

LOCATION: PER CA EXECUTIVE ORDER N-25-20, THIS MEETING WILL BE HELD BY TELECONFERENCE. PUBLIC MAY PARTICIPATE WITH THE SAME LINKS:

Join Zoom Meeting:

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

Meeting ID: 980 5717 7103

Passcode: 975423

Dial in by phone: 669-900-9128

LOCATION: Via teleconference

TIME: 12:00 P.M.

12:00 PM	REGULAR MEETING	487 Leff Street
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CALL TO ORDER: Chairman Jay Beck

ROLL CALL: Commissioners Beck, Boyer, Crotser, Gillett, Odenthal, Souza, Steinberg

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 REGULAR MEETING OF JUNE 17, 2021**
 Approve the Minutes of the Regular Board of Commissioners Meeting of June 17, 2021.
- C2. **HASLO MONTHLY DISBURSEMENT REGISTER** (available for review at the meeting)
- C3. **HOUSING CHOICE VOUCHER (SECTION 8)**
- C4. **PROPERTY MANAGEMENT REPORTS**
- C5. **FAMILY SELF-SUFFICIENCY & RESIDENT SERVICES PROGRAM REPORT**

DISCUSSION ITEM:**UPDATING ADMIN PLAN FOR EMERGENCY HOUSING VOUCHERS (EHVs), ONGOING ADMINISTRATIVE CHANGES, AND CLARIFICATION OF SET-ASIDE AND PROJECT-BASED VOUCHERS**

See attached staff report.

RECOMMENDED ACTION: Adopt Resolution 12 (2021 Series) Approving Amendments To The Housing Authority of San Luis Obispo's Administrative Plan.

CLOSED SESSION**1. Closed session, pursuant to section 54956.8****CONFERENCE WITH REAL PROPERTY NEGOTIATORS**

Property: APN 002-431-007

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

Negotiating Parties: The Housing Authority of the City of San Luis Obispo (HASLO)
955 Partnership (not present)

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

2. Closed session, pursuant to section 54956.8**CONFERENCE WITH REAL PROPERTY NEGOTIATORS**

Property: APN 004-811-036

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

Negotiating Parties: The Housing Authority of the City of San Luis Obispo (HASLO)
Bridge Squared, LLC (not present)

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

3. Closed session, pursuant to section 54957**PUBLIC EMPLOYEE PERFORMANCE EVALUATION**

Title: All positions will be discussed.

ADJOURNMENT

The next Regular Meeting will be held on August 19, 2021, at 12:00 p.m. virtually.

REQUIREMENTS OF THE BROWN ACT HAVE BEEN SATISFIED AS THIS NOTICE WAS POSTED AT 12:30 P.M. ON JULY 15, 2021, 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.

MINUTES

HOUSING AUTHORITY OF THE CITY OF SAN LUIS OBISPO

June 17, 2021

CALL TO ORDER

The Regular Meeting of the Housing Authority of the City of San Luis Obispo was called to order on Thursday, June 17, at 12:02 p.m. by Chair Jay C. Beck. Per CA Executive Order N-25-20, the meeting was authorized to be held via teleconferencing and was made accessible to the public telephonically.

ROLL CALL

PRESENT: Commissioners Beck, Gillett, Odenthal, Souza, Steinberg
ABSENT: Commissioners Boyer, Crotser
STAFF: Scott Smith, Ken Litzinger, Elaine Archer, Sandra Bourbon, Michael Burke, Michelle Pedigo, and Vicky Culman

PUBLIC COMMENT:

None.

EXECUTIVE DIRECTOR'S REPORT:

Executive Director Scott Smith said the State of California has announced that it is reopening, and HASLO has not yet. We continue to only be open to the public by appointment, and the main lobby remains closed to walk-ins. With our growth the past 18 months, there is not enough office space to bring everyone back to the current space. Our new office construction project will remedy that problem, as well as the interim office space we occupy during construction. Also, most importantly, OSHA and County Health have employer guidelines that conflict with the governor's re-opening announcement. We have heard that this is a timing issue and we will continue to monitor the County Health Department and OSHA for updates.

Next week is the Housing California conference, which will be held "virtually" this year; both Commissioner Souza and Smith will attend.

HASLO received 156 Emergency Housing Vouchers (EHVs). Elaine Archer, Director of Housing Management, is organizing partners and preparing MOUs. The County Board of Supervisors will approve the Continuum of Care MOU on Tuesday. Our goal is to begin leasing July 1. We have hired Jeanette Trompeter to coordinate media outreach to landlords. The EHVs have a higher payment standard than regular voucher holders because HUD understands it is a more difficult population to house. Additionally, HUD provided supplemental funding which HASLO will use to provide leasing incentives for landlords, such as "signing bonuses".

CONSENT AGENDA:

- C1. MINUTES OF THE BOARD OF COMMISSIONERS REGULAR MEETING OF MAY 20, 2021, AND THE SPECIAL MEETING OF JUNE 2, 2021
- C2. HASLO MONTHLY DISBURSEMENT REGISTER (available for review at the meeting)
- C3. HOUSING CHOICE VOUCHER (SECTION 8)
- C4. PROPERTY MANAGEMENT REPORTS
- C5. FAMILY SELF-SUFFICIENCY & RESIDENT SERVICES PROGRAM REPORT
- C6. CONSTRUCTION AND DEVELOPMENT REPORT

Chair Beck noted positively that client income levels are at a pre-pandemic level. He asked if the end of the eviction protection program will cause our clients any concern. Archer is encouraging affected clients to request the emergency funds offered by the State. Smith mentioned that he thought the moratorium would be extended through December. Chair Beck complimented staff for reaching a 92% success rate for self-inspections. Commissioners and staff discussed HAP funding and Project Homekey.

COMMISSION MEETING

June 17, 2021

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

DISCUSSION ITEMS:**D1. HASLO ANNUAL PLAN – REVIEW, CONSIDER, COMMENT, AND APPROVE RESOLUTION NO. 10**

The Annual Plan provides HUD with description of how HASLO plans to use the resources provided by HUD during the 12-month period between October 2021 and September 2022. Commissioner Souza, in her capacity as a member of RAB (Resident Advisory Body), was provided an advance copy of the plan in order to provide Smith feedback.

Commissioners and staff agreed that section B6. Paragraph 2 should include an update on the Anderson Hotel since this paragraph addresses preserving existing affordable housing. The Commissioners agreed to approve the resolution with that addition.

ACTION TAKEN: A motion to adopt **Resolution No. 10 (2021 Series) Adopting the Housing Authority of San Luis Obispo's Annual Plan**, with the addition of the Anderson Hotel to B6 Paragraph 2 of the Annual Plan, was made by Commissioner Souza, seconded by Commissioner Odenthal, and approved on the following roll call vote:

AYES: Commissioners Souza, Odenthal, Beck, Gillett, Steinberg
NOES: None
ABSENT: Commissioners Boyer, Crotser
ABSTAINED: None

D2. 1206 WEST GRAND AVENUE, GROVER BEACH: AUTHORIZATION TO CLOSE

Smith reminded the Commission that we are developing this site in partnership with People's Self-Help Housing (PSHH). It is comprised of two sites: the Grand Avenue site which is privately owned and must close escrow by July 20th, and an adjacent City owned site that the City intends to donate. The title company requests a resolution showing that the Board of Commissioners have approved closing escrow on the Grand Avenue site.

ACTION TAKEN: A motion to adopt **Resolution No. 11 (2021 Series) Authorizing the Housing Authority of the City of San Luis Obispo to Close Escrow on 1206 West Grand Avenue, Grover Beach** was made by Commissioner Steinberg, seconded by Commissioner Odenthal, and approved on the following roll call vote:

AYES: Commissioners Souza, Odenthal, Beck, Gillett, Steinberg
NOES: None
ABSENT: Commissioners Boyer, Crotser
ABSTAINED: None

1:00 P.M. Chair Beck announced we were going into closed session.

1:00 P.M. Sandra Bourbon and Michelle Pedigo now absent.

CLOSED SESSION:**1. Closed session, pursuant to section 54956.8****CONFERENCE WITH REAL PROPERTY NEGOTIATORS**

Property: APN 002-431-007

COMMISSION MEETING**June 17, 2021****Page 3**

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

Negotiating Parties: The Housing Authority of the City of San Luis Obispo (HASLO)
955 Partnership (not present)

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

2. Closed session, pursuant to section 54956.8CONFERENCE WITH REAL PROPERTY NEGOTIATORS

Property: APN 004-811-036

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

Negotiating Parties: The Housing Authority of the City of San Luis Obispo (HASLO)
Bridge Squared, LLC (not present)

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

3. Closed session, pursuant to section 54957PUBLIC EMPLOYEE EMPLOYMENT STATUS

1:49 P.M. Chair Beck announced that the closed session had ended and we were back in regular session.

The following actions were taken in closed session:

1. Staff updated the Commission on property negotiations for APN 002-431-007. No action taken.
2. The Commission authorized staff to extend escrow on APN 004-811-036 through July 28th at the price of \$60,000.
3. The Commission authorized staff to explore personnel options and come back with recommendations. Minutes for this closed session item can be found in the Executive Session Minutes book.

There being no further business, the meeting was adjourned at 1:50 p.m.

Respectfully submitted,

Scott Smith, Secretary

Executive Summary

Housing Choice Vouchers (“Section 8”)

- COVID-19 Related Actions:
 - All landlords that should have had their unit inspected prior to June 30th were requested to do a self-certification and we received a 100% response rate.
 - We are working on re-starting and scheduling all of the HQS inspections. This is a major project to schedule all inspections over the next 18 months in order to comply with the latest extensions granted by HUD waivers.
- Waiting List Lease-up Activity:
 - Housing Choice Voucher
 - We are surveying all waiting list applicants to see if they are eligible for the Emergency Housing Vouchers.
 - We are starting to set up policies and procedures for the Emergency Housing Vouchers, which start July 1st.
 - Statistics for the % success rate for the regular waiting list, by year, is:

Year	Lottery Size	Leased-up	% Leased	Rent-in-Place % of Leased-up	% white of leased-up	% Hispanic of leased-up
2015	500	133	26%	did not track	70%	29%
2017	250	97	38%	28%	67%	39%
2018	500	203	40%	30%	75%	28%
2018-Fall	250	81	32%	unknown	80%	30%
2020	250	79	32%	23%	75%	33%
				<i>County statistics</i>	<i>89%</i>	<i>23%</i>

- Average Housing Assistant Payment (HAP) Analysis –
 - We continue to see encouraging signs with the voucher program in terms of average family income and average HAP.
 - We are seeing some upward pressure on Rent to Owner and are watching market rents.
- Mainstream Voucher Activity
 - We expect that the mainstream voucher activity will decline due to the new Emergency Housing Vouchers
 - We did see some net increase in vouchers leased up over the last month
- Net Voucher Activity Analysis:
 - New analysis to be included each month to show the breakdown of new and EOP (end of participation) activity by major program
 - There was a net decrease in vouchers during the month of June

50058 Analytics
Voucher Analysis - 2021

	<u>HCV</u>		<u>PBV</u>		<u>VASH</u>		<u>FUP</u>		<u>Mainstream</u>	
	<u>new</u>	<u>EOP</u>	<u>new</u>	<u>EOP</u>	<u>new</u>	<u>EOP</u>	<u>new</u>	<u>EOP</u>	<u>new</u>	<u>EOP</u>
January	12	-13	2	-4	4	-2	1	0	7	0
February	13	-11	8	-5	3	-1	3	0	11	-4
March	6	-14	4	-2	1	1	0	0	5	0
April	4	-9	4	-8	0	-3	0	0	11	0
May	2	-8	1	-2	3	-3	0	0	1	0
June	1	-15	1	-4	0	-2	0	0	4	0
July										
August										
September										
October										
November										
December										
YTD Totals	38	-70	20	-25	11	-10	4	0	39	-4
YTD Net Program		-32		-5		1		4		35

- Distribution of Vouchers
 - The chart below shows the breakdown of unit type by program and breakdown of “regular vouchers” versus “special purpose vouchers”

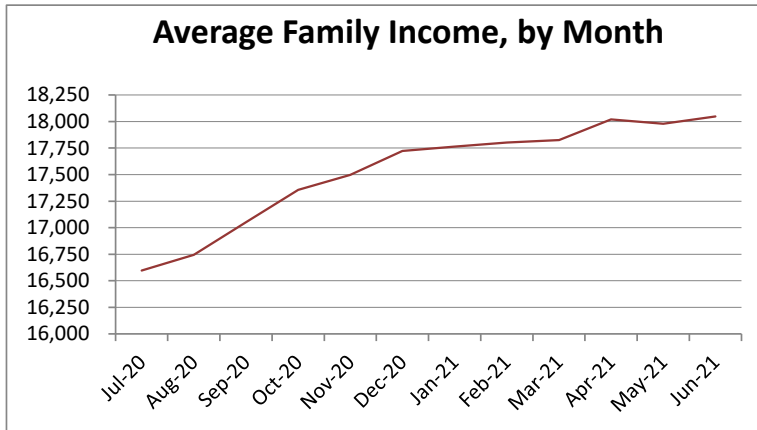
Vouchers, by Program Type
Trend Analysis Report
6/8/2021

	HUD Ctrct		# of Leased Participants, by voucher size							avg HAP	avg HAP	%
	<u>Maximum</u>	<u>TOTAL</u>	<u>Studio</u>	<u>1 bd</u>	<u>2 bd</u>	<u>3 bd</u>	<u>4 bd</u>	<u>5 bd</u>	<u>Curr Mo</u>	<u>pre-COVID</u>	<u>chge</u>	
HCV & TPV	1,702	1,694	8	1,046	399	200	39	2	\$914	\$814	12.3%	
RAD / PBV	175	120	10	13	47	33	16	1	\$753	\$713	5.5%	
PBV	328	313	26	104	87	85	11		\$809	\$760	6.4%	
	2,205	2,127										
VASH	201	157	19	107	19	11	1		\$740	\$684	8.2%	
PBV-VASH	25	25		23	2				\$732	\$726	0.8%	
FUP	38	38	1	2	25	9	1		\$1,358	\$1,182	14.9%	
Mainstream	153	114	24	64	20	4	2		\$926	\$320	189.3%	
	417	334										
	2,622	2,461	88	1,359	599	342	70	3	\$886	\$796	11.3%	
<i>distribution by voucher size</i>			4%	55%	24%	14%	3%	0.1%				

- Staffing
 - A new position, Housing Specialist III, has been created in the department to be dedicated to the EHV Program (intake, housing search assistance, and outreach to landlords) and for handling more complex cases, where investigations or additional assistance may be required to ensure compliance with program requirements
 - The department has been expanding, as we incorporate the new mainstream awards from the last year as well as the new Emergency Housing Vouchers

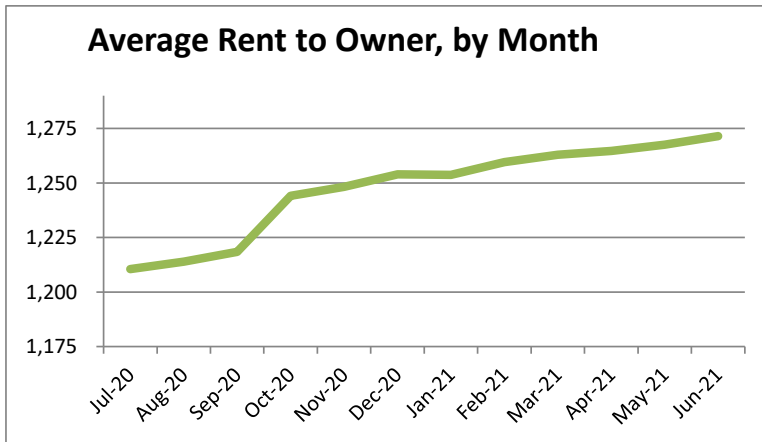
- Emergency Housing Voucher – Welcome Home Program
 - The effective date for the new vouchers is July 1st. We have worked with the Continuum of Care to sign the required MOU. In addition, we are signing MOU's with other non-profits and agencies in the community that work with homeless families including Family Resource Centers in the school system, mental and behavioral health department, the shelters and with two Human Trafficking Organizations
 - Initial response with referrals has been very strong and we have started scheduling intake appointments (over 75 referrals so far and we expect that we need at least 300 referrals)
 - We are doing a media campaign to promote the EHV program.
 - Initially going with the Welcome Home Program to grab the attention of the public and to give the program an identity
 - Landlord Incentives
 - Please see the attached document that outlines the available incentives for new, returning, and existing landlords and property management companies.
 - We made preliminary estimate of the number of landlords that will qualify for each of the incentives and we will be monitoring actual expenses compared to budgeted throughout the year
 - We carved out money for Damage Claims Insurance Pool
 - This is an incentive that is infrequently used but beneficial to offer
 - We have received \$546,000 which we have allocated to landlord incentives. If this funding is not used, we must return the excess to HUD.
 - We are using the 120% payment standards – those were approved at the last Board Meeting
 - We are waiting on HUD to work out program changes with the software providers. For example, we will be required to submit vouchers through HUD's PIC-Next Generation (PIC-NG) software, which is being implemented as part of these new vouchers

HASLO
Voucher Monthly Analysis (VMA)
Rolling 12 months

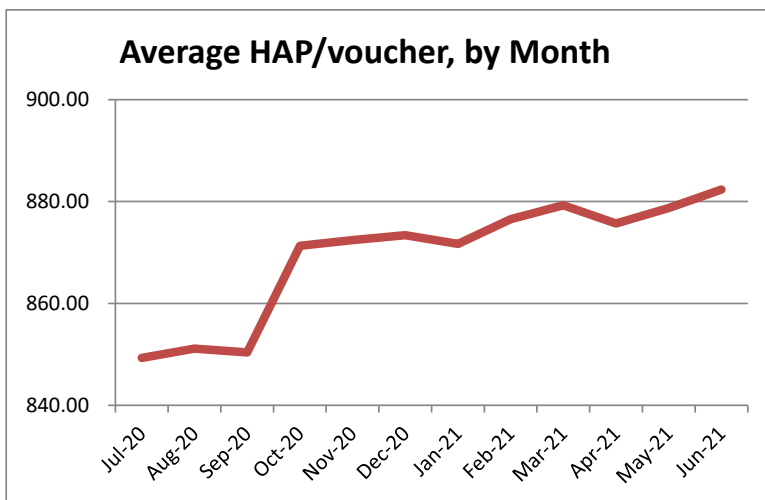


Average HH Income, 12 month % change: 8.7%

AMI March 2020, pre pandemic 17,451
 AMI, current 18,048
 relative AMI comparison: 103.4%



RTO, 12 month % change: 5.0%



Average HAP, 12 month % change: 3.9%

of HH members assisted, beg of year: **4,423**
 # of HH members assisted, end of 12 months: **4,545**
 % change 3%

SEMAP Indicators Report

As of June 30, 2021

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, 2021

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	2395	05/21	19	26	2402	2416	100

Indicator 9: Annual Reexaminations

Note: For Indicators 9-12 and 14, HUD mandates for SEMAP a Reporting Rate of at least 95 % 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.)	1
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Number of Families in Current Database	Number of Late Reexaminations
2555	19

[+] 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 % shown in red and bold.)	0
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Number of Families in Current Database	Number of Rent Discrepancies
1845	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
589	589

[+] 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.)

34

Number of Families in Current Database

2067

Number of Late Inspections

697

[+] 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	68	0	43	68

[+] 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 2021

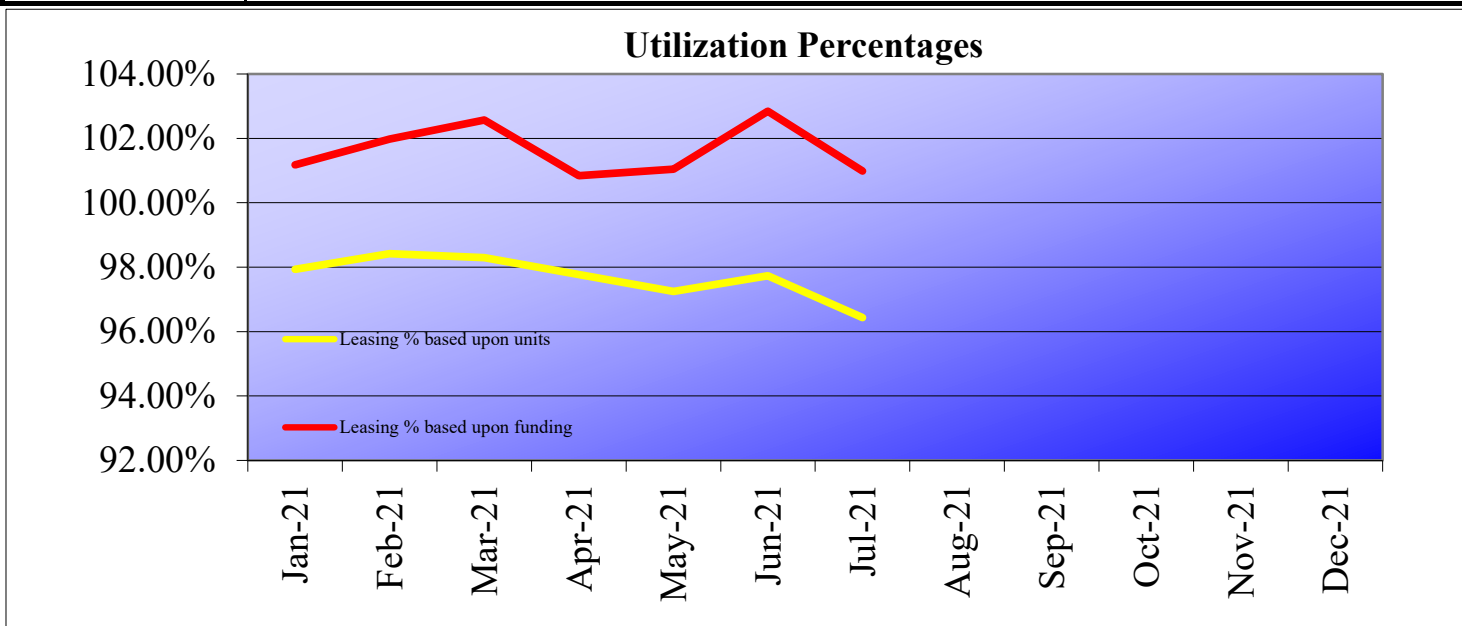
Our average HAP trended down slightly this month, but remains consistent overall. We continue to utilize over 100% of our monthly funding to maintain this high level of lease up. We have applied for set-aside funding and are hopeful we will receive additional funding.

Staff is working hard to implement the new Emergency Housing Voucher program effective July 1st. In addition to leasing up the 156 vouchers we were awarded, staff is also working on a plan that includes landlord incentives and tenant services such as security deposit loans and moving assistance.

Our reserves are currently \$1.4 million representing 5.6% of our total 2021 funding. We will keep this in mind as we closely monitor our leasing until we know if further funding will be awarded.

**Housing Authority San Luis Obispo
HCV Leasing Financial Analysis
July 2021**

	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 2021	2,469	2,418	97.93%	\$ 2,120,005	\$ 2,145,052	\$ (25,047)	101.18%	\$ 887
February 2021	2,469	2,430	98.42%	\$ 2,120,005	\$ 2,162,002	\$ (41,997)	101.98%	\$ 890
March 2021	2,469	2,427	98.30%	\$ 2,120,005	\$ 2,174,502	\$ (54,497)	102.57%	\$ 896
April 2021	2,469	2,414	97.77%	\$ 2,120,005	\$ 2,137,861	\$ (17,856)	100.84%	\$ 886
May 2021	2,469	2,401	97.25%	\$ 2,120,005	\$ 2,142,158	\$ (22,153)	101.04%	\$ 892
June 2021	2,469	2,413	97.73%	\$ 2,120,005	\$ 2,180,297	\$ (60,292)	102.84%	\$ 904
July 2021	2,469	2,381	96.44%	\$ 2,120,005	\$ 2,140,849	\$ (20,844)	100.98%	\$ 899
August 2021								
September 2021								
October 2021								
November 2021								
December 2021								
YTD	17,283	16,884	97.69%	\$ 14,840,037	\$ 15,082,721	\$ (242,684)	101.64%	\$ 893



NRA + Prog Reserve Balance (Excess HAP) as of 1/1/2021	\$ 1,672,901	YTD Voucher	YTD	
HAP Funding YTD:	\$ 14,840,037	Months	Vouchers	
HAP Expenditures YTD:	\$ 15,082,721	Available	Leased	
HAP Revenue (Fraud, FSS Forfeits) YTD:	\$ -	Regular Vouchers	15,435	15,333 99.3%
Current Remaining NRA / Prog Reserve:	\$ 1,430,217	Veterans (VASH)	1,582	1,291 81.6%
Months in Reserves at Current Monthly Expense Levels	68.6	Family Unification	266	260 97.7%
Reserves as a Percentage of Budget Authority	5.6%	Total Vouchers	17,283	16,884 97.7%
Current Monthly Funding (a)	\$ 2,120,005			
Current Average HAP Payment (b)	\$ 899	Mainstream	1,071	756 70.6%
# of Units the Current Monthly Funding Would Support (a)/(b)	2,358	Emergency Housing	156	- 0.0%
# of Units Currently Leased	2,381			
Excess Units Leased, Current Month	23			
Current Year-to-Date Funding (a)	\$ 14,840,037			
Current Year-to-Date Average HAP Payment (b)	\$ 893			
# of Unit-Mos the Current Monthly Funding Supports (a)/(b)	16,612			
# of Unit-Mos Leased Year-to-Date	16,884			
Excess Unit-Mos Leased, Year-to-Date	272			

HASLO**EHV Landlord Incentive Program****Welcome Home Program****Summary of Benefits & Analysis of Cost**

Voucher Issuance Dates 7/1/2021 - 9/30/2023
 Expiration of Fund or Benefits: 2 years from move-in date

<u>Funding Available:</u>	# of vo's	156	\$3,500	= fee/voucher	\$ 546,000
- subject to funding availability					
<u>Damage Claims Insurance Pool</u>					
- expires 9/30/2025					
- available for up to 2 years after tenant moves-in					
- covers costs in excess of security deposit					
- statement must be sent to tenant within state guidelines (21 days)					
- requires proof of expenditure for damages in excess of normal wear and tear					
- up to \$7,500 in additional costs					
- they must ask HQS to do an inspection as part of the reimbursement process					
- Joaquin may need to do a really good job of documenting @ move-in - maybe he takes photos					
# of participants:		10%		16	
Average cost/claim				5,000	<u>\$ 78,000</u>
Funding remaining for other expenses:					<u>\$ 468,000</u>

<u>Landlord Incentive Payments:</u>	<u>\$ amount</u>	<u># of LL</u>	
New Landlord/Owner Bonus	\$4,000	50	\$ 200,000
- One time bonus paid to a new landlord or a landlord that has not participated in the program in the last 12 months			
Welcome Back Bonus	\$2,500	10	\$ 25,000
- Paid to landlords who left in the last 12 months and are now returning			
Existing Landlords Bonus	\$1,000	96	\$ 96,000
- Paid to existing landlords renting to one or more EHV voucher holders			
Property Management Agent Bonus			
- if there is a property manager representing an owner, and if the new bonus is paid to the owner, then there is a separate fee payable to the property manager			
New:	\$3,000	20	\$ 60,000
Welcome Back:	\$1,875	5	\$ 9,375
Multiple Units:	\$750	10	\$ 7,500
(Note - if the management agent is the owner, then they don't get both bonuses)			
No-Loss Bonus/Holding Deposit	10	1,500	\$ 15,000
- Daily proration of the rent of owner from the day that the RFTA is submitted to the start date of the HAP contract, up to one month			
- available to all landlords			
Landlord Liaison			
- HASLO is available to address issues with the tenancy, multiple staff available to assist			
- HASLO is willing to do additional HQS inspections, if requested			
Total Landlord Incentives			<u>\$ 412,875</u>
Balance remaining			<u>\$ 55,125</u>

*** tax credit landlords get the regular payment standard, not the EHV or tax credit payment standard

Executive Summary
Property & Asset Management

- Key Priorities for the Property Management team continue to be:
 - COVID-19 Related Activities:
 - ✓ The eviction moratorium has been extended again and the State has passed the Covid Tenant Relief Act (CTRA) which we will be learning more about in order to understand the new disclosure and noticing requirements for tenants with past-due balances
 - ✓ The State continues to slowly process the Emergency Rental Assistance Program (ERAP) funds to assist those renters with arrears due to Covid-19. We are actively working with our tenants to apply and are in a holding pattern pending review and approval by the state. We have learned that the State will approve 100% of the arrears (originally it was to be 80%) and that landlords who have tenants with arrears that have subsequently moved out of their unit will be eligible for assistance.
 - Vacancies
 - ✓ SLO Villages continues to be a high priority for filling units as they are renovated.
 - ✓ We typically see turnover in June and are working on filling vacancies on a number of properties
 - Maintenance
 - ✓ Regular work order processing is occurring
 - ✓ We are getting ready to develop the annual inspection calendar for 2021-2022
 - RAD
 - ✓ We are in the final stages of the project, with the last 2 properties under renovation
 - Community and Family Support
 - ✓ Will start to re-engage with tenants as community rooms open and social distancing rules change
 - Paso Home Key
 - ✓ Slowly settling into operations at the property
 - ✓ Have weekly team meetings with ECHO and PSHH



July 8, 2021

To: HASLO Board of Commissioners
 From: Sandra Bourbon, Director of Resident Services
 Re: June 2021

FSS:

Continued outreach, case management and annual assessments. The below chart is as of 06-30-2021.

	Sandra	Traci	TOTAL
Active	38	29	68
New contracts added this month	0	0	0
Graduates this grant period	2	1	3
Terminated for Non-Compliance / Contract Expired / Voluntary Withdrawal within this grant period	0	3	3
Active participants who have ported out this grant period	0	0	0
Increase in Earned Income this month	236,696	286,994	523,690
Increase in Tenant Payment (TTP) this month	5,568	6,874	12,442
Total Escrow Accounts	26	18	44
New Escrow Accounts this grant period	1	2	3
Percentage of participants with an Escrow Account this month	68.42%	62.07%	65.67%
Total Escrow Account balance	173,197.26	134,068.86	307,266.12
Total interim withdrawals paid within this grant period	0	0	0
Total of Escrow Account funds paid out to FSS Graduates for this grant period	23,578.44	13,367.80	36,946.24

***FSS graduates:** 01/31/2021 (sb) \$11,327.67, 04/30/2021 (sb) \$12,250.77, 05/31/2021 (tw) \$13,367.80

***FSS terminations:** 2/28/2021 (tw) \$0 forfeited voucher/contract not complete. 04/30/2021 (tw) \$0 contract expired. 05/31/2021 (tw) forfeited \$12.04 contract not complete

SERVICES:

We have been busy training our new Resident Services Assistant, Natali. She is a great fit for our department and has jumped in with open arms. Natali will start to do some onsite activities later this month at South Hills Crossing and Courtyard at the Meadows. We are continuing to provide monthly calendars and virtual learning center activities and resources. We are slowly returning to an onsite presence at 860 as well.

We have been busy conducting Resident Services interviews for the intake process with Property Management for the SLO Villages lease up. We are completing about 8 interviews a day.



June 28, 2021

Resident Services Assistant – Natali Camacho

Hi Everyone!

I am a new Resident Services Assistant at HASLO. I am excited to be working with you soon on all Resident Services and Learning Center matters. If you have any questions, or would like to chat, you can reach me at 805-594-5325 or ncamacho@haslo.org I look forward to getting to know you and hearing from you soon!

Get to know me a little more below! 😊

- ❖ Bilingual: English & Spanish (currently teaching myself Japanese and Italian)
- ❖ Likes: the outdoors, books, art, nature and learning about the universe
- ❖ I have an 8yr old dog named Kora <3

Sincerely,

Natali Camacho
805-594-5325
ncamacho@haslo.org



HASLO**Admin Plan Changes – 2021****Summary of Proposed Changes**

The following changes are being implemented in the Admin Plan based on a review of the model NanMcKay plan that HASLO subscribes to.

Chapter 1 – Statement of Policies and Objectives

- Updated Part I: Nondiscrimination Executive Orders – 11063 and 13988
- Updated Part II: Approval/Denial of Requested Accommodation – if denied due to no nexus, informs family the right to appeal through informal review or informal hearing.
- Part II - Oral Interpretation: Opportunity for remote briefings/video conferencing
- 1.L- Owner outreach – must provide communications/notices that are effective for persons with hearing, visual, and other communications-related disabilities.

Chapter 2 – Eligibility for Admission

- Update 2.A. – No duplicative subsidy between affordable programs
- 2.B - EIV SYSTEM SEARCHES [Notice PIH 2018-18; EIV FAQs; EIV System Training 9/30/20] – existing tenant search, debts owed to PHAs/Terminations, Income and IVT Reports
 - Due within 120 days of new admission to run the EIV and IVT reports and to keep them in the file
- 2.C. – Person permanently in nursing home/hospital will not be counted as a family member.
- 7.C. HYS-52675 Debts Owed to PHAs and Terminations in release of information.

Chapter 6 – Factors Related to Total Tenant Payment and Family Share Determination

- 6.D - Removed calculation of disallowance qualification info that is outdated (Plan used to refer to “old” and “new” – no longer need the reference to the “old method” – Revised Calculation Method is now the primary info to reference
- 6.F – Student Financial Assistance Reference [Notice PIH 2015-21]

Chapter 7 – Verification Procedures

- 7.A – HASLO can require more than the minimum of two consecutive paystubs due to sporadic income, fluctuating work schedule, etc
- 7.H – Add savings account into verifying value of assets – using the current balance not an average of 6 months.
- 7.J – Current government employer identification card with picture is acceptable verification of identity for adult

Chapter 8 – Voucher Issuance and Briefings

- 8.B - In person briefings with attendance policy
- 8.B - Accessibility Requirements for Persons with Disabilities and LEP Individuals
- 8.B - Conducting Remote Briefings

Chapter 10 – Housing Quality Standards and Inspections

- 10.A - The PHA reserves the right to require annual inspections of any unit or owner at any time.
- 10.D – Special/Complaint Inspections – added in Remote Video Inspections (RVIs) Notice PIH 2020-31
- 10.E – Quality Control Inspections – updated CFR reference.

Chapter 11 – Owner Rents, Rent Reasonableness, and Payment Standards

- 11.C – PIH Notice 2020-19 for Comparability in rent reasonableness
- 11.D – Effective dates of changes to payment standards will be determined at time of update – not on Jan 1st
- 11.F – Exception Payment Standards – SAFMR can be established up to 110%

Chapter 12- Recertification’s

- 12.B – Streamlined annual re-exam verification of fixed income – not required to verify non-fixed income amounts if 90% of family’s income is fixed.

Chapter 15- Denial or Termination of Assistance

- 15.A - Remove denial on if a PHA has ever terminated assistance under the program for any member of the family
- 15.C – Added section information on use of criminal conviction records after admission

Chapter 16 – Owner Disapproval and Restriction

- 16.C – Change in ownership / added full section on Foreclosure [Notice PIH 2010-49]
 - HASLO will determine status of foreclosure and ownership of the property and will make payments to original owner until ownership transfers. Tenant must still pay rent in accordance with lease during foreclosure process. HASLO will make every attempt to pay new owner HAP.

Chapter 18 –

- 18.C – Informal Review Procedures for Applicants – added information if the informal review will be conducted remotely on how we will notify them and assist them with technical challenges
- 18.C – Informal Review – ensuring accessibility for persons with Disabilities and LEP Individuals
 - Conducting Informal hearings remotely + accessibility for persons with Disabilities and LEP Individuals

Chapter 21 –

- 21.A - HASLO may project-base up to an additional 10 percent of its authorized units, up to 30 percent, in accordance with HUD regulations and requirements.
- 21.A – HASLO may project base units not subject to 20% cap in accordance with HUD regulations/requirements.
- 21.B – Proposals for rehabilitated and newly constructed units- guidelines on what information must be provided in advertisements in newspapers, etc.
- 21.B.7 – Added Choice Neighborhood in site selection standards
- 21.B – PBV Units selected in non-competitively, new construction and rehabilitative housing guidance, subsidy layering requirements – updated references
- 21.C – Dwelling Units, Lead based paint reference update 40 CFR 745.227
- 21.C – Inspecting Units – pre-hap inspection references
- 21.D – Deleted equal opportunity section on conduct of development work

Chapter 23 – Project Based Vouchers (PBV) Under the RAD Program

- 23.IIB – lead based paint reference update and 40 CFR 745.227
- 23.B – Applicable regulations – updated references
- 23.I – Relocation Requirements – updated references and any non-RAD PBV unit guidance
- 23.V.D – remove portion of assessing changes in racial, ethnic, or disability related tenant composition at each pha site that may have occurred during the implementation of the site-based waiting list, based on confirmed and accurate PIC occupancy data.

Chapter 24 – Emergency Housing Vouchers

- Added a chapter for the temporary provisions of the EHV program (through 9/30/2023 for the issuance of new vouchers)
- Options HASLO elected for the administration of these vouchers, after consultant with the Continuum of care:
 - Expanded denial of assistance for background screening up to 12 months for violent criminal activity, other threatening behavior and for having been terminated from participation in the voucher program for fraud within the last 12 months
 - Services Fee incentive program
 - MOU's to be signed with HSOC/Continuum of Care and with other agencies in the community working with those that are homeless, at risk of homeless, or feeling domestic violence or human trafficking

Resources and Where to Find Them

- Updated links

RESOLUTION NO. 12 (2021 SERIES)

**RESOLUTION APPROVING AMENDMENTS TO
THE HOUSING AUTHORITY OF SAN LUIS OBISPO’S
ADMINISTRATIVE PLAN**

WHEREAS, the Housing Authority of San Luis Obispo (hereinafter “HASLO”) has an Administrative Plan applicable to the Housing Choice Voucher Program; and

WHEREAS, HASLO is required to keep the Administrative Plan current with changes in regulations, and to adopt policies and procedures consistent with amendments to the regulations; and

WHEREAS, HASLO has determined that the following areas require amendments in the Administrative Plan to be consistent with the regulations and the PIH Notices:

- A. Update for ongoing administrative changes in the Admin Plan
- B. Added a chapter for the Emergency Housing Vouchers (EHVs) effective July 1, 2021
- C. Clarified the details for the Set-Aside Vouchers and Project-Based Vouchers

WHEREAS, the HASLO Commission received and discussed these proposed changes at its July 22nd 2021 public meeting,

NOW THEREFORE BE IT RESOLVED, that the Board of Commissioners approves these changes as an amendment to HASLO’s Administrative Plan.

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 22nd day of July, 2021

JAY C. BECK, CHAIRMAN

SEAL:

ATTEST:

SCOTT SMITH, SECRETARY