature

Signature