

HASLO has returned to in-person meetings for the Board of Commissioners.

LOCATION: Pacific Western Bank, Conference Room, 997 Monterey St., 3RD Floor, San Luis Obispo

The public may join in person or via the Zoom link.

Join Zoom Meeting:

<https://zoom.us/j/98057177103?pwd=TXljeW5UMVMYTS8rcS81Y0hiUjNOUT09>

Meeting ID: 980 5717 7103

Passcode: 975423

Dial in by phone: 253-215-8782

12:00 PM	REGULAR MEETING	997 Monterey St. 3rd Floor
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CALL TO ORDER: Chairman Ashlea Boyer

ROLL CALL: Commissioners Boyer, Crotser, Jeffries, Odenthal, Shower, Souza, Steinberg

CLOSED SESSION

Closed session, pursuant to section 54956.8

CONFERENCE WITH REAL PROPERTY NEGOTIATORS

Property: APNs 092-579-005, 092-579-006, 092-579-007, 092-579-008, and 092-579-009

Agency Negotiators: Scott Collins, Executive Director
Ken Litzinger, Director of Finance

Negotiating Parties: The Housing Authority of the City of San Luis Obispo (HASLO)
Abbott | Reed, Inc. (not present)

Under Negotiation: The Negotiators’ authority regarding the price and terms.

PUBLIC COMMENT PERIOD FOR ITEMS NOT ON THE AGENDA (not to exceed 15 minutes total)
 The Board welcomes your input. You may address the Board by completing a speaker slip and giving it to the staff clerk prior to the meeting. At this time, you may address the Board on items that are not on the agenda. Time limit is three minutes. State law does not allow the Board to discuss or take action on issues not on the agenda, except that members of the Board or staff may briefly respond to statements made or questions posed by persons exercising their public testimony rights (Gov. Code Sec. 54954.2). Staff may be asked to follow up on such items.

EXECUTIVE DIRECTOR REPORT
 The Executive Director’s report is intended to brief the Commission on items, issues, key dates, etc., that do not require specific action, and are not “agendized” as separate items on the HASLO Commission Agenda.

CONSENT AGENDA

A member of the public or a Commissioner may request the Board to pull an item for discussion, clarification, and/or separate action. Pulled items shall be heard at the close of the Consent Agenda unless a majority of the Board chooses another time. The public may comment on any and all items on the Consent Agenda within the three-minute time limit.

All items on the Consent Agenda are adopted by one motion.

RECOMMENDED ACTION: Approve Consent Agenda Items as Presented

C1. MINUTES OF THE BOARD OF COMMISSIONERS SPECIAL MEETING OF JUNE 12, 2023, AND THE REGULAR MEETING OF JUNE 15, 2023

Approve the Minutes of the Special Meeting of the Board of Commissioners of June 12, 2023, and the Regular Meeting of June 15, 2023.

C2. HASLO MONTHLY DISBURSEMENT REGISTER (available for review at the meeting)

C3. HOUSING CHOICE VOUCHER (SECTION 8)

C4. VACANCY SUMMARY REPORT

C5. FAMILY SELF-SUFFICIENCY & RESIDENT SERVICES PROGRAM REPORT

C6. CONSTRUCTION & DEVELOPMENT REPORTS

DISCUSSION ITEMS

1. KOBLE COLLABORATIVE INC. – HASLO TEAM ENGAGEMENT AND ORGANIZATIONAL STRATEGY

Introduce the consulting group that will lead HASLO staff through the team engagement and organizational strategy planning in the upcoming months. No Action required.

2. CLOSING ESCROW ON 1708 BEACH STREET

HASLO closed escrow on 1708 Beach Street with the intent of developing an affordable and or mixed income rental housing project on the land.

RECOMMENDED ACTION: Adopt Resolution No. 14 (2023 Series) Authorizing the Housing Authority of San Luis Obispo to Close Escrow and Complete the Purchase of the Property at 1708 Beach Street, San Luis Obispo, CA

3. CLOSING ESCROW ON MESA TRAILS

HASLO is required to close escrow on Mesa Trails by July 31.

RECOMMENDED ACTION: Commissioners will vote on whether or not to close escrow based on the terms outlined in the closed session.

ADJOURNMENT

The next Regular Meeting will be held on August 17th, 2023, at 12:00 p.m., at 997 Monterey Street, 3rd Floor.

REQUIREMENTS OF THE BROWN ACT HAVE BEEN SATISFIED AS THIS NOTICE WAS POSTED AT 2:30 P.M. ON JULY 14, 2023, PRIOR TO THE 72-HOUR NOTICING REQUIREMENT.



HASLO wishes to make all of its public meetings accessible to the public. Upon request, this agenda will be made available in appropriate alternative formats to persons with disabilities. Any person with a disability who requires a modification or accommodation in order to participate in a meeting should direct such request to the Executive Director's Assistant at (805) 594-5321 at least 48 hours before the meeting, if possible.

**** DRAFT ****

MINUTES

HOUSING AUTHORITY OF THE CITY OF SAN LUIS OBISPO

June 15, 2023

CALL TO ORDER

The Regular Meeting of the Housing Authority of the City of San Luis Obispo was called to order on Thursday, June 15, 2023, at 12:02 p.m. at 997 Monterey St., San Luis Obispo, by Chair Ashlea Boyer.

ROLL CALL

PRESENT: Commissioners Boyer, Souza, Crotser, Jeffries, Odenthal, Shower, Steinberg
ABSENT: None
STAFF: Scott Collins, Ken Litzinger (video), Elaine Archer, Sandra Bourbon, Michael Burke, Michelle Pedigo, John Klevins, and Vicky Culman

PUBLIC COMMENT:

None.

EXECUTIVE DIRECTOR'S REPORT:

Scott Collins, Executive Director, reported that we anticipate receiving a TCAC award for Cleaver & Clark Commons, our Grover Beach project in partnership with PSHH. TCAC downgraded our scores for the Maxine Lewis and Bridge Street projects, and we are appealing those decisions.

The City of San Luis Obispo (SLO), PSHH, and CAPSLO are partnering on a Homekey application. Three proposed sites fell through, and they are reviewing a fourth possible site. The partners have asked HASLO for vouchers for the project. The County of SLO is paying for some doors.

HASLO will apply for funding for our property at Oak Park in Arroyo Grande through the Multifamily Housing Program (MHP), a program of the California Department of Housing and Community Development (HCD).

12:06 P.M. Public attempting to log into Zoom.

Most of the Commissioners toured our Toscano and Morro Bay sites on Monday, June 12.

We are reviewing the impact of the debt ceiling results on HUD and our budget.

The Anderson hotel project has caused problems for the neighboring businesses resulting in perceptions of loss of local business revenue. HASLO is committed to providing marketing outreach to assist those businesses.

The Shell Beach Wall-Raising is scheduled for June 27th.

Collins asked Elaine Archer, Director of Housing Management, to introduce new staff member, John Klevins, Supportive Housing Program Manager. Klevins spoke of his background and experience.

Collins next asked Sandra Bourbon, Director of Resident Services, to introduce the Family Self-Sufficiency (FSS) graduate, Tami Fisher and her parents, Richard and June Quintanar. Bourbon discussed Fisher's background and progress in the program. Fisher is receiving the largest check ever disbursed by HASLO's

FSS program. Fisher and her family spoke at the event. A photo was taken of Chairman Boyer presenting the check to Fisher.

12:15 P.M. Public attempting to log into Zoom again.

12:17 P.M. Tami Fisher, Richard and June Quintanar, John Klevins, Sandra Bourbon now absent.

12:18 P.M. Sandra Bourbon present.

Commissioner Crotser requested more information regarding the FSS program. Bourbon referred to the video on the HASLO webpage (<https://www.haslo.org/resident-services>). Archer has staff identify candidates for the program and refer them to Resident Services.

CONSENT AGENDA:

- C1. MINUTES OF THE BOARD OF COMMISSIONERS REGULAR MEETING OF MAY 16, 2023**
- C2. HASLO MONTHLY DISBURSEMENT REGISTER (available for review at the meeting)**
- C3. HOUSING CHOICE VOUCHER (SECTION 8)**
- C4. PROPERTY MANAGEMENT REPORT**
- C5. FAMILY SELF-SUFFICIENCY & RESIDENT SERVICES PROGRAM REPORT**
- C6. CONSTRUCTION AND DEVELOPMENT REPORT**

ACTION TAKEN: A motion to approve all Consent Agenda items was made by Commissioner Steinberg, seconded by Commissioner Souza, and unanimously approved by all Commissioners.

DISCUSSION ITEMS:

- 1. HASLO ANNUAL PLAN – REVIEW, CONSIDER, COMMENT, AND APPROVE RESOLUTION NO. 11**

Collins explained that there were not significant changes from last year. Next year, HASLO must submit the Five-Year Plan, which requires more detail. Staff explained that the comments from the tenants will be added later.

ACTION TAKEN: A motion to adopt **Resolution No. 11 (2023 Series) Adopting the Housing Authority of San Luis Obispo’s Annual Plan** was made by Commissioner Souza, seconded by Commissioner Crotser, and unanimously approved on the following roll call vote:

AYES: Commissioners Souza, Crotser, Boyer, Jeffries, Odenthal, Shower, Steinberg
NOES: None
ABSENT: None
ABSTAINED: None

- 2. UPDATING ADMIN PLAN TO INCREASE PASO HOMEKEY SET-ASIDE VOUCHERS**

Archer explained that Paso Homekey has 60 units covered by set-aside vouchers for unhoused individuals. HASLO will hire two individuals with lived experience to live on-site. The job descriptions are still being drafted and will be reviewed by our labor attorney. These vouchers will make the job more attractive as the voucher will stay with the individual, not the unit. Ken Litzinger, Director of Finance, added that this property is very challenging, and providing a voucher allows the individual to transition into the community.

ACTION TAKEN: A motion to adopt **Resolution No. 12 (2023 Series) Approving Amendments to the Housing Authority of San Luis Obispo's Administrative Plan for Paso Homekey Set-Aside Vouchers** was made by Commissioner **Crotser**, seconded by Commissioner **Jeffries**, and unanimously approved on the following roll call vote:

AYES: Commissioners **Crotser, Jeffries, Boyer, Odenthal, Souza, Shower, Steinberg**
NOES: **None**
ABSENT: **None**
ABSTAINED: **None**

3. **HASLO NEW OFFICE BUILDING**

Collins explained that 487 Leff has been HASLO's office building since the early 1970s. The office was established from a converted Public Housing townhome. We want a building that shows our pride. We thought building costs and interest rates would go down after COVID, which has not occurred. The contractor promised to hold their original price if they can start the project in August. SLONP (San Luis Obispo Nonprofit Housing Corporation) owns the building.

Litzinger addressed the financial aspects of the project. HASLO is financially sound with no external debt. HASLO will continue to have healthy balances and reserves even after constructing the new building. HASLO has been designating funds for the office building over the years. Some of this funding could be at risk of recapture if not used for this purpose.

The remaining staff at Leff Street will move to Laurel Lane, and some staff at Laurel will move to a vacant property HASLO owns at 1422 Monterey Street. The Commission noted that while some people may feel that all of HASLO's money should go towards affordable housing, we still need a proper office to accomplish our mission. Talking points will be shared with staff and the Commission.

The Commission thanked Litzinger for his vision and diligence in budgeting for the new office.

There being no further business, the meeting was adjourned at 12:57 p.m.

Respectfully submitted,

Scott Collins, Secretary

**** DRAFT ****

MINUTES

HOUSING AUTHORITY OF THE CITY OF SAN LUIS OBISPO

SPECIAL MEETING

June 12, 2023

CALL TO ORDER

This Special Meeting of the Housing Authority of the City of San Luis Obispo was held on Monday, June 12, 2023, at 1:30 p.m. beginning at 1150 Laurel Lane, Suite 190, San Luis Obispo.

ROLL CALL

PRESENT: Commissioners Boyer, Crotser, Odenthal, Shower, Souza

ABSENT: Commissioners Jeffries, Steinberg

STAFF: Scott Collins and Michael Burke

The Commissioners toured the Morro Bay and Toscano construction sites following the schedule below:

1:30-2:00 – Rockview at Sunset, 405 Atascadero Road, Morro Bay, CA 93442

2:30-3:00 – The Apartments at Toscano, 3065 Lucca Lane, San Luis Obispo, CA 93401

There being no further business, the meeting was adjourned at 3:15 p.m.

Respectfully submitted,

Scott Collins, Secretary

Executive Summary

Housing Choice Vouchers (“Section 8”)

- SEMAP Report
 - The closing for PIC was successful for the month of June and the SEMAP report is attached.

- HOTMA Update
 - The Council of Large Public Housing Authorities (CLPHA) announced at the end of June that it has learned that HUD will provide PHAs an additional year to comply with the substantial regulatory changes brought about by Sections 102 and 104 of the Housing Opportunity Through Modernization Act (HOTMA). The change comes on the heels of extensive advocacy by multiple industry organizations who expressed concern about the original implementation deadlines set forth in the final rule published earlier this year.
 - While the effective date of January 1, 2024, will remain the same, and PHAs must still update their administrative plans and ACOPs by that date, PHAs will now have until December 31, 2024, to comply with Sections 102 and 104 of HOTMA.
 - Additionally, HUD will release the Housing Information Portal (HIP) to all PHAs by the end of 2023, as well as releasing guidance on the updated timeline soon.”
 - NSPIRE inspection standards have been published with an effective implementation date of October 1, 2023. Further information about processes, software updates, etc. is pending.

- Voucher Funding Update
 - In early June, HASLO was notified that the renewal funding for 2023 was revised to advise that HUD has decided to exercise the offset for reallocation authority in CY 2023 (impacting a limited number of PHAs) to increase the national HAP proration to 100%.
 - As a result of this \$672,604 offset, HASLO has stopped all intake, carefully reviewed all recently issued vouchers and communicated with applicants that their application will be placed back on the waiting list.
 - HASLO has written a letter of appeal to HUD, citing the reasons for the reserves and that based on an analysis of HUD’s two-year tool, we need those reserves to maximize the use of the allocated vouchers. Staff is working with Congressman Carbajal’s Office on this issue as well.

- Emergency Housing and Mainstream Vouchers
 - We are fully leased for both the emergency housing and mainstream voucher programs.

- Analysis of voucher utilization by landlord category –
 - as we continue to build new properties through the Low-Income Housing Tax Credit program, and award Project-Based Voucher contracts, an analysis was undertaken to determine how voucher utilization across landlords has changed in the last 5+ years.
 - This analysis shows that there is less reliance on market landlords than in the past – the # of participants renting from market landlords has decreased to be 49% of all participants.
 - Here is an analysis by type of property – please note that Affordable includes those non tax-credit properties owned or managed by HASLO, Peoples Self-Help Housing and TMHA.

TTL 0 bd 1bd 2bd 3bd 4bd

		# of units						
<u>PBV</u>		20%	575	32	194	154	150	43
	% units			6%	34%	27%	26%	7%
<u>Alloc'n of HCV's as of 7/1/23</u>								
<u>Market</u>	# units	49%	1,426	126	513	541	206	40
	% units			9%	36%	38%	14%	3%
<u>Tax Credit</u>	# units	21%	620	28	359	148	80	5
	% units			5%	58%	24%	13%	1%
<u>Affordable</u>	# units	10%	288	45	180	50	12	1
	% units			16%	63%	17%	4%	0%
<u>TOTALS</u>	# units	100%	2,909	231	1,246	893	448	89
	% units			8%	43%	31%	15%	3%

SEMAP Indicators Report

As of June 30, 2023

Housing Authority: **CA064**
 Housing Authority FYE: **September 30**

 Download in Excel
  Print Page
  Back to Report

Current SEMAP Indicator Information

Most Recent SEMAP Indicator Information

Reporting Rate as of June 30, 2023

Program Type	VMS Units Leased	As of MM/YY	Port-Outs	Port-Ins	Number of 50058s Required (#)	Number of 50058s Reported (#)	Reporting Rate (%)
All Voucher Funded Assistance	2500	05/23	13	27	2514	2746	100

Indicator 9: Annual Reexaminations

Note: For Indicators 9-12 and 14, HUD mandates for SEMAP a Reporting Rate of at least 95 percent by the PHA's fiscal year end. If this threshold is not met, the PHA will receive zero points for these four indicators.

Percent of Families with reexaminations overdue (%) (Percentage includes all reexaminations more than 2 months overdue. SEMAP scores: Under 5% = 10 points; 5% - 10% = 5 points; greater than 10% = 0 points. Percentages shown as red and bold result in reduced SEMAP scores.) 0

Number of Families in Current Database	Number of Late Reexaminations
2937	2 – data submission issues

[\[+\] Families with reexaminations overdue](#)

Indicator 10: Correct Tenant Rent Calculations

Percent of Families with incorrect rent calculation (%) (SEMAP scores zero points when more than 2 percent of the Housing Authority's tenant rent calculations are incorrect as indicated by percentages shown in red and bold.) 0

Number of Families in Current Database	Number of Rent Discrepancies
1949	0

[\[+\] Families with incorrect rent calculation\(s\)](#)

Indicator 11: Precontract HQS Inspections

Percent of units that did pass HQS inspection before the beginning date of the assisted lease and HAP contract (%) (SEMAP scores zero points when fewer than 98 percent of newly leased units pass the HQS inspection before the beginning of the lease/HAP as indicated by percentages as shown in red and bold.) 100

Number of Families in Current Database	Number of Inspections On or Before Effective Date
650	650

[\[+\] Families where HQS inspection did not pass before lease and HAP contract](#)

**Indicator 12:
Annual HQS Inspections**

Percent of units under contract where annual HQS inspection is overdue (%) (Percentage includes all HQS inspections more than 2 months overdue. SEMAP scores: Under 5% = 10 points; 5% - 10% = 5 points; greater than 10% = 0 points. Percentages shown as red and bold result in reduced SEMAP scores.) **0**

Number of Families in Current Database	Number of Late Inspections
2388	2 – data submissions issues

[\[+\] Families with annual HQS inspections overdue](#)

**Indicator 13:
Lease-Up**

Note: This data is not currently available.

**Indicator 14:
Family Self-Sufficiency Enrollment**

Enrolled	Escrow Balance	Points
80% or more	30% or more	10
60%-79%	30% or more	8
80% or more	Less than 30%	5
Less than 60%	30% or more	5
60%-79%	Less than 30%	3
Less than 60%	Less than 30%	0

Percentages shown in red and bold result in reduced SEMAP scores.

Number of Mandatory Slots (#)*	Number of Families Enrolled (#)	Percent of Families Enrolled (%)	Number of Families with Progress Report and Escrow Balances (#)	Percent of Families with Progress Report and Escrow Balances (%)
0	62	0	45	82

[\[+\] Families enrolled in Voucher FSS Program](#)

[\[+\] Families completing FSS Contract](#)

* - As reported by the PHA in Indicator 14 (a) from the last SEMAP Certification and confirmed by the Field Office. This number may have decreased as families have graduated from the program. Also data may not include approved exceptions to mandatory slots.

Housing Authority of San Luis Obispo
Housing Choice Voucher Lease up and Funding Analysis
July 2023

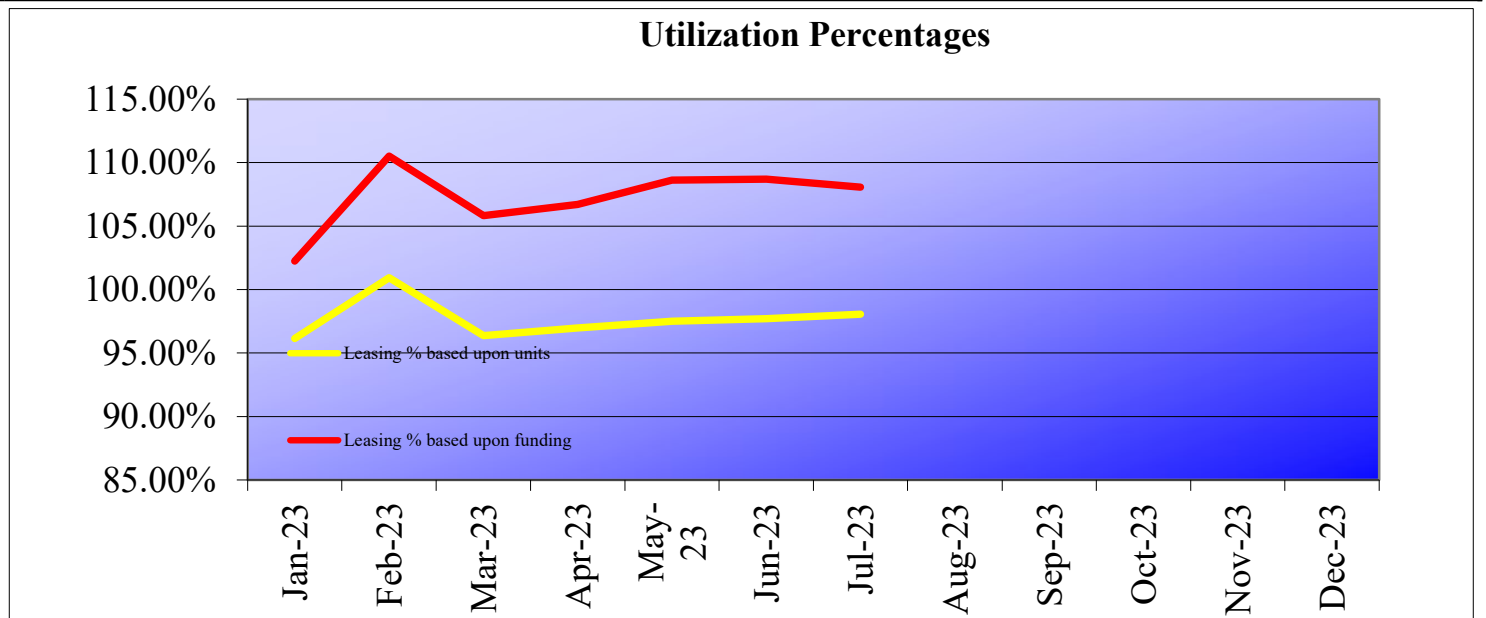
The summary at the top of the page shows the year-to-date leasing activity for our “Regular” Housing Choice Voucher program. The Regular vouchers are comprised of 2,290 general vouchers, 226 Veterans vouchers, and 47 Family Unification/Foster Youth Initiative vouchers for a total of 2,495 available vouchers. In addition, HASLO administers 183 Mainstream and 196 Emergency Housing Vouchers (EHV) that HUD considers as separate stand-alone programs for tracking and funding purposes.

We were recently notified that the funding numbers issued by HUD in April were incorrect. We are subject to an offset of our reserves of \$660,000 that was not included in the original amount. We are now watching our numbers very closely to avoid a shortfall. We have put issuing any new Vouchers on hold for the time being. We have applied for all categories of Set-Aside funding that we are eligible for and are hopeful we will be awarded additional funding.

Our EHV program has been fully leased-up. This program expires in September 2023 and will only provide funding for existing vouchers and will not allow any additional participants.

Housing Authority San Luis Obispo
HCV Leasing Financial Analysis
July 2023

	Unit Months Available	Unit Months Leased	Leasing % based upon units	ABA /HAP Funding Allocation	HAP Expenses Paid	Funding Surplus / (Shortfall)	Leasing % based upon funding	Per Unit HAP
January 2023	2,495	2,399	96.15%	\$ 2,608,322	\$ 2,666,752	\$ (58,430)	102.24%	\$ 1,112
February 2023	2,563	2,587	100.94%	\$ 2,608,322	\$ 2,882,949	\$ (274,627)	110.53%	\$ 1,114
March 2023	2,563	2,470	96.37%	\$ 2,608,322	\$ 2,760,648	\$ (152,326)	105.84%	\$ 1,118
April 2023	2,563	2,485	96.96%	\$ 2,608,322	\$ 2,783,369	\$ (175,047)	106.71%	\$ 1,120
May 2023	2,563	2,499	97.50%	\$ 2,608,322	\$ 2,833,587	\$ (225,265)	108.64%	\$ 1,134
June 2023	2,563	2,504	97.70%	\$ 2,608,322	\$ 2,835,594	\$ (227,272)	108.71%	\$ 1,132
July 2023	2,563	2,513	98.05%	\$ 2,608,322	\$ 2,819,503	\$ (211,181)	108.10%	\$ 1,122
August 2023								
September 2023								
October 2023								
November 2023								
December 2023								
YTD	17,873	17,457	97.67%	\$ 18,258,251	\$ 19,582,402	\$ (1,324,151)	107.25%	\$ 1,122



NRA + Prog Reserve Balance (Excess HAP) as of 1/1/2023	\$ 2,340,993	YTD Voucher	YTD		
HAP Funding YTD:	\$ 18,258,251	Months Available	Vouchers Leased		
HAP Expenditures YTD:	\$ 19,582,402				
HAP Revenue (Fraud, FSS Forfeits) YTD:	\$ -	Regular Vouchers	15,962	15,845	99.3%
Current Remaining NRA / Prog Reserve:	\$ 1,016,842	Veterans (VASH)	1,582	1,341	84.8%
Months in Reserves at Current Monthly Expense Levels		Family Unification	329	271	82.4%
Reserves as a Percentage of Budget Authority	3.2%	Total Vouchers	17,873	17,457	97.7%
Current Monthly Funding (a)	\$ 2,608,322				
Current Average HAP Payment (b)	\$ 1,122	Mainstream	1,281	1,187	92.7%
# of Units the Current Monthly Funding Would Support (a)/(b)	2,325	Emergency Housing	1,372	1,305	95.1%
# of Units Currently Leased	2,513				
Excess Units Leased, Current Month	188				
Current Year-to-Date Funding (a)	\$ 18,258,251				
Current Year-to-Date Average HAP Payment (b)	\$ 1,122				
# of Unit-Mos the Current Monthly Funding Supports (a)/(b)	16,277				
# of Unit-Mos Leased Year-to-Date	17,457				
Excess Unit-Mos Leased, Year-to-Date	1,180				

**Vacancy Summary
as of 06/30/23**

	<u>Vacancy Loss</u>		<u>GPR</u>	<u>Budgeted %</u>		<u>Avg Days Vacant</u>	<u>% Annual Turnover</u>	<u># of Units Turned</u>	<u>Total Units</u>	<u>% Occupied as of 6/30</u>
	<u>Current Month</u>	<u>Vacancy Loss Rolling 12 Month</u>		<u>of GPR</u>	<u>% of GPR</u>					
Tax Credit Properties (rolling 12 months)										
860 on the Wye	\$0	\$197	\$255,030	0.95%	0.08%	10	5%	1	20	100%
Atascadero	\$447	\$4,690	\$261,036	1.76%	1.80%	67	11%	2	19	100%
Bishop Street Studios	\$2,860	\$10,442	\$486,024	1.01%	2.15%	73	12%	4	33	94%
Brizzolara	\$354	\$8,364	\$389,556	2.00%	2.15%	42	13%	4	30	100%
Carmel	\$0	\$1,904	\$263,988	1.18%	0.72%	55	5%	1	19	100%
Courtyard	\$0	\$19,783	\$600,168	1.15%	3.30%	49	29%	10	35	100%
DRT (Johnson)	\$0	\$3,351	\$617,544	0.79%	0.54%	49	5%	2	40	100%
Halcyon	\$0	\$1,709	\$261,936	1.00%	0.65%	64	5%	1	20	100%
Hidden Creek	\$0	\$7,447	\$1,181,316	0.26%	0.63%	32	9%	7	80	100%
Ironworks	\$3,527	\$20,456	\$779,004	2.46%	2.63%	66	15%	7	46	96%
RAD175/SLO Villages	\$3,725	\$40,845	\$2,853,156	1.00%	1.43%	43	13%	22	175	99%
Islay Hills (Ironbark)	\$0	\$6,551	\$303,216	1.27%	2.16%	88	10%	2	20	100%
Laurel (Marvin Gardens)	\$0	\$1,648	\$350,928	1.27%	0.47%	81	0%	0	24	100%
Pismo Buchon	\$0	\$9,223	\$183,684	1.27%	5.02%	102	18%	2	11	100%
Willow Walk	\$2,278	\$5,325	\$744,048	2.00%	0.72%	22	13%	5	39	100%
Total, Tax Credit Properties	\$13,191	\$141,935	Average=	1.29%	1.63%	56	11%	5		99%
SLONP Properties (rolling 12 months)										
Blue Heron	\$0	\$432	\$236,808	0.58%	0.18%	17	14%	2	14	100%
Empire	\$0	\$1,114	\$173,400	1.00%	0.64%	41	8%	1	13	100%
Ferrell	\$212	\$2,162	\$180,144	1.64%	1.20%	12	25%	2	8	88%
Macadero	\$1,575	\$18,215	\$336,984	9.06%	5.41%	75	26%	5	19	95%
Margarita	\$0	\$125	\$414,348	1.12%	0.03%	9	5%	1	21	100%
Total, SLONP Properties	\$1,787	\$22,048	Average=	2.68%	1.49%	31	16%	2		96%
EIHC Properties (rolling 12 months)										
Poinsettia	\$0	\$82	\$487,380	4.00%	0.02%	86	0%	0	20	100%
Total, EIHC Properties	\$0	\$82								
50059/Other Properties (rolling 12 months)										
Dan Law	\$0	\$4,702	\$131,400	2.54%	3.58%	104	11%	1	9	100%
Parkwood	\$3,481	\$13,614	\$639,948	4.00%	2.13%	47	12%	4	34	94%
Total, 50059/Other Properties	\$3,481	\$18,316	Average=	2.85%		75	11%	3		97%
	\$18,459	\$182,381	Overall Average=	1.64%		54	11%	4		98%
prior month	\$18,599		Prior Month Overall=	1.71%		53	13%	4		98%
% increase/(decrease)	-1%		net change	-0.07%		1	-2%	0		0%

NOTE: All day counts include weekends

July 12, 2023

To: HASLO Board of Commissioners
From: Traci Walker, Resident Services Coordinator
Re: June 2023

Family Self Sufficiency Program (FSS):

***FSS Graduates (2023):**

BS as of 02-28-2023, Assembler, \$3,112 (tw)	TF as of 05-31-2023, Postal Carrier, \$39,535.56 (sb)
MS as of 03-31-2023, Office Assistant, \$11,199 (tw)	RH as of 5-31-2023, Resort Coordinator, \$14,512 (tw)
JS as of 03-31-2023, Receptionist, \$5,122.04 (sb)	JR as of 5-31-2023, Carpenter, \$9,896 (tw)
LM as of 03-31-2023, Care Giver, \$6,572.36 (sb)	

***FSS Terminations and Forfeited Escrow (2023):**

2022: E.J-R/11-01-2022-contract expired and unemployed \$2,496.
2023: MR/01-04-2023-voluntary withdraw, \$0. AL/02-28-2023-contract expired, not working \$4,506. JO/02-28-2023-voluntary forfeit \$0. EA/02-28-2023-voucher terminated, \$2,614.08. AD/02-28-2023-lost HCV and not employed \$3,628.

SERVICES:

We continue to be busy providing services at our properties throughout the county. Here are some June highlights:

- Hidden Creek: Learning Center attendance is doing well. Averaging 6 kids per day, upwards of 10. Kids recently learned about cooking and making their own pizzas at home.
- Courtyard at the Meadows and South Hills Crossing: Meet & Greets were scheduled and held, families are excited that services are starting again. Staff continue to actively outreach, and several youths have started participating regularly at South Hills Crossing. Activities have included cupcake decorating and tie-dyeing.
- Carmel: Residents have expressed their appreciation of the services and activities. Residents enjoyed a Spring Potluck and there was an increase in participation for that activity.
- Atascadero Senior Housing: Great participation with our Spring Potluck w/ Scott Collins and Chair Boyer and Commissioner Souza in attendance. Approximately 11 residents enjoyed lunch and discussions.
- Marvin Gardens: Services are still ongoing, working to strengthen attendance and participation from residents.

- 860 on the Wye hosted a gardening workshop presented by the UC Master Gardener Program Volunteers on Container Gardening.
- SLO Food Bank distribution: Ongoing food/produce deliveries to 4 properties, totaling 55 households including Senior Farmers Market bags. 40 youth under the age of 18 at Courtyard at the Meadows and South Hills Crossing received Summer Breakfast Bags which consist of shelf stable breakfast and snack items. Continued offering and delivery will be made available to additional scheduled properties in the upcoming summer weeks.

860 on the Wye - Container Gardening Workshop presented by UC Master Gardeners Program



**Pizza Making at
Hidden Creek**



**Tie-Dyeing at
South Hills Crossing**



Development Update



Date of Update		7/12/2023	
DEVELOPMENT			
PROJECT	ACTION	NOTES/GOALS	
Anderson Hotel	Construction	Dewatering complete, seismic retro work is commencing	
		Encroachment and traffic signage approved by City Public Works, outreach to neighboring businesses continues	
		Coordination with T-Mobile to remove their infrastructure is on going	
		Working to implement enhanced marketing campaign to assist the Morro Street businesses with the construction impacts	
Project HomeKey		Coordination with Spectrum to clean up their infrastructure is on going	
	Construction	Turning over the site to property management by end of the month	
	Strategy	Partnership with PSHHC for 53 units of affordable housing	
	Entitlements	Fully Entitled, City Council approved the project on 12/13/2021	
Cleaver Site, Grover	Financing	Tax Credit Allocation expected to be received, construction to start in Q1 of 2024	
	Acquisition	Escrow closed on 1/11/2021	
	Strategy	Partnership with Jim Rendler, 100+ units of mixed-use housing. JB Enterprises to management the commercial tenants	
1422 & 1480 Monterey	Entitlements	Project is fully entitled	
	Financing	Submitted multiple financing application to the state. If recommended for funding we could proceed with TCAC apps as early as spring of 2024	
	Construction	Project broke ground on 1/10	
		Delays due to switchgear and PG&E expect occupancy and turnover to PM in September.	
New HASLO Office	Design Development	Plans are in plan check	
	Construction	Bid received from Abbott Reed for 8.4 million. A R has agreed to hold bid price if we can start the project in August. Working to meet that deadline	
		Construction anticipated to begin sometime in August 2023	
2655 Shell Beach Road	Construction	Second floor framing underway	
		Rain has delayed the project 3 months, working to make up time.	
		Thanks everyone for a successful "wall-raising" ceremony!	
405 Atascadero Road	Construction	Finish work is underway	
		Delay with switchgear will delay the occupancy of the project, project will defer some developer fee due to prolific archeological findings and ROW conflicts.	
		Anticipated occupancy is November 2023.	
736 Orcutt Road	Strategy	40+ units of special needs housing, built around the old house	
	Entitlements	Project is approved	
	Financing	Tax Credit Allocation expected to be received, construction to start in Q1 of 2024	
	Strategy	A redesign has been authorized for the project to serve either senior, special needs, or other SRO populations	
2690 Victoria	Entitlements	Under new zoning regs, we will apply for Director Action. This aims to be a streamlined approach	
	Financing	TCAC application planned for 2025	
	Strategy	63 units of large family mixed use housing	
Arroyo Terrace	Entitlements	Fully approved	
	Financing	Needs additional funding, tax credit application planned for 2024	
	Strategy	94 units of large family/senior mixed use housing	
279 Bridge Street	Financing	Phased TCAC applications beginning in 2023	
	Permitting	Tax Credit Allocation expected to be received, construction to start in Q1 of 2024	
	Strategy	Renovate the existing 13 units and add 19 units	
	Entitlements	Approved at Planning Commission on 7/20/2021	
Empire Apartments	Financing	TCAC application planned for 2025	
	Strategy	Renovate the existing 19 units and add 6 units	
Macadero Apartments	Entitlements	Unanimously approved at Planning Commission on 9/7/2021	
	Financing	TCAC application planned for 2025	

Mesa Trails Nipomo

Entitlements

CUP application has been deemed complete. ER and public hearing process to commence
Community Outreach is ongoing



Rockview at Sunset, Morro Bay



Shell Beach Senior Wall-Raising



Shell Beach Senior Wall-Raising

July 13th, 2023

Re: HASLO Team Engagement and Organizational Strategy Effort

Dear Commission:

The HASLO Executive Director recently signed a contract with Koble Collaborative, Inc., (Koble) a local consulting firm to facilitate a Team Engagement and Organizational Strategy for HASLO. Koble specializes in strategic planning and team building, and has consulted SLO County Foodbank, SLO County, and SLO Council of Governments (SLOCOG) on similar efforts.

HASLO Staff and Koble recommend a two-year approach to creating a long-term strategic plan (see attachment). With a new executive director, many new staff members, and new Commissioners, we believe it is important to first focus on fostering a community of engaged and collaborative employees prior to establishing a long-term vision. Thus, Year 1 phases of effort focuses on internal engagement and building strength and unity within the organization first, before heading into Year 2's future planning for the organization's long-term success and sustainability.

Koble will first meet with HASLO leadership, including the Board of Commissioners and the Executive team, to discuss approach for the Year 1 efforts planned for August through October. From there, Koble's scope of work then places a strong emphasis on engaging staff at all levels of the organization, including an organization-wide survey and meeting individually with each division (with all levels of staff participating). The purpose of this engagement is to understand staffs' experience of HASLO, its culture, and team dynamics, as well as to identify organizational strengths and opportunities for change that they see. Following this engagement, Koble will work with HASLO leadership to create a list of prioritized actions, with the intent to identify meaningful strategies for strengthening the organization from within fostering an environment of open communication and strengthening team collaboration through phased, iterative processes.

The current contract with Koble includes work through the Year 1 phases. Year 2 would be covered under a contract amendment (should the Board desire) through next year's budget. Year 2 is envisioned to focus on the more traditional components of strategic planning, such as conducting outreach to external stakeholders and developing goals and objectives related to long-term vision of success for HASLO.

Koble representatives will attend the July 20th, 2023 HASLO Board of Commissioners meeting to discuss the approach and answer any questions.

Attachment

- Contract and scope of work with Koble Collaborative, Inc.

July 6, 2023



Scott Collins, Executive Director
Housing Authority of San Luis Obispo
1150 Laurel Lane Suite # ADD
San Luis Obispo, CA 93401

Dear Mr. Collins,

By signing the following Terms of Fee and Conditions with Koble Collaborative, Inc., the Housing Authority of San Luis Obispo enters into a contract for services related to the Facilitating Team Engagement & Organizational Strategy.

Facilitation Services Contract

This Facilitation Services Contract ("Contract") is entered into on 12th of July 2023, between the Housing Authority of San Luis Obispo ("Client"), a California nonprofit 501(c)(3) corporation, and Koble Collaborative, Inc. ("Consultant"), a California domestic stock corporation.

TERMS OF FEES AND CONDITIONS

1. The compensation is a flat fee of \$28,700 for services included in the attached "Facilitation Services Scope".
2. Invoices will be submitted in four allocations: \$7,000 on July 31st, \$7,000 on August 31st, \$7,000 on September 30th and \$7,700 upon completion of services as defined in the attached "Facilitation Services Scope." The invoice is due and payable upon receipt.
3. In order to defray carrying charges resulting from delayed payments, simple interest at the rate of ten percent (10%) per annum (but not to exceed the maximum rate allowed by law) will be added to the unpaid balance of each invoice. The interest period shall commence 30 days after the date of the original invoice and shall terminate upon the date of payment. Payments will be first credited to interest and then to principle. No interest charge would be added during the initial 30 day period following the date of invoice.
4. If any portion of the work is terminated by the Client, then the provisions of this Contract in regard to compensation and payment shall apply insofar as possible to that portion of the work not terminated or abandoned. If said termination occurs prior to completion of any phase of the project, the fee for services performed during such phase shall be based on the Consultant's reasonable estimate of the portion of such phase completed prior to said termination, plus a reasonable amount to reimburse Consultant for termination costs.

5. If either party becomes involved in litigation arising out of this Contract or the performance thereof, the court in such litigation shall award reasonable costs and expenses, including the attorney's fees, to the party justly entitled thereto. In awarding attorney's fees the court shall not be bound by any court fee schedule, but shall, if in the interest of justice to do so, award the full amount of costs, expenses and attorney's fees paid or incurred in good faith.
6. All of the terms, conditions and provisions hereof shall inure to the benefit of and be binding upon the parties hereto and their respective successors and assigns, provided, however, that no assignment of the Contract shall be made without written consent of the parties to the Contract.

FEES AND CONDITIONS

Koble Collaborative, Inc. will perform the attached scope included in the "Facilitation Services Scope" for a flat fee of \$28,700 (plus expenses at cost + 10%, if any). Additional scope can be added upon express written agreement by both parties and is subject to additional compensation as agreed to by both parties.

AGREEMENT

If the "Facilitation Services Scope" provided herein meets with your approval, it can serve as the basis for agreement with your signature affixed below.

IN WITNESS WHEREOF, this Contract has been executed and delivered as of the date first written above.

CLIENT:

HOUSING AUTHORITY OF SAN LUIS OBISPO

a California nonprofit
501(c)(3) corporation

By: 
Name: Scott Collins
Title: Executive Director

Date: 7/12/2023

CONSULTANT:

KOBLE COLLABORATIVE, INC.

a California domestic stock corporation

By: 
Name: Carolyn Berg
Title: President

Date: 7/12/2023

**Facilitation Services Contract Scope
July 2023**

Facilitation Services Contract Scope

July 2023

Facilitating HASLO's Team Engagement & Organizational Strategy

Overview

Since 1968, the Housing Authority of San Luis Obispo (HASLO) has built and maintained affordable housing for citizens in this community. With a change in leadership and a growing team, now is the optimal time to start charting a new course for HASLO's future.

Under this Contract, Koble Collaborative, Inc. (KCI) will facilitate development of a strategic path to focus HASLO's efforts and continue its success into the future. Given the organizational changes underway, the scope is laid out into three major phases of work that tie closely together to create a long-term strategic path forward.

Scope

Strategic planning allows your organization to assess its current state, establish team dynamics on mutual goals, adapt to the ever-changing conditions of the industry, and directly contribute to the creation of its best future. A strategic plan is a dynamic document that outlines your vision for what the company will become and creates priority strategies that will get you there.

Based on a discussion of needs between HASLO Executive Director Scott Collins and KCI CEO Carolyn Berg in May 2023, the scope identifies opportunities for involving HASLO's key stakeholders in collaborative processes to identify the following: what's working well for the organization, what needs improvement, and what is missing.

The following work is divided into three major phases of work:

Phase 1. Year 1 Strategic Framework

Phase 2. Year 1 Accountability in Action

Phase 3. Year 2-5 Strategic Plan

Time is of the essence for HASLO to chart its path forward. Phases 1 and 2 focus on rapid turnaround of a strategic framework to guide Year 1 (October 2023 - October 2024) efforts. This near-term focus allows HASLO to build strength and unity within the

internal team by building a foundation of collaboration, honest conversation, and focused decisions about what the team needs over the first year. This strengthened internal foundation will then allow HASLO to turn its attention to Phase 3, defining a long-term strategic plan for what success looks like for the organization in 2028 and beyond.

The scope does not include changes to the organization's mission, vision or values, as those are already established and are still providing an effective compass for HASLO at this time. This could be reconsidered and included in Phase 3 scope and budget if and when developed and if deemed to be beneficial.

Task 0. Project Kickoff & Coordination

Task 0 allows KCI to ensure a full understanding of what HASLO's desired goals are for the project, who should participate and how, and the best path for each phase of strategic planning. This task includes:

Kickoff meeting. Meeting to reaffirm HASLO's project goals and lay out a specific schedule, and approach to stakeholders and communications.

Stakeholder mapping. Identify HASLO's stakeholder map and relationship to different phases of the project.

Collaboration meetings. The success of this project depends on ensuring that tasks are on time and effective, stakeholders are engaged and see the value in participating, and there is clear communication throughout. To that end, the scope assumes regular check-ins with KCI and the HASLO Executive Director (or appropriate point-of-contact) to give status updates and identify any obstacles or opportunities for adaptation as they arise. *Note: Scope does not yet include Phase 3 efforts, as further described under that Phase 3 section.*

Deliverables:

- *Project milestone schedule*
- *Stakeholder map*

Phase 1: Year 1 Strategic Framework

Task 1. Pre-session meetings and/or survey

Task 1 includes KCI engaging with HASLO leadership and staff to support foundational input that can inform subsequent strategic planning sessions:

Task 1A. Staff Meetings

- **Introduce Process to Leadership.** Up to one (1) meeting with HASLO leadership to introduce KCI and its role in the upcoming phased processes.
- **Pre-Session Meetings.** Up to six (6) meetings, including one (1) meeting with the HASLO Board and five (5) meetings with directors, managers and staff to discuss upcoming strategic planning session needs and provide focus topics for teams to review ahead of the strategic planning sessions.
 - *This is intended to set the stage for directors and managers to conduct follow up brainstorming sessions with teams—informing each leader’s contributions to strategic planning sessions. Support for subsequent brainstorming sessions is not included in this scope.*

Task 1B. All-Staff Survey

- **All-staff survey.** A survey allows anonymous engagement of the entire organization in the planning process and generates meaningful input into opportunities for improvement and growth. KCI will work collaboratively with the HASLO Executive Director and/or leadership to identify a series of meaningful, focused questions that feed into the strategic planning processes. KCI will compile anonymous results for use in subsequent sessions.

Deliverables:

- *Compiled survey results*

Task 2. Strategic Planning Sessions

Task 2 involves conducting three (3) strategic planning sessions to engage HASLO’s leadership in collaborative processes to identify the following: what’s working well for the organization, what needs improvement, and what is missing. KCI will work collaboratively with the HASLO Executive Director to develop session agendas and a

project approach in the time leading up to each session. The expected outcomes discussed within Task 0 will determine each session's design.

Session 1: SWOT Analysis. KCI will conduct a half day, in-person session with focused attendees that assesses the current situation, answering the question of “*Where is HASLO today?*” The session will engage attendees in understanding internal capabilities (Strengths and Weaknesses) against the external world (Opportunities and Threats). KCI envisions this being a smaller focused group, such as HASLO leadership. KCI will document this in a final spreadsheet of the session findings, which will be provided to HASLO to be used in future strategic planning sessions.

Session 2: Visioning. KCI will conduct a full day, in-person session with focused attendees, designed to engage around the following broad questions:

- What does the team see as a vision of success when they picture (1) the HASLO team and culture in its best form in Fall 2024? (2) the HASLO organization in its best form in Fall 2028?
- Building on SWOT session findings, are there any other things currently blocking or that could block the organization from attaining this vision?
- What innovative or substantial action steps can be taken to overcome obstacles and achieve this vision of success?

Following the first two sessions, KCI will compile initial findings into an initial findings document for HASLO’s leadership to reflect on prior to Session 3.

Session 3: Prioritizing Actions. KCI will conduct a half day, in-person session with focused attendees that builds on findings from both the SWOT and visioning sessions. This session would focus on identifying critical priorities for Year 1 action as well as refining strategic framing of goals and strategies.

Following completion of all sessions, KCI will compile findings into a succinct Year 1 Strategic Framework. The milestone schedule included within aims to complete this prior to the start of the organization’s new fiscal year on October 1, 2023.

Deliverables:

- *SWOT findings spreadsheet*
- *Initial Vision session findings*
- *Year 1 Strategic Framework (October 2023 - October 2024)*

Phase 2: Accountability in Action

Task 3. Implementation Path

Task 3 involves KCI engaging HASLO leadership in identifying a path to implementation of priorities in Year 1. This task includes:

Session 4: Year 1 Implementation. KCI will facilitate a half day, in-person session with focused attendees that identifies how and who will implement each priority, establishes measures of success, and discusses organizational effectiveness needed to implement priorities successfully.

Following completion of all sessions, KCI will compile this information into a succinct outline of Year 1 implementation.

Deliverables:

- *Outline of Year 1 Implementation*

The scope does not include defining specific implementation plans for each priority or facilitation of ongoing implementation meetings throughout 2023-2024.

Phase 3: Year 2-5 Strategic Plan (October 2024 - October 2028)

*Phase 3 **does not** include scope, budget or schedule yet, as further discussion is needed with the HASLO Executive Director to determine needs and best fit for approach. This is best determined after the Year 1 Strategic Framework and implementation path are established, allowing Phase 3 to be most effectively built around HASLO's needs, priorities and timing.*

At this early stage, Phase 3 would likely include:

- Pre-session engagement to follow up on outcomes of the Year 1 Strategic Framework implementation
- Strategic visioning session with HASLO Board and Leadership to define longer-term vision of success as well as more focus on external-focused initiatives
- Development of a Strategic Plan for October 2024 - October 2028

RESOLUTION NO. 14 (2023 SERIES)

RESOLUTION AUTHORIZING THE HOUSING AUTHORITY OF SAN LUIS OBISPO TO CLOSE ESCROW AND COMPLETE THE PURCHASE OF THE PROPERTY AT 1708 BEACH STREET, SAN LUIS OBISPO, CA

WHEREAS, Sandercock Transfer Company, Inc (Seller) listed two properties for sale, one the sites being located at 1708 Beach Street, San Luis Obispo, CA 93401 (the Property); and

WHEREAS, the Property at 1708 Beach Street (the Property) is directly adjacent to HASLO administrative offices at 487 Leff Street, and offers numerous development opportunities, the Board of Commissioners authorized HASLO staff to negotiate and submit an offer to purchase; and

WHEREAS, the Seller declined HASLO's offer, and instead accepted an offer from Jim Rendler (Rendler) who entered into a purchase agreement to acquire the Property with the intent of developing an affordable and/or mixed income rental housing project on the land; and

WHEREAS, Rendler agreed to assign his purchase agreement to the Housing Authority of San Luis Obispo (hereinafter "the Authority") and entered into a Memorandum of Understanding with the Authority to jointly develop the property; and

WHEREAS, HASLO agrees to purchase land from Sandercock Transfer Company, Inc a CA corporation and become fee simple owner of real property; and

WHEREAS, the Authority has completed all due diligence, including an environmental Phase 1 study, and there are no development issues associated with the site which would indicate not to proceed with the purchase; and

WHEREAS, the Authority closed escrow on July 14, 2023.

NOW THEREFORE BE IT RESOLVED, as follows:

1. The Board of Commissioners authorizes the close of escrow for the property.
2. The Board of Commissioners authorizes the completion of the purchase of the property.
3. The Board of Commissioners authorizes Scott Collins, Executive Director, Ken Litzinger, Director of Finance, or Michelle Pedigo, Deputy Director of Finance, to enter into any and all documents with respect to the purchase of this property.

On motion of Commissioner _____, seconded by Commissioner _____,
and on the following roll call votes:

AYES:

NOES:

ABSENT:

ABSTAINED:

The foregoing Resolution was duly adopted and passed this 20th day of July 2023.

ASHLEA BOYER, CHAIRMAN

SEAL:

ATTEST:

SCOTT COLLINS, SECRETARY