

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

<https://global.gotomeeting.com/join/274098173>

You can also dial in using your phone: 1 (571) 317-3122

Access Code: 274-098-173

TIME: 12:00 P.M.

12:00 PM	REGULAR MEETING	TELECONFERENCE
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CALL TO ORDER: Chairman Jay C. 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 with 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 MAY 21, 2020**
 Approve the Minutes of the Regular Board of Commissioners Meeting of May 21, 2020.
- C2. HOUSING CHOICE VOUCHER (SECTION 8)**
- C3. PROPERTY MANAGEMENT REPORTS**
- C4. FAMILY SELF-SUFFICIENCY & RESIDENT SERVICES PROGRAM REPORT**

DISCUSSION ITEMS

Authorizing the Use of Electronic Signatures for Business Conducted by the Housing Authority of San Luis Obispo (HASLO)

RECOMMENDED ACTION: Adopt Resolution No. 8 (2020 Series) Authorizing the Use of Electronic Signatures for Business Conducted by the Housing Authority of San Luis Obispo (HASLO)

CLOSED SESSION

Closed session, pursuant to section 54956.8

CONFERENCE WITH REAL PROPERTY NEGOTIATORS

1. Property: APNs 077-011-010 thru 077-011-013 (4 lots)
Agency Negotiators: Scott Smith, Executive Director
Ken Litzinger, Director of Finance
Negotiating Parties: The Housing Authority of the City of San Luis Obispo (HASLO)
Don Dechance (not present)
Under Negotiation: (1) The Negotiators' authority regarding the price; and
(2) The Negotiators' authority regarding the terms of payment.
2. Property: APN 060-242-044
Agency Negotiators: Scott Smith, Executive Director
Ken Litzinger, Director of Finance
Negotiating Parties: The Housing Authority of the City of San Luis Obispo (HASLO)
City of Grover Beach (not present)
Under Negotiation: (1) The Negotiators' authority regarding the price; and
(2) The Negotiators' authority regarding the terms of payment.
3. Property: APNs 053-421-06 and 053-421-02
Agency Negotiators: Scott Smith, Executive Director
Ken Litzinger, Director of Finance
Negotiating Parties: The Housing Authority of the City of San Luis Obispo (HASLO)
Co-Velop (not present)
Under Negotiation: (1) The Negotiators' authority regarding the price; and
(2) The Negotiators' authority regarding the terms of payment.

ADJOURNMENT

The next Regular Meeting will be held on July 16, 2020, at 12:00 p.m. at 487 Leff Street, San Luis Obispo.

REQUIREMENTS OF THE BROWN ACT HAVE BEEN SATISFIED AS THIS NOTICE WAS POSTED AT 12:00 P.M. ON JUNE 15, 2020, 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

May 21, 2020

CALL TO ORDER

The Regular Meeting of the Housing Authority of the City of San Luis Obispo was called to order on Thursday, May 21, at 12:00 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, Souza, Odenthal, Crotser, Steinberg, Gillett, Boyer

ABSENT: None

STAFF: Scott Smith, Ken Litzinger, Elaine Archer, Sandra Bourbon,
Michael Burke, and Michelle Pedigo

PUBLIC COMMENT:

None.

EXECUTIVE DIRECTOR'S REPORT:

- COVID-19 – HASLO has no reported cases. Continuing working remotely for most employees. We are preparing a Stage 2 “move back” plan which includes greater spacing, protective dividers and PPG.
- Annual Audit – Normally is due to HUD by June 30. HUD has granted all agencies extensions due to the COVID-19 pandemic. HASLO anticipates submitting the completed audit by late summer.
- HASLO may have one or more evictions coming up due to repeated major Section 8 program violations. These are non-COVID related, and involve fraud.
- HASLO was recently awarded 18 additional Mainstream vouchers, bringing our total to 78. These vouchers are reserved for homeless, disabled, non-elderly households.
- New Rental Applications – We are currently accepting rental applications for two new rental properties – Courtyard at the Meadows (SLO) and Halcyon Collective (Arroyo Grande).
- New Property Opportunities – 1) We are in negotiations for a prime two-acre property in Arroyo Grande which could provide 50-60 affordable homes, and 2) Grover Beach has issued a Request for Proposals for development of affordable housing on the “Cleaver site,” a City owned vacant lot previously reserved for a future park. Responses are due June 15.

CONSENT AGENDA:

- C1. MINUTES OF THE BOARD OF COMMISSIONERS REGULAR MEETING OF APRIL 16, 2020**
- C2. HOUSING CHOICE VOUCHER (SECTION 8)**
- C3. PROPERTY MANAGEMENT REPORTS**
- C4. FAMILY SELF-SUFFICIENCY & RESIDENT SERVICES PROGRAM REPORT**

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

DISCUSSION ITEMS:

1. ADMINISTRATIVE PLAN AMENDMENTS – MAINSTREAM VOUCHERS

The resolution was amended to read “78” Mainstream Vouchers (not 60).

ACTION TAKEN: A motion to adopt **Resolution 5 (2020 Series) Approving Amendments to the Housing Authority of San Luis Obispo’s Administrative Plan for the Award of 78 Mainstream Vouchers** was made by Commissioner Souza, seconded by Commissioner Boyer, and approved on the following roll call vote:

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

2. ELECTION OF COVID-19 WAIVERS OFFERED BY HUD

ACTION TAKEN: A motion to adopt **Resolution 6 (2020 Series) Approving the Housing Authority of San Luis Obispo’s Election of COVID-19 Waivers in Accordance with PIH Notice 2020-05** was made by Commissioner Crotser, seconded by Chair Beck, and approved on the following roll call vote:

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

3. SECOND QUARTER FINANCIAL UPDATE

The Second Quarter Financial update was presented, discussed, and accepted by the Board of Commissioners.

4. PURCHASE OF LIMITED PARTNER INTERESTS

The Board of Commissioners expressed their gratitude for the conscientious and diligent work of Ken Litzinger, Director of Finance, in closing these successful transactions.

ACTION TAKEN: A motion to adopt **Resolution No. 7 (2020 Series) Approving New Limited Partner And Authorizing Loan(s) To Edna Islay Housing Corporation for the purposes of purchasing WNC’s interest in Atascadero Senior Housing and Del Rio Terrace Senior Housing** was made by Chair Beck, seconded by Commissioner Odenthal, and approved on the following roll call vote:

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

There being no further business, the meeting was adjourned at 1:15 p.m.

Respectfully submitted,

Scott Smith, Secretary

Executive Summary

Housing Choice Vouchers (“Section 8”)

- COVID-19 Related Actions:
 - All staff continue to work from home.
 - While the number of interim reexaminations has declined to a typical level for a month, there are still many calls and emails from participants.
 - We implemented an online ability to report changes this month.

- Waiting List Lease-up Activity:
 - All of the remaining applicants from the 2018-Fall waiting list are in process to receive a voucher.

Year	Lottery Size	Leased-up	% Leased	Rent-in-Place % of Leased-up
2015	500	133	26%	did not track
2017	250	97	38%	28%
2018	500	203	40%	30%
2018-Fall	250	45	18%	to be analyzed

- We anticipate opening the waiting list in July for 2020 and will be selecting 250 names in this lottery.

- Average Housing Assistant Payment (HAP) Analysis –
 - The attached monthly report of the factors affecting average HAP per voucher has been updated to include the RAD PBV vouchers.
 - A preliminary review of April 2020 data, reflecting COVID-19 income changes, shows that average income per family is declining 9% and average HAP increased by 4%.

- Mainstream Voucher Activity
 - We are up to 55 new voucher-holders leased up out of the award of 60 vouchers.
 - Under the CARES funding act, we were automatically awarded an additional 30% increase in the # of vouchers, with a total now of 78 vouchers.
 - In spite of COVID, we anticipate meeting the original goal of leasing up the original 60 vouchers within the first 6 months – our agency partners have done a fabulous job!

- FUP Voucher Activity
 - Net 3 new leases signed this month, for a total of 21 active vouchers.

- Net voucher Activity for the year is shown in the chart below.
 - Annualized turnover of vouchers is showing a slight decline on a % basis given the recent addition of PBV-RAD vouchers, Mainstream vouchers and Judson Terrace PBV vouchers.
 - Average family income had been increasing over the course of the last year, but has significantly declined with COVID-19. The average income per family is down to the levels at the beginning of the year.
 - Average HAP per voucher has shown a related increase in cost with the decline in family income.
 - The number of vouchers that are ending participation is declining during COVID; while there is a prohibition from the CARES Act against terminating a voucher, most of the recent end of participation have been forfeits.

50058 Listing
 All Vouchers (HCV, RAD&PBV, VASH,FUP, Mainstream)
 Rolling 12 Month Detail

Year	Month	New Leases	End of Participation	Net Change/ Month
2019	June	21	-28	-7
2019	July	18	-20	-2
2019	August	26	-14	12
2019	September	21	-24	-3
2019	October	129	-10	119
2019	November	57	-18	39
2019	December	12	-24	-12
2020	January	38	-18	20
2020	February	23	-13	10
2020	March	23	-21	2
2020	April	30	-21	9
2020	May	35	-10	25
Totals for last 12 months		433	-221	212
<i>average change/month</i>		36	-18	
<i>annualized % turnover statistic</i>			9.5%	

Distribution of Vouchers

- The chart below shows the breakdown of unit type by program and breakdown of “regular vouchers” versus “special purpose vouchers.”
- HUD requires that we track special purpose vouchers – VASH, FUP, and Mainstream.
- The average HAP/month for each voucher type is also reflected in the analysis showing that many of the special purpose vouchers do have lower costs, on average, due to the ability of our partners to make arrangements for shared housing.
- We are starting to monitor the average HAP/voucher compared to pre-COVID-19 statistics.
- Overall, almost every category of vouchers has experienced a significant increase in average HAP – the FUP voucher increase in cost is likely due to the increasing number of vouchers, rather than a change in the economic situation.

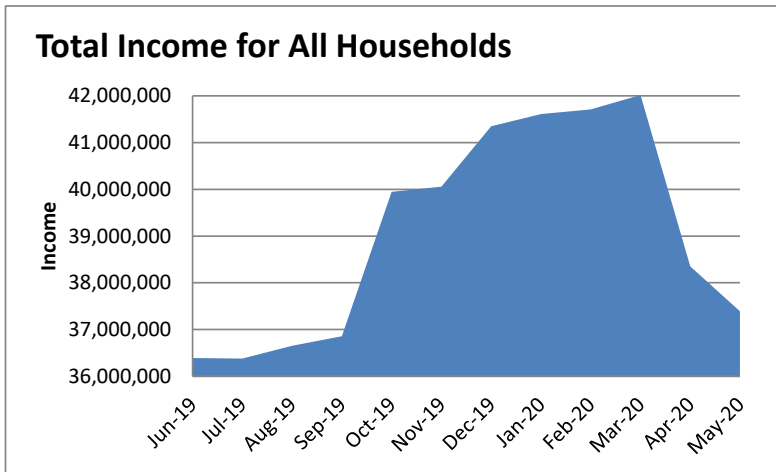
Vouchers, by Program Type Trend Analysis Report ad of 05/31/2020

	HUD Ctrct	TOTAL	# of Leased Participants, by voucher size						avg HAP	avg HAP	%	
	Maximum		Leased	Studio	1 bd	2 bd	3 bd	4 bd	5 bd	Curr Mo	pre-COVID	chge
HCV & TPV	1,738	1,698	9	1,065	396	194	30	4	\$868	\$814	6.6%	
RAD	175	107	8	10	33	36	18	2	\$800	\$713	12.2%	<i>(effective 10/1/19, vacant units for relocation)</i>
PBV	308	306	26	104	82	82	12		\$829	\$760	9.1%	<i>(includes new award for Judson Terrace 11/1/19)</i>
	2,221	2,111										
VASH	201	144		119	15	8	2		\$745	\$684	8.9%	
PBV-VASH	25	21		20	1				\$712	\$726	-1.9%	<i>OP4 renting up April/May 2020</i>
FUP	38	21		1	11	8	1		\$1,492	\$1,182	26.2%	<i>new award effective 2/1/19</i>
Mainstream	60	52		46	2	3	1		\$843	\$758	11.2%	<i>new award effective 1/1/20, plus 18 new vouchers eff 8/1/20</i>
	324	238										
	2,545	2,349	43	1,365	540	331	64	6	\$855	\$796	7.4%	
<i>distribution by voucher size</i>			2%	58%	23%	14%	3%	0.3%				

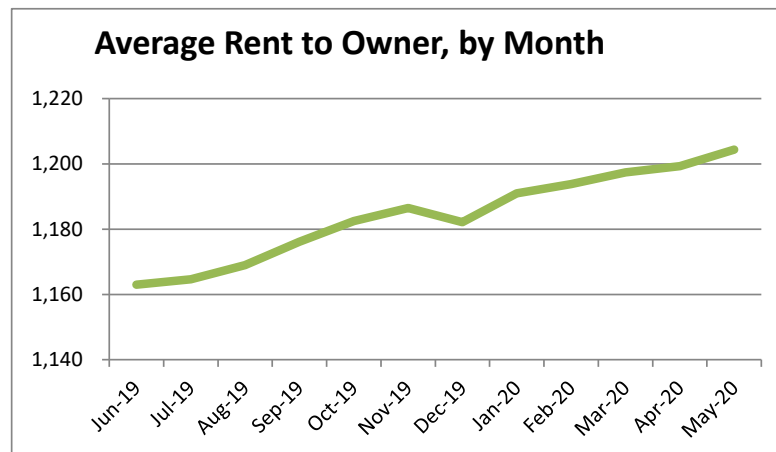
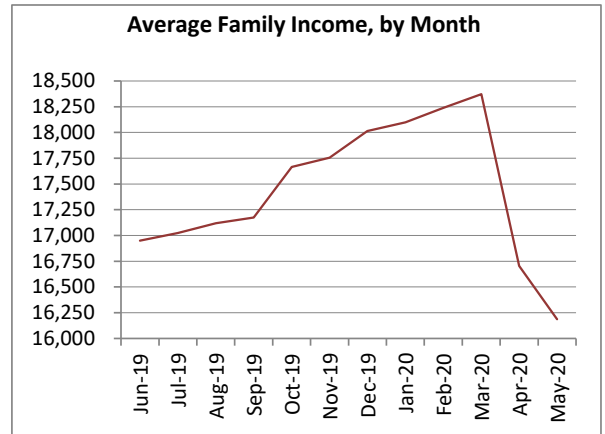
HASLO

Voucher Monthly Analysis (VMA)

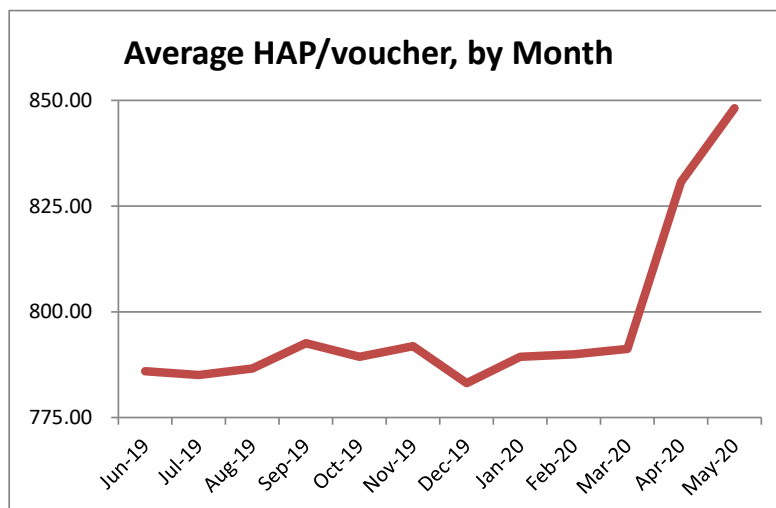
Rolling 12 months



Average Family Income, 12 month % change: -4.5%

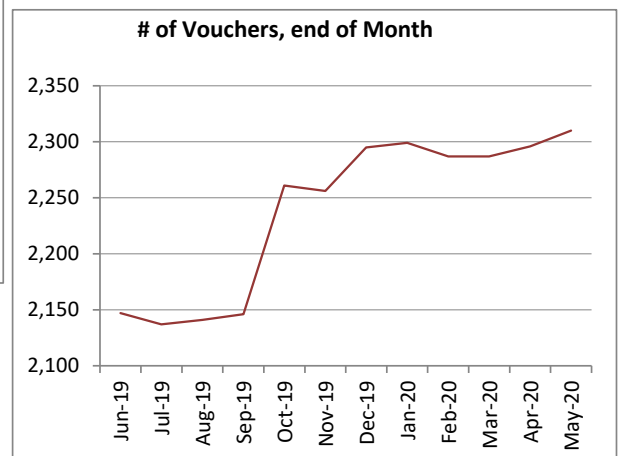


RTO, 12 month % change: 3.6%



Average HAP, 12 month % change: 7.9%

of HH members assisted: 4,391



SEMAP Indicators Report

As of May 31, 2020

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

Current SEMAP Indicator Information

Most Recent SEMAP Indicator Information

Reporting Rate as of May 31, 2020

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	2315	04/20	23	23	2315	2348	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
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Number of Families in Current Database	Number of Late Reexaminations
2407	1

[+] 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% of the Housing Authority's tenant rent calculations are incorrect as indicated by percentages shown in red & bold.)	0
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Number of Families in Current Database	Number of Rent Discrepancies
1660	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
534	533

[+] 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
1961	5

[+] 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	48	74

[+] 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
June 2020

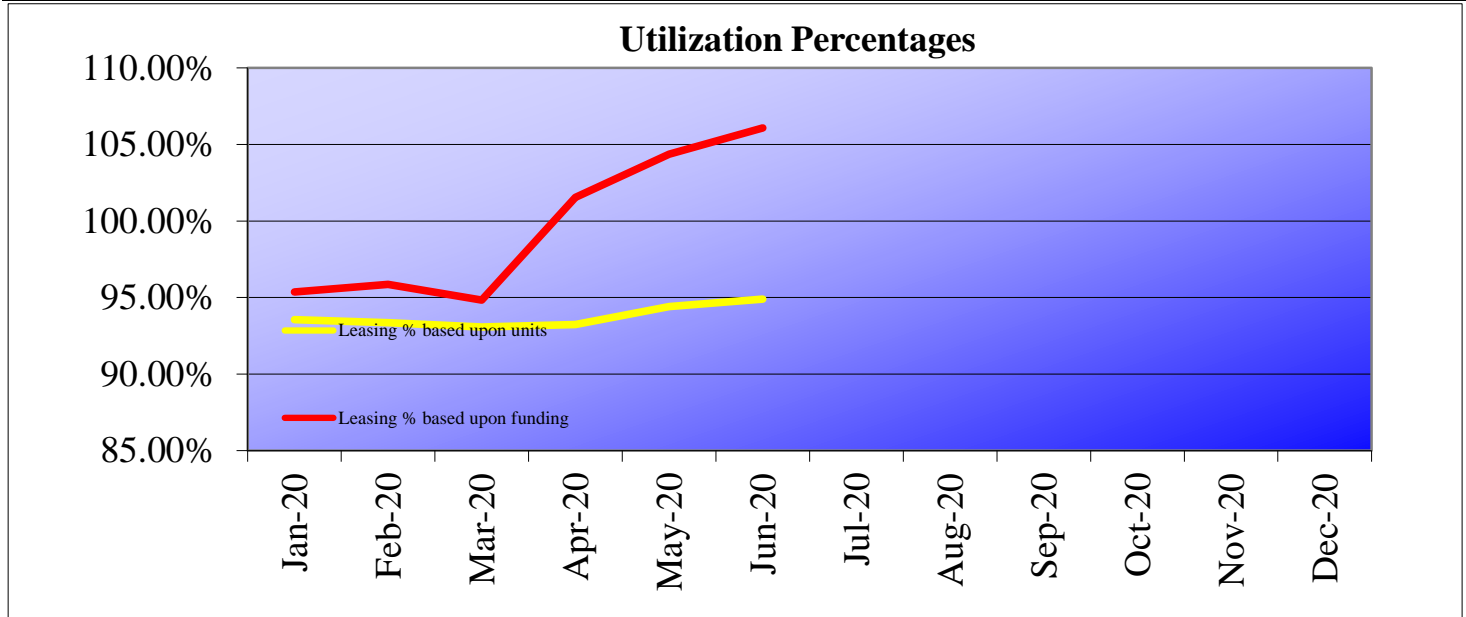
We continue to increase the numbers of participants served, up approximately 2% from our low point in March. We are seeing a significant increase in average Housing Assistance Payments costs as many participants have lost jobs or have experienced a decrease in income. If this trend continues, we will be disbursing much more dollars than the annual funding we have received so far, and will likely use up most, if not all, of our reserves. The alternative is to decrease the number of clients assisted by approximately 202 clients for the remainder of the year. This is not in line with our mission, and we will do everything possible to keep from doing so. We have applied for additional funding from HUD, and are optimistic that we will receive additional funding to help us through this time.

Our reserves are currently \$1.1 million representing 5.3% of our total 2020 funding. At this level of leasing and average Housing Assistance Payment, our reserves would last for approximately 10 months. This gives us the option to continue to maximize our leasing until we know if further funding will be received.

Housing Authority San Luis Obispo
HCV Leasing Financial Analysis
May 2020

	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 2020	2,469	2,310	93.56%	\$ 1,949,359	\$ 1,858,839	\$ 90,520	95.36%	\$ 804.69
February 2020	2,469	2,305	93.36%	\$ 1,949,359	\$ 1,868,759	\$ 80,600	95.87%	\$ 810.74
March 2020	2,469	2,298	93.07%	\$ 1,949,359	\$ 1,848,614	\$ 100,745	94.83%	\$ 804.44
April 2020	2,469	2,302	93.24%	\$ 1,949,359	\$ 1,979,402	\$ (30,043)	101.54%	\$ 859.86
May 2020	2,469	2,331	94.41%	\$ 1,949,359	\$ 2,034,185	\$ (84,826)	104.35%	\$ 872.67
June 2020	2,469	2,343	94.90%	\$ 1,949,359	\$ 2,067,812	\$ (118,453)	106.08%	\$ 882.55
July 2020								
August 2020								
September 2020								
October 2020								
November 2020								
December 2020								
YTD	14,814	13,889	93.76%	\$ 11,696,155	\$ 11,657,611	\$ 38,544	99.67%	\$ 839.34

\$(45.00)
-1.96%



NRA + Prog Reserve Balance (Excess HAP) as of 1/1/2020	\$ 1,162,031	YTD Voucher	YTD	
HAP Funding YTD:	\$ 11,696,155	Months	Vouchers	
HAP Expenditures YTD:	\$ 11,657,611	Available	Leased	
HAP Revenue (Fraud, FSS Forfeits) YTD:	\$ -	Regular Vouchers	13,230	12,777 96.6%
Current Remaining NRA / Prog Reserve:	\$ 1,200,575	VASH Vouchers	1,356	1,012 74.6%
Months in Reserves at Current Monthly Expense Levels	10.1	Family Unification	228	100 43.9%
Reserves as a Percentage of Budget Authority	5.3%	Total Vouchers	14,814	13,889 93.8%
Current Monthly Funding (a)	\$ 1,889,511			
Current Average HAP Payment (b)	\$ 883			
# of Units the Current Monthly Funding Would Support (a)/(b)	2,141			
# of Units Currently Leased	2,343			
Excess Units Leased, Current Month	202			
Current Year-to-Date Funding (a)	\$ 11,696,155			
Current Year-to-Date Average HAP Payment (b)	\$ 839			
# of Unit-Mos the Current Monthly Funding Supports (a)/(b)	13,935			
# of Unit-Mos Leased Year-to-Date	13,889			
Excess Unit-Mos Leased, Year-to-Date	(46)			

Executive Summary
Property & Asset Management

- Key Priorities for the Property Management team continue to be:
 - COVID-19 Related Activities:
 - ✓ The Governor’s executive order prohibits that tenants cannot be evicted for non-payment of income related to COVID-19 loss if income or increase in medical expenses.
 - ✓ The original order expired May 28th and has been extended for another two months, until July 27, 2020.
 - ✓ Policies and procedures have been developed to calculate a reasonable rent due from the tenant during this time period and to defer the balance of the rent. After the pandemic is declared over, a repayment agreement will be signed with each tenant for the deferred rent.
 - ✓ Recertification and filling of units will be done remotely.
 - ✓ Security Deposit repayment plans for SLO Villages tenants have been placed on hold for at least two months.
 - Deferral Analysis of tenant rents for the month of May, by property:
 - ✓ Overall, the rent deferral is less than 3% of total rental income for all of the properties under management (non-section 8 properties).
 - ✓ Two of the tenants have already repaid their COVID deferral.

HASLO							
Rent Deferrment - COVID-19							
Property	COVID Deferral \$/Month	Avg/Mo Tenant Rent (TR)	Avg/Mo s8	% Deferred of TR	% Deferred of Total Income	Cumulative Deferred	# of tenants requesting deferral
Tax Credit Properties:							
860	0	8,020	9,915			0	-
ASH	0	6,275	12,189			0	-
BRZ	0	11,040	16,843			0	-
Carmel	0	9,425	8,070			0	-
DRT	0	12,884	22,566			0	-
HCA	4,581	56,757	24,521	8%	6%	9,162	7
IWK	274	25,199	35,030	1%	0%	548	1
SLO-55	768	28,800	34,400	3%	1%	1,536	1
							-
Non-subsidized Properties:							
BHA	0	6,951	7,624			0	-
Emp	0	6,161	6,454			0	-
Ferrell	0	4,927	6,413			0	-
Macadero	0	12,768	10,902			0	-
Marg	755	15,169	9,556	5%	3%	1,510	1
Parkwood	2,878	31,985	12,285	9%	7%	5,756	2
POI	0	12,439	20,451			0	-
	9,256	248,800	237,219	4%	2%	18,512	12

- Vacancies
 - ✓ There are two commercial vacancies at the Anderson. We have posted “For Lease” signs and advertised their availability on Craigslist.
 - ✓ We have been cautious in filling the vacancies at the Anderson given the challenges of maintaining COVID-19 social distancing requirements at this property.
 - ✓ Vacancies at other properties are being filled, though the process is, in general, taking longer than typical to complete the intake and interview process.

- Courtyard at the Meadows and Halcyon Collective Lease-up Activities
 - ✓ Courtyard at the Meadows –
 - approximately ½ of the units will be rented up in July.
 - in-person appointments have been held in the lobby – using the front desk and glass divider as COVID-safe interview space.
 - applicants have been identified for most of the units in the first phase and back-up candidates are being identified.
 - the PBV waiting list was opened and applicants have been invited to complete the online intake process. We’ve had a good response and are scheduling appointments in early June.
 - ✓ Halcyon Collective –
 - Several unit offers have been made already and holding deposits have been received.
 - The rent-up will occur over a three-month period – July through September.
 - ✓ The online system for the intake for Courtyard and Halcyon appears to be going well.

- Maintenance
 - ✓ Annual physical inspections are on hold during COVID-19 restrictions.
 - ✓ Emergency work orders are being addressed.
 - ✓ The team that works on turning over vacant units is also focusing on the vacant public housing units so that they are in good condition to be used for temporary relocation purposes during RAD.

- RAD
 - ✓ Weekly planning meetings are held for the project, focusing on areas such as:
 - The temporary relocation schedule has been mapped out for the two-year project.
 - We are working with ASAP, the contracted movers for the project, to ensure that we have a commitment for services, even if there are changes in the schedule.

- Community and Family Support
 - ✓ Property Management Staff continue to work one-on-one with residents that need additional help with issues such as housekeeping and compliance with the lease.
 - ✓ Community rooms have been closed in compliance with the COVID-19 requirements.

- Halcyon Waiting List – preliminary analysis about waiting list applicants
 - ✓ 1/3 of applicants were removed for insufficient or too much income (mostly insufficient – shows ongoing need for section 8 assistance!).
 - ✓ Over 300 applicants for 20 units! ~200 remaining income eligible applicants.
 - ✓ Only 10% of the applicants had a voucher, so high need amongst applicants without a voucher.
 - ✓ 15% non-local applicants.
 - ✓ Relatively low # of veterans.
 - ✓ Average AMI is in the extremely low-income range.

<u>unit size</u>	<u># appl</u>	<u>on list</u>	<u>removed</u>	<u>% removed</u>
1BR	153	87	66	43%
2BR	85	55	30	35%
3BR	66	41	25	38%
	304	183	121	see ---> for reasons for removal
non-local	49			
local	254			
w/ a voucher	38			
veteran	8			
			avg AMI, all applicants	29.4%

Reasons for Removal:

Removed	5	4%
Removed, insuff income	92	76%
Removed, over income	13	11%
Forfeit	11	9%
	121	100%

- Courtyard Waiting List – preliminary analysis about waiting list applicants
 - ✓ Surprisingly, there are fewer # of total applicants for Courtyard than for Halcyon.
 - ✓ Halcyon has a broader range of income/AMI set-asides as this was a competitive tax credit application, so they were able to accept a higher proportion of applicants with lower income than Courtyard.
 - 50% of the applications were removed for insufficient income (meaning that they do not have enough income to pay the rent and they do not have a section 8 voucher to assist them with affordability).
 - ✓ Many applicant families applied for both properties – about 1/3 of the applications were for both properties.
 - ✓ See next page for the statistics.

Courtyard Statistics:

<u>unit size</u>	<u># appl</u>	<u>on list</u>	<u>removed</u>	<u>% removed</u>	
1BR	134	64	70	52%	
2BR	96	46	50	52%	
3BR	55	30	25	45%	
	285	140	145	51%	
non-local	37				
local	248				avg AMI, all applicants 29.3%
w/ a voucher	40				
veteran	9				

Reasons for removal:

Removed	12	8%
Removed, insuff income	100	69%
Removed, over income	17	12%
Forfeit	16	11%
	145	100%
On List	140	
	285	

June 9, 2020

To: HASLO Board of Commissioners
 From: Sandra Bourbon-Director of Resident Services
 Re: May 2020

FSS:

Continued outreach, case management and annual assessments. The below chart is as of 05-31-2020.

	Sandra	Traci	TOTAL
Active	37	32	69
New contracts added this month	1	1	2
Graduates this grant period	2	1	3
Terminated for Non-Compliance / Contract Expired / Voluntary Withdrawal within this grant period	0	0	0
Active participants who have ported out this grant period	0	0	0
Increase in Earned Income this month	275,935	219,709	495,644
Increase in Tenant Payment (TTP) this month	5,462	3,493	8,955
Total Escrow Accounts	28	19	47
New Escrow Accounts this grant period	2	2	4
Percentage of participants with an Escrow Account this month	76%	59%	68%
Total Escrow Account balance	148,413	178,160	326,573
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	16,950	1,812	18,762

*FSS graduates: 2/29/2020 (sb) \$16,009.51 - 3/31/2020 (sb) \$940.15 – 3/31/2020 (tw) \$1,811.71

SERVICES:

Resident Services staff continues to work a combination of remotely and in the office. We are working with the Food Bank to deliver fresh produce and some nonperishables to any of our households who would like it. We are currently packing individual bags and delivering to our residents. We participated in the virtual annual Hunger Awareness Day with the SLO Food Bank. Any profits benefit our residents.

We continue to reach out to residents by phone and email at all of our properties. We are “checking in” with them as well as making sure they are aware and connected to community resources. The most recent feedback is that they are doing okay, but the seniors and single person households are bored and lonely. They really appreciate the phone calls and conversations.

Remote Learning Center activities and homework help continue to be available. Samantha develops weekly lesson plans and send them out to the families. Lesson plans include educational activities, games and crafts.

Donated books from the grant we received (First Book Marketplace’s Book Bank) have been delivered. We still have a few books left for additional children.

Resident Services continues to work with Property Management in the Tenant Selection Process for Halcyon Collective and Courtyard at the Meadows. This has been a great collaboration between departments and beneficial to the agency. Both developments will have a wide variety of residents (young families, singles, seniors, etc...). It is exciting that for some of the new residents, this will be the first time living on their own.

Report for Use of Electronic Signatures

The Federal Electronic Signatures in Global and National Commerce Act (ESIGN) of 2000 established the equivalency of e-signatures and hand-written signatures for legally binding documents. The UETA is the State of California act that authorizes the use of an electronic signature for transactions and contracts among parties in California, including a government agency. Further, the State Legislature passed AB 2296 in 2016 to clarify that a digital signature may also be used to satisfy the requirements of an electronic signature under the UETA. Electronic and digital signatures have been used widely in the private sector, such as real estate and mortgage transactions. Notably, they are also used by the court system where they allow for electronic filings of documents, including briefs.

Policy Context

U.S. Code – Chapter 96 – Electronic Signatures in Global and National Commerce –

As stated in the Act, the General Intent of the ESIGN Act is:

- (1) a signature, contract, or other record relating to such transaction may not be denied legal effect, validity, or enforceability solely because it is in electronic form; and
- (2) a contract relating to such transaction may not be denied legal effect, validity, or enforceability solely because an electronic signature or electronic record was used in its formation.

California Civil Code 1633.1 – 1633.17: The California Uniform Electronic Transactions Act (UETA) –

The objective of UETA is to place electronic records and signatures on the same level as paper contracts and written signatures. It applies only to those transactions between parties or entities which have agreed to conduct their business transactions by electronic means.

California Government Code 16.5 –

Specifically allows public entities to utilize e-signatures and details acceptable attributes:

16.5

(a) In any written communication with a public entity, as defined in Section 811.2, in which a signature is required or used, any party to the communication may affix a signature by use of a digital signature that complies with the requirements of this section. If a public entity elects to use a digital signature, that digital signature shall have the same force and effect as the use of a manual signature if and only if it embodies all of the following attributes:

- (1) It is unique to the person using it.
- (2) It is capable of verification.
- (3) It is under the sole control of the person using it.
- (4) It is linked to data in such a manner that if the data are changed, the digital signature is invalidated.
- (5) It conforms to regulations adopted by the Secretary of State. Initial regulations shall be adopted no later than January 1, 1997. In developing these regulations, the secretary shall seek the advice of public and private entities, including, but not limited to, the Department of Information Technology, the California Environmental Protection Agency, and the Department of General Services. Before the secretary adopts the regulations, he or she shall hold at least one public hearing to receive comments.

Item 6 Packet Page 16

(b) The use or acceptance of a digital signature shall be at the option of the parties. Nothing in this section shall require a public entity to use or permit the use of a digital signature.

(c) Digital signatures employed pursuant to Section 71066 of the Public Resources Code are exempted from this section.

(d) “Digital signature” means an electronic identifier, created by computer, intended by the party using it to have the same force and effect as the use of a manual signature. For purposes of this section, a digital signature is a type of “electronic signature” as defined in subdivision (h) of Section 1633.2 of the Civil Code.

(e) Nothing in this section shall limit the right of a public entity or government agency to use and accept an “electronic signature” as defined in subdivision (h) of Section 1633.2 of the Civil Code.

(f) Regulations adopted by the Secretary of State to implement this section apply only to a public entity’s use of a “digital signature” and not to use of any other type of “electronic signature” authorized in the Uniform Electronic Transactions Act (Title 2.5 (commencing with Section 1633.1) of Part 2 of Division 3 of the Civil Code).

Note that some specific types of documents may still require hand-written (wet) signatures, or in person witnessing such as is currently the case with notarizations.

HUD Authorization of E-Signatures

On May 26, 2020, HUD released Notice H 20-4, Electronic Signature, Transmission and Storage – Guidance for Multifamily Assisted Housing Industry Partners, which permits, but does not require, industry partners to use electronic signatures (attached). The guidance is intended for industry partners who work in conjunction with HUD to provide multifamily housing, including owners of HUD-assisted properties, management agents, and service providers in Projected-based Section 8 programs and Sections 202 and 811. The guidance also applies for HUD and Contract Administrators.

RESOLUTION NO. 8 (2020 SERIES)

RESOLUTION AUTHORIZING THE USE OF ELECONTRONIC SIGNATURES FOR BUSINESS CONDUCTED BY THE HOUSING AUTHORITY OF SAN LUIS OBISPO (HASLO)

WHEREAS, e-signatures (electronic signatures) that meet certain requirements are recognized as valid and legally binding under the United States Electronic Signatures in Global and National Commerce (“ESIGN”) Act, the California Uniform Electronic Transactions Act (“UETA”), and California Government Code section 16. 5; and

WHEREAS, the use of e-signatures on legally binding documents has become increasingly prevalent in the private sector but has yet to find widespread adoption by public entities; and

WHEREAS, the benefits of using e-signatures include reduction of paper generation and increased efficiency for staff and Commissioners; and

WHEREAS, to limit the chance of spreading COVID-19, the HASLO Board of Commissioners began utilizing e-signatures for minutes and resolutions beginning with the meeting conducted on March 19, 2020.

NOW, THEREFORE, BE IT RESOLVED by the Board of Commissioners of the Housing Authority of the City of San Luis Obispo (HASLO) as follows:

SECTION 1. HASLO hereby authorizes staff and Commissioners to accept electronic signatures, created by a system that complies with the ESIGN Act and UETA, in lieu of handwritten signatures on all documents, unless a handwritten signature is required by law.

SECTION 2. “Electronic signature” has the same meaning as stated in Section 1633.2(h) of the California Civil Code, or as may be amended.

SECTION 3. The type of documents that may utilize e-signatures include, but are not limited to, electronic communications, transactions, contracts, agreements, permits, official minutes, resolutions, ordinances, and other official documents, both internal and external to HASLO.

SECTION 4. This resolution establishes an authorization effective date of March 1, 2020, and does not supersede federal, state, or local laws that specifically require a written signature.

SECTION 5. This resolution does not limit the right or option of a party to conduct the transaction on paper or in non-electronic form. The parties to a transaction must agree to conduct the transaction by electronic means with the use of a HASLO-approved signature method that complies with applicable laws and regulations, including the capability of all parties to retain the accurately reproduced document that was electronically signed for record purposes.

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

AYES:

NOES:

ABSENT:

ABSTAINED:

The foregoing Resolution was duly adopted and passed this 18th day of June, 2020.

JAY C. BECK, CHAIRMAN

SEAL:

ATTEST:

SCOTT SMITH, SECRETARY