

LOCATION: Pursuant to Executive Orders N-60-20 and N-08-21 executed by the Governor of California, and subsequently Assembly Bill 361, enacted in response to the state of emergency relating to novel coronavirus disease 2019 (COVID-19) and enabling teleconferencing accommodations by suspending or waiving specified provisions in the Ralph M. Brown Act (Government Code § 54950 et seq.), Commissioners and members of the public may participate in this meeting by teleconference.

Join Zoom Meeting:

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

Meeting ID: 980 5717 7103

Passcode: 975423

Dial in by phone: 253-215-8782

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 OCTOBER 21, 2021**
Approve the Minutes of the Regular Board of Commissioners Meeting of October 21, 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 & DEVELOPMENT REPORT**

DISCUSSION ITEMS:

1. **THE APARTMENTS AT TOSCANO – Authorization of HASLO to lease land to the tax credit limited partnership, and to act as guarantor to the limited partner for the Pacific Western Bank loan and low-income housing tax credits.** A full presentation update was given regarding this project at HASLO’s October meeting, including HASLO’s consent to selection of general contractor, equity investor and lender. The project is required to start construction in December 2021. We are now asking for consideration and approval of Resolution #18 authorizing HASLO to lease the land to the limited partnership in order to construct the project, and authorizing HASLO to act as guarantor of the Pacific Western Bank loan on the project. Additionally, we are asking for approval of Resolution #19 authorizing HASLO to assist SLONP with the syndication of the tax credits and to act as guarantor of the tax credits to the limited partner investor. Both resolutions are standard tax credit investor requirements. The resolutions were prepared by SLONP/HASLO tax credit counsel and were not available at the time of HASLO’s October meeting.

RECOMMENDED ACTIONS:

Adopt Resolution 18 (2021 Series) Authorizing Leasing of Land and Guarantying the Financing of the Apartments at Toscano, L.P.

Adopt Resolution 19 (2021 Series) Authorizing Resolutions for the Apartments at Toscano, L.P.

2. **MORRO BAY APARTMENTS – Consent to Selection of Equity Investor and Lender.**
The Morro Bay Apartments consist of 35 affordable apartments. Project must start construction no later than February 2022. Staff will provide a full project update and overview at the meeting. We are asking for consent to selection of the equity investor and lender on the project. An analysis will be prepared and presented by staff. This process of consent was followed as well on the Toscano Apartments at HASLO’s October meeting, since HASLO is asked to be a guarantor on both projects. Consent to the general contractor selection is not included with this agenda item as the construction is currently out to bid and results have not yet been received.

RECOMMENDED ACTION: Adopt Resolution No. 20 (2021 Series) Consenting to Selection of General Lender and Equity Investor for Morro Bay Apartments.

3. **HASLO TO CONTINUE VIRTUAL MEETINGS AND ELECTRONIC SIGNATURES**

RECOMMENDED ACTION: Adopt Resolution No. 21 (2021 Series) Authorizing Teleconference (Virtual Meetings of the Board of Commissioners of the Housing Authority of San Luis Obispo (HASLO) Pursuant to Assembly Bill 361 (California Government Code Section 54953) and the Use of Electronic Signatures for Business Conducted by HASLO

CLOSED SESSIONS

1. **Closed session, pursuant to section 54956.95**

LIABILITY CLAIMS

Claimant: Moylan Terrace Homeowners Association

Agency claimed against: Moylan Terrace, LLC, and J.W. Design & Construction, Inc. Briefing update only.
No action required.

2. **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. Briefing update only. No action required.

ADJOURNMENT

The next Regular Meeting will be held on December 16, 2021, at 12:00 p.m. virtually.

REQUIREMENTS OF THE BROWN ACT HAVE BEEN SATISFIED AS THIS NOTICE WAS POSTED AT 4:00 P.M. ON NOVEMBER 10, 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

October 21, 2021

CALL TO ORDER

The Regular Meeting of the Housing Authority of the City of San Luis Obispo was called to order on Thursday, September 16, at 12:00 p.m. by Chair Jay C. Beck. Per CA Executive Orders N-60-20 and N-08-21 and Assembly Bill 361, the meeting was authorized to be held via teleconferencing and was made accessible to the public telephonically.

ROLL CALL

PRESENT: Commissioners Beck, Crotser, Gillett, Odenthal, Souza, Steinberg

ABSENT: Commissioner Boyer

STAFF: Scott Smith, Ken Litzinger, Elaine Archer, Michael Burke, Michelle Pedigo, and Vicky Culman

PUBLIC COMMENT:

Greg Heim

EXECUTIVE DIRECTOR'S REPORT:

Scott Smith, Executive Director, told the Commissioners that HASLO has offered the position of Project Manager to an applicant.

Commissioner Souza attended NAHRO's National Conference and Exhibition virtually.

The annual SEMAP (Section 8 Management Assessment Program) report, usually presented to the Commissioners at this meeting, has been waived this year by HUD due to COVID. We maintain our High-Performance designation.

The City of SLO would like us to participate in its Climate Action Plan by potentially performing electric retrofits at a couple of our owned or managed properties. The City plans to start offering incentives for the electric retrofit of multi-family buildings.

RAD 175 will be fully completed by the end of the year. Hathway Apartments discovered a large homeless encampment backed up to our fence on the Union Pacific Railroad right of way. Although the encampment is on the railroad property we are concerned about the health and safety of our residents, particularly related to garbage, discarded drug paraphernalia and fires. We are working with the City and the railroad to resolve the problem.

The Welcome Home Program is going extremely well. 146 have leased RAFTAs. 23% were placed in SLO. We gained 44 brand new landlords or Property Management agencies.

Chair Beck mentioned that one of his clients, who is a landlord in the North County, had nothing but praise for HASLO. Another client praised Housing Specialist Rita Morales on how well she handled a situation.

Commissioner Steinberg offered to have a CAPSLO staff person reach out to the homeless encampment next to Hathway Apartments.

CONSENT AGENDA:

- C1. MINUTES OF THE BOARD OF COMMISSIONERS REGULAR MEETING OF SEPTEMBER 16, 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 & DEVELOPMENT REPORT

Commissioner Crotser showed appreciation for the Board reports, and he thanked Michael Burke, Director of Construction and Development, for his timeline of upcoming projects.

ACTION TAKEN: A motion to approve all Consent Agenda items was made by Commissioner **Gillett**, seconded by Commissioner **Souza**, and unanimously approved on the following roll call vote:

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

DISCUSSION ITEMS:

1. COLLECTION LOSS

ACTION TAKEN: A motion to **Adopt Resolution 16 (2021 Series) Writing Off Collection Losses for Period Ending October 30, 2021**, was made by Commissioner **Souza**, seconded by Commissioner **Crotser**, and unanimously approved on the following roll call vote:

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

2. THE APARTMENTS AT TOSCANO

SLONP will be the Owner/Managing General Partner in this limited partnership. HASLO is the management agent and guarantor.

Staff provided an update on the project description, budget and timing.

After a competitive bid process Carroll Building is recommended as General Contractor because they are low bidder and have a history of successfully working with developers including HASLO, in the past. Carroll Building constructed the recently completed Halcyon Collective in Arroyo Grande. Merritt Community Capital Corporation is recommended as the equity investor due to being high bidder on purchase of the credits, and strong references from our colleagues. Pacific Western Bank is recommended due a very low permanent loan rate of 3.5% fixed, which they are able to lock in at start of construction.

Chair Beck appreciated the report and the operating pro forma.

ACTION TAKEN: A motion to **Adopt Resolution 17 (2021 Series) Consenting to Selection of General Contractor, Lender, and Equity Investor for Apartments at Toscano**, was made by Commissioner **Beck**, seconded by Commissioner **Steinberg**, and unanimously approved on the following roll call vote:

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

12:52 P.M. Chair Beck announced we were going into closed session.

12:52 P.M. Greg Heim now absent.

CLOSED SESSION:

1. Closed session, pursuant to section 54956.95

LIABILITY CLAIMS

Claimant: Moylan Terrace Homeowners Association

Agency claimed against: Moylan Terrace, LLC, and J.W. Design & Construction, Inc.

2. 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.

1:05 P.M. Chair Beck announced that the closed session had ended, and we were back in regular session.

There were no actions to report from the closed session.

There being no further business, the meeting was adjourned at 1:06 p.m.

Respectfully submitted,

Scott Smith, Secretary

Executive Summary

Housing Choice Vouchers (“Section 8”)

- **Waiting List Lease-up Activity:**
 - **Housing Choice Voucher**
 - We have pulled the last names from the July 2020 waiting list to be processed for a regular section 8 voucher (approximately 70 remaining names)
 - It appears that we may be able to open the lottery for the housing choice voucher program in early 2022
 - **Welcome Home (Emergency Housing Vouchers)**
 - We have leased up all of the 156 vouchers awarded by HUD before the end of October
 - All of the partner agencies were notified by email and letters were mailed to all the applicants advising them that their voucher is on hold and they would be placed back on the waiting list
 - The order for being placed back on the waiting list is by date of the issuance of the voucher (not the date of referral). For those referrals that never attended a briefing, they are being returned to the waiting list with a date of November 1st
 - See attached report for further details about the program

- **Mainstream Voucher Activity**
 - For those Welcome Home Voucher applicants that are eligible under the mainstream program (< 62years of age, disabled and homeless), referrals are being accepted and their voucher will be re-issued

- **VASH Voucher Activity**
 - This month, only 1 new referral has been made to the VASH program with anticipation of leasing up by the end of November.
 - VA Case Management is undergoing staffing transitions with 3 new social workers being hired. We anticipate an increase in referrals with additional staffing.

- **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
10/31/2021

	HUD Ctrct		# of Leased Participants, by voucher size						avg HAP	avg HAP	%
	Maximum # Units	TOTAL Leased	Studio	1 bd	2 bd	3 bd	4 bd	5 bd	Curr Mo	pre-COVID	chge
HCV & TPV	1,702	1,601	8	1,024	393	137	37	2	\$936	\$814	15.0%
RAD / PBV	175	161	10	15	52	55	27	2	\$902	\$713	26.6%
PBV	328	313	24	105	85	89	10		\$835	\$760	9.9%
	2,205	2,075									
VASH	201	163	17	112	22	11	1		\$775	\$684	13.4%
PBV-VASH	25	25		23	2				\$737	\$726	1.5%
Welcome Home	156	137		62	41	28	6		\$1,271		
FUP	38	37		4	19	13	1		\$1,317	\$1,182	11.4%
Mainstream	153	126	5	100	18	2	1		\$900	\$320	181.2%
	573	488									
	2,778	2,563	64	1,445	632	335	83	4	\$886	\$796	11.3%
<i>distribution by voucher size</i>			2%	56%	25%	13%	3%	0.2%			

- Net Voucher Activity Analysis:
 - The following chart provides a break-down by Voucher Program with new voucher issuance and end of participation (EOP).
 - There was a spike in PBV new voucher issuance due to the Hathaway Street Apartments large lease up.
 - The net decrease in HCV vouchers is anticipated, given the net increase in the PBV vouchers (the PBV vouchers are a subset of the HCV program)

50058 Analytics
 Voucher Analysis - 2021

	HCV		PBV		VASH		FUP/FYI		Mainstream		Welcome Home	
	new	EOP	new	EOP	new	EOP	new	EOP	new	EOP	new	EOP
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	5	-1	2	-1	3	-4	0	-1	2	-1	22	0
August	2	-12	2	-1	2	-1	0	0	0	0	40	0
September	1	-11	19	-2	3	-1	0	0	1	0	50	-1
October	2	10	13	3	1	0	3	0	2	0	31	0
November												
December												
YTD Totals	48	-84	56	-26	20	-16	7	-1	44	-5	143	-1

HASLO

Welcome Home Vouchers

- Otherwise known as Emergency Housing Vouchers (EHV's)
- HUD has developed a data dashboard to monitor the nationwide progress
 - https://www.hud.gov/program_offices/public_indian_housing/ehv/dashboard
 - Then, click on the words "this link" at the bottom of the first paragraph in order to access the dashboard
- Highlights
 - Nationwide, almost 70k vouchers issued to 618 PHA's, with average utilization of 4.8%
 - HASLO shows utilization of 83%, as of November 7th (signed leases and HAP contracts submitted to HUD's system)
 - We are 10th in the nation with the % success rate of unit utilization, and are second in the nation with the # of vouchers leased and we were 88 in the ranking of PHA's in the size of the award of vouchers (156). The largest awards were to the cities of New York and Los Angeles.
 - By the end of November, we should be at 100% utilization

Summary of EHV Award, Current Issuances and Leased Vouchers

PHA Code	PHA Name	Total Awards	Current Issuances	Current Leased Vouchers	Unit Utilization
OR001	Housing Authority of Clackamas County	41	41	41	100.00%
FL083	Delray Beach Housing Authority	30	35	29	96.67%
NJ006	Perth Amboy Housing Authority	31	32	29	93.55%
AR215	Johnson County Public Housing Agency	15	23	14	93.33%
PA009	Reading Housing Authority	45	45	40	88.89%
KY026	Housing Authority of Glasgow	15	13	13	86.67%
MI074	Mount Pleasant Housing Commission	15	16	13	86.67%
MN164	Clay County HRA	15	17	13	86.67%
AR015	Housing Authority of the City of Texarkana	24	20	20	83.33%
CA064	Housing Authority of the City of San Luis Obispo	156	531	130	83.33%

- Services Fee Analysis – funding of \$546,000
 - Incentive payments will total approximately \$375,000
 - Total of 40 new landlords (budgeted for 50) and 13 new owners/property management agents (20 budgeted) which is a great sign of success for our outreach
- Factors leading to our success:
 - The service fee award from HUD and the new landlord bonus of \$4,000 appears to have helped us to reach 53 new landlords!
 - Creating and managing a media campaign through the assistance of Jeannette Trompeter enabled us to create messaging that was highly successful at recruiting and

educating landlords in the community about the services provided by HASLO and the need for safe, decent and affordable housing

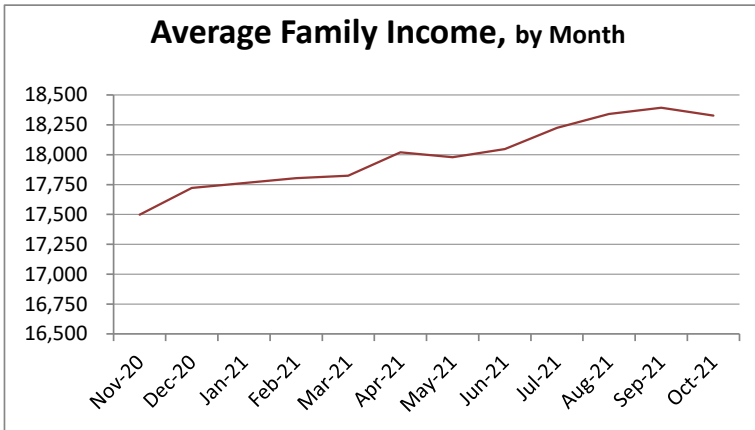
- Wide outreach to those families in the community that are homeless. By partnering with other agencies, we reached a greater number of applicant families – it is difficult to predict who will be successful at finding landlords that will give them a unit offer and by working broadly throughout the community with applicants, we believe we were successful at using the vouchers quickly.
 - By reaching beyond the traditional coordinated entry system, we were able to reach and house a diverse group of families that will now have stable and affordable housing
- Background Information regarding MOU's and partnering agencies:
 - In accordance with the PIH Notice 2021-15, HASLO signed MOU's with a wide range of partnering organizations in order to utilize the vouchers within the required deadlines. Specifically, the Notice stated that *"the PHA must also take direct referrals from outside the CoC CE system if: (1) the CE system does not have a sufficient number of eligible families to refer to the PHA..."* (CoC = Continuum of Care and CE = Coordinated Entry System)
 - With an award of 156 vouchers, and success rate of 40% on the issuance of mainstream vouchers, HASLO determined that 400 referrals were required to utilize these vouchers
 - At the time of the award, the CoC estimated that they could provide 200 referrals, but were hesitant to commit to more referrals given capacity and funding constraints
 - Therefore, HASLO signed MOU's with veterans organizations, the Shelter, and the agencies we already worked with through the set-aside voucher program (such as Adult Protective Services (APS), TMHA, and other non-profits.
 - A PHA that experiences difficulty in identifying a CoC partner, or where the CoC may be unwilling or reluctant to enter the MOU due to capacity issues or other concerns, or where the PHA is worried about its ability to fulfill this requirement within the required deadline despite a good-faith effort, is encouraged to contact HUD as promptly as possible for assistance. HUD or its Technical Assistance (TA) provider will work with the PHA to help facilitate a partnership, which may include using a partnering referral agency other than the CoC.

HASLO

Voucher Monthly Analysis (VMA)

Rolling 12 months

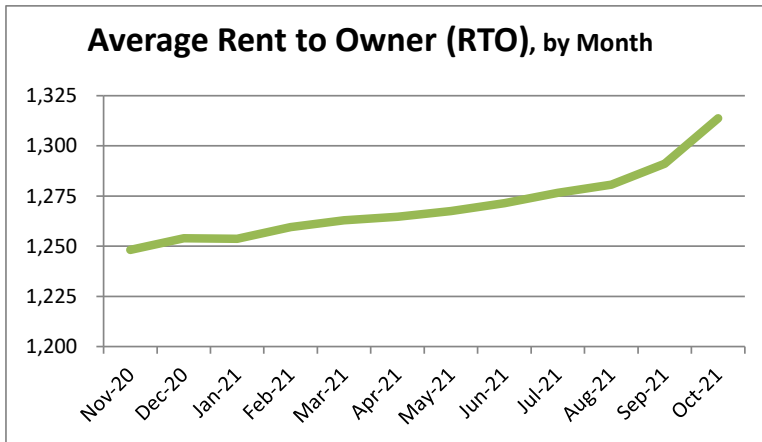
Note: includes new Welcome Home Vouchers



Average HH Income, 12 month % change: 4.7%

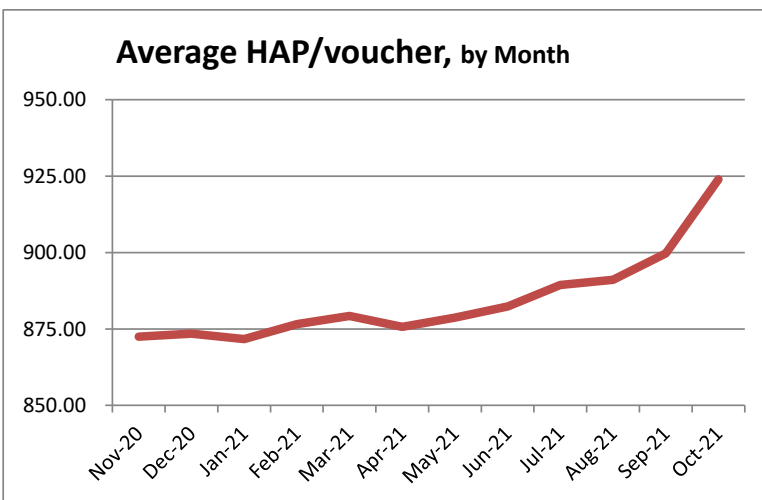
AMI March 2020, pre pandemic 17,451
 AMI, current 18,327
 relative AMI comparison: 105.0%

(average, for EHV vouchers: 15,830)



RTO, 12 month % change: 5.3%

FMR Increase, as of 10/1/2021 13.4%
 (Fair Market Rents)



Average HAP, 12 month % change: 5.9%

of HH members assisted, beg of year: **4,488**
 # of HH members assisted, end of 12 months: **4,882**
 % change 9%

Housing Authority of San Luis Obispo
Housing Choice Voucher Lease up and Funding Analysis
November 2021

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 2,205 general vouchers, 226 Veterans vouchers, and 38 Family Unification vouchers for a total of 2,469 available vouchers. In addition, HASLO administers 153 Mainstream and 156 Emergency Housing vouchers that HUD considers as separate stand-alone programs for tracking and funding purposes.

The number of “Regular” Housing Choice Voucher participants assisted has trended down from the high point of 2,427 participants in March. However, we anticipate adding up to 28 additional participants as the final Public Housing property rehabilitations are completed and the units are placed back into service. We do anticipate that the lease up of our Emergency Housing Vouchers may impact the success rate of regular voucher holders who are looking for housing. We have also received six Foster Youth Initiative (FYI) Vouchers, these vouchers will be used to house youth that are aging out of the foster care system. We will be able to apply for more vouchers as we get more referrals from partnering agencies.

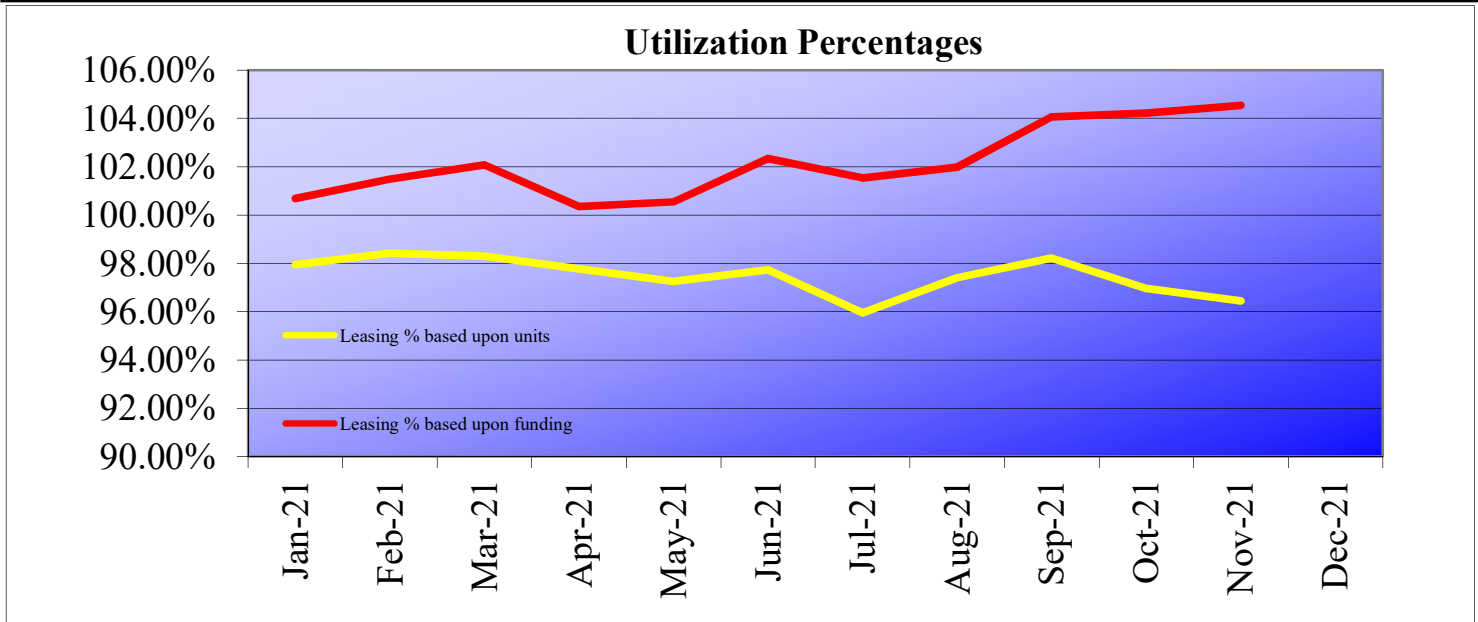
The Mainstream voucher program continues to have strong leasing numbers, and we are assisting 115 participants. The Emergency Housing vouchers, which were received in July, are off to a terrific start with over 135 participants being leased. Staff has been working hard on leasing these vouchers and we expect to be fully leased by the end of the year.

We are projecting that the Average Housing Assistance Payment (HAP) will increase materially as landlords become aware of the increases to the HASLO payment standard and request rent increases. The rental market continues to be very competitive, which is resulting in increasing market rents. We received notice that we have received additional set-aside funding of \$75,668 for both Project Based Vouchers and Ports.

Reserves remain strong at around \$1.16 million, which allow us to maintain a high lease up through the remainder of the year.

Housing Authority San Luis Obispo
HCV Leasing Financial Analysis
November 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%	\$ 2,130,435	\$ 2,145,052	\$ (14,617)	100.69%	\$ 887
February 2021	2,469	2,430	98.42%	\$ 2,130,435	\$ 2,162,002	\$ (31,567)	101.48%	\$ 890
March 2021	2,469	2,427	98.30%	\$ 2,130,435	\$ 2,174,502	\$ (44,067)	102.07%	\$ 896
April 2021	2,469	2,414	97.77%	\$ 2,130,435	\$ 2,137,861	\$ (7,426)	100.35%	\$ 886
May 2021	2,469	2,401	97.25%	\$ 2,130,435	\$ 2,142,158	\$ (11,723)	100.55%	\$ 892
June 2021	2,469	2,413	97.73%	\$ 2,130,435	\$ 2,180,297	\$ (49,862)	102.34%	\$ 904
July 2021	2,469	2,369	95.95%	\$ 2,130,435	\$ 2,163,124	\$ (32,689)	101.53%	\$ 913
August 2021	2,469	2,405	97.41%	\$ 2,130,435	\$ 2,172,687	\$ (42,252)	101.98%	\$ 903
September 2021	2,469	2,425	98.22%	\$ 2,130,435	\$ 2,217,176	\$ (86,741)	104.07%	\$ 914
October 2021	2,469	2,394	96.96%	\$ 2,130,435	\$ 2,220,429	\$ (89,994)	104.22%	\$ 928
November 2021	2,475	2,387	96.44%	\$ 2,130,435	\$ 2,227,207	\$ (96,772)	104.54%	\$ 933
December 2021								
YTD	27,165	26,483	97.49%	\$ 23,434,787	\$ 23,942,495	\$ (507,708)	102.17%	\$ 904



NRA + Prog Reserve Balance (Excess HAP) as of 1/1/2021	\$ 1,672,901	YTD Voucher	YTD	
HAP Funding YTD:	\$ 23,434,787	Months	Vouchers	
HAP Expenditures YTD:	\$ 23,942,495	Available	Leased	
HAP Revenue (Fraud, FSS Forfeits) YTD:	\$ -	Regular Vouchers	24,255	24,036 99.1%
Current Remaining NRA / Prog Reserve:	\$ 1,165,193	Veterans (VASH)	2,486	2,039 82.0%
Months in Reserves at Current Monthly Expense Levels	12.0	Family Unification	424	408 96.2%
Reserves as a Percentage of Budget Authority	4.6%	Total Vouchers	27,165	26,483 97.5%
Current Monthly Funding (a)	\$ 2,130,435			
Current Average HAP Payment (b)	\$ 933	Mainstream	1,683	1,216 72.3%
# of Units the Current Monthly Funding Would Support (a)/(b)	2,283	Emergency Housing	780	379 48.6%
# of Units Currently Leased	2,387			
Excess Units Leased, Current Month	104			
Current Year-to-Date Funding (a)	\$ 23,434,787			
Current Year-to-Date Average HAP Payment (b)	\$ 904			
# of Unit-Mos the Current Monthly Funding Supports (a)/(b)	25,921			
# of Unit-Mos Leased Year-to-Date	26,483			
Excess Unit-Mos Leased, Year-to-Date	562			

Executive Summary
Property & Asset Management

- Key Priorities for the Property Management team continue to be:
 - COVID-19 Related Activities:
 - ✓ We continue to receive payments from the Emergency Rental Assistance Program
 - ✓ We have learned that the allocation of funding for SLO County has been fully applied for
 - Vacancies
 - ✓ We have filled a number of the vacancies this month
 - ✓ The waiting lists are going through an update as we have mailed letters to all applicants asking if they want to continue to remain on the waiting list for the properties under management
 - Maintenance
 - ✓ We started the annual physical inspection process again- a calendar has been developed for the next year for all properties
 - ✓ We are working on a number of projects across the portfolio
 - RAD
 - ✓ All of the units are occupied
 - ✓ Final punch lists are being prepared
 - Anderson
 - ✓ We meet monthly by zoom with the tenants to discuss the mandatory notices that are being served as we evaluate the long-term options for the property
 - ✓ We hope to hold an in-person meeting in either December or January
 - Supportive Housing Program
 - ✓ Workloads, referral forms and case management services are being developed
 - ✓ Case Managers are assigned to a group of properties and will work with their Property Supervisor(s) with any tenants that required supportive services to maintain their housing
 - Paso Home Key
 - ✓ We are working to fill a few of the vacancies
 - ✓ The property appears to be more stable and tenants are seeking employment and taking advantage of services being offered to them

November 9, 2021

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

FSS:

Continued outreach, case management and annual assessments. The below chart is as of 10-31-2021.

	Sandra	Traci	TOTAL
Active	38	28	66
New contracts added this month	0	3	3
Graduates this grant period	2	4	6
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	338,186	214,126	552,312
Increase in Tenant Payment (TTP) this month	8,981	4,844	13,825
Total Escrow Accounts	31	17	48
New Escrow Accounts this grant period	3	4	7
Percentage of participants with an Escrow Account this month	81.58%	60.71%	72.73%
Total Escrow Account balance	201,469.80	113,798.85	315,268.65
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	55,526.23	79,104.67

***FSS graduates:** 01/31/2021 (sb) \$11,327.67, 04/30/2021 (sb) \$12,250.77, 05/31/2021 (tw) \$13,367.80, 7/1/21 (tw) \$6,620.80, 08/31/2021 (tw) \$27,796.42, 08/31/2021 (tw) \$7,735.55

***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

***2021 FSS NOFO** completed and submitted, waiting on grant award

SERVICES:

As the holiday's approach, we are busy with outreach and support to our residents. We are making a "Veterans Appreciation Meal" for our 860 residents that will be packages and delivered the day before Veteran's Day. We are collaborating and referring senior residents to the Grassroots Thanksgiving meal pick up in SLO and also working with Thanksgiving for Paso Robles for our North County seniors. In person services at Atascadero Senior will start up again in November with a "Meet and Greet" scheduled for November 15th for new staff and residents. We are also working with Cal Poly again this year for gifts for our youth residents which will come in the form of 120 gift cards.

Development Update



Date of Update		11/8/2021	
DEVELOPMENT			
PROJECT	ACTION	NOTES/GOALS	
Anderson Hotel	Feasibility	Material testing and geotechnical investigation ongoing Smith Structural Group and Buehler Engineering have produced a draft report with a PML of 6-13% Lead and asbestos reports received for interior spaces Phase 1 ESA in process, evaluating the potential of a fuel tank under the basement TCAC issued unfavorable response, strategizing a rebuttal Scope of work and estimate being developed, expected in November	
Project HomeKey	Delivery	Design/build or Design/assist, shortened feasibility period does not allow for traditional design-bid-build	
Cleaver Site, Grover	Construction	Next phase of work to be completed by 6/2022, includes kitchens, office expansion and shelter improvements	
1422 & 1480 Monterey	Strategy	Partnership with PSHHC for 53 units of affordable housing	
	Entitlements	Project is in design development, PSHHC is taking the lead	
	Acquisition	HASLO has acquired the first of two parcels. Cleaver Park acquisition requires Disposition and Development Agreement, which is in draft form	
RAD Conversion	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	
	Entitlements	Pre-application review completed, updating drawings for resubmittal	
Toscano Site	Construction	At time of writing, there are two units that have not been completed due to PGE delays	
	Financing	We will be working on the checklist for the third capital contribution, which will be for 11.7 million	
Office	Site control	Deeded to HASLO	
	Financing	Reservation of 9% credits confirmed	
	Construction	Carroll Building Company has been selected as the GC. 12/15/2021 is the anticipated construction start	
Nipomo Senior 40	Entitlements	Received Planning Commission approval on 6/10/20	
	Design Development	Working with RRM on spatial planning, aiming to be construction in summer of 2022	
2655 Shell Beach Road	Construction	Painting Building B, drywall being installed in Building A Project is on schedule and on budget	
	Acquisition	Escrow closed on 12/23/2020	
405 Atascadero Road	Strategy	20+ units of senior housing, co-developing with Pacific Development Group	
	Entitlements	Fully approved	
	Financing	Not recommended for a credit allocation, will be reapplying in March of 2022.	
736 Orcutt Road	Entitlements	Project is approved Working with Tribes to determine appropriate mitigation measures	
	Financing	Award confirmed. Finance to close in Q1 of 2022	
	Construction	Project is out to bid. Construction scheduled to start 2/7/2022	
736 Orcutt Road	Strategy	40+ units of special needs housing, built around the old house	
	Entitlements	Project has been deemed incomplete, obtaining City request reports	
	Financing	TCAC application planned for 7/22	

2690 Victoria		Strategy	30+ units of large family mixed use housing on the former maintenance yard site
		Entitlements	This project is being evaluated internally.
		Financing	TBD
700 N. Oak Park		Strategy	63 units of large family mixed use housing Closed escrow on June 4th.
		Site acquisition	
		Entitlements	Fully approved, except trash enclosures...
		Financing	TCAC large family application 2022
279 Bridge Street		Strategy	94 units of large family/senior mixed use housing
		Site acquisition	HASLO closed escrow on the site
		Entitlements	Received Planning Commission approval and no appeals
		Financing	Phased TCAC applications
Iron Works Mixed-Use		Construction	Construction completion scheduled for 11/2021
		Lease Up	Searching for broker to assist with the lease up
Empire Apartments		Strategy	Renovate the existing 13 units and add 19 units
		Entitlements	Approved at Planning Commission on 7/20/2021
Macadero Apartments		Strategy	Renovate the existing 19 units and add 6 units
		Entitlements	Unanimously approved at Planning Commission on 9/7/2021



BUILDING 1



BUILDING 2



RESOLUTION NO. 18 (2021 SERIES)

**HOUSING AUTHORITY OF THE CITY OF SAN LUIS OBISPO
AUTHORIZING RESOLUTIONS
RE: LEASING OF LAND AND GUARANTYING THE FINANCING OF
THE APARTMENTS AT TOSCANO, L.P.**

At a duly constituted meeting of the Board of Commissioners of the Housing Authority of the City of San Luis Obispo, a public body, corporate and politic (the “Authority”) held on November 18, 2021, the following resolutions were adopted:

WHEREAS, The Apartments at Toscano, L.P., a California limited partnership (the “Partnership”), is an entity formed by the Authority with its affiliate San Luis Obispo Nonprofit Housing Corporation, as its managing general partner;

WHEREAS, the Partnership was formed to develop affordable housing on the real property located at 3065 Lucca Lane, City of San Luis Obispo, County of San Luis Obispo, California, California (the “Land”) which is owned by the Authority and which the Authority will lease to the Partnership (the “Project”);

WHEREAS, the Board of Commissioners of the Authority deems it to be in the best interests of the Authority to lease the Land to the Partnership and to enter into any and all documents necessary to lease the Land to the Partnership, including but not limited to a ground lease, a memorandum of ground lease and any other documents necessary to lease the Land to the Partnership;

WHEREAS, in connection with the development of the Project, the Partnership is obtaining a loan from Pacific Western Bank (“PWB”) in an amount not to exceed \$15,000,000 (the “PWB Loan”);

WHEREAS, the Board of Commissioners of the Authority deems it to be in the best interests of the Authority to guaranty the obligations of the Partnership under the PWB Loan and to enter into any and all documents, including but not limited to completion and payment guaranties, indemnity agreements and any other types of agreements necessary to assist the Partnership in obtaining the PWB Loan;

WHEREAS, the Board of Commissioners of the Authority deems it to be in the best interests of the Authority to make a loan to the Partnership in an amount not to exceed \$2,170,000 (the “Authority Leaseback Loan”) and to enter into any and all documents required in connection with said loan, including but not limited to loan agreements and any other documents necessary to consummate the Authority Leaseback Loan;

NOW, THEREFORE, BE IT RESOLVED: That the Authority shall lease the Land to the Partnership and shall enter into any and all documents necessary to lease the Land to the Partnership, including but not limited to a ground lease, a memorandum of ground lease and any other documents necessary to lease the Land to the Partnership;

FURTHER RESOLVED: That the Authority shall guaranty the Partnership's obligations under the PWB Loan, and shall execute and shall enter into any and all documents, including but not limited to completion and payment guaranties, indemnity agreements, and any other types of agreements necessary to assist the Partnership in obtaining the PWB Loan;

FURTHER RESOLVED: That the Authority shall make the Authority Leaseback Loan to the Partnership and shall enter into any and all agreements, including but not limited to loan agreements and any other documents necessary consummate the Authority Leaseback Loan;

FURTHER RESOLVED: That all actions taken in connection with the Project by any officer of the Authority to the date of this Resolution is hereby approved and ratified;

FURTHER RESOLVED: That the Authority's Executive Director, Director of Finance, and/or Deputy Director of Finance, acting alone, shall be authorized and directed to enter into any and all agreements necessary to assist in the Partnership's obtaining the PWB Loan and the leasing of Land to the Partnership and shall enter into any and all agreements necessary, including but not limited to a ground lease, a memorandum of ground lease, completion and payment guaranties, indemnity agreements, and shall take any and all further actions necessary provided such actions are consistent with the Board action;

FURTHER RESOLVED: That the Authority's Executive Director, Director of Finance, and/or Deputy Director of Finance is authorized to execute and certify any form of resolution required by any lender, regulator or other third party involved in the transaction, so long as the Chairman and counsel to the Authority determine that the substance of such resolutions does not materially conflict with the substance of this Resolution.

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 November, 2021.

JAY C. BECK, CHAIRMAN

SEAL:

ATTEST:

SCOTT SMITH, SECRETARY

CHAIRMAN’S CERTIFICATE

I HEREBY CERTIFY that I am the duly elected and acting Chairman of the Housing Authority of the City of San Luis Obispo, a public body, corporate and politic (the “Authority”); that the attached is a true and correct copy of resolutions duly and unanimously adopted at a meeting of the Board of Commissioners of the Authority on November 18, 2021 (collectively, the “Resolution”), all of the Commissioners being present necessary to constitute a quorum for the transaction of business; further, that such meeting was called in compliance with all applicable laws and the requirements of the charter of the Authority; that the Resolution does not conflict with the charter of the Authority, nor has the Resolution been in any way altered, amended, or repealed, and that it is in full force and effect, unrevoked and unrescinded, as of this day, and has been entered upon the regular minute book of the Authority, as of the aforementioned date, and that the Board of Commissioners of the Authority has, and at the time of adoption of the Resolution, had, full power and lawful authority to adopt the Resolution and to confer the powers thereby granted to the Authorized Officer(s) therein named who has (have) full power and lawful authority to exercise the same.

Jay C. Beck, Chairman

Attest:

Scott Smith, Secretary

Dated: November 18, 2021

RESOLUTION NO. 19 (2021 SERIES)

**HOUSING AUTHORITY OF THE CITY OF SAN LUIS OBISPO
AUTHORIZING RESOLUTIONS
RE: THE APARTMENTS AT TOSCANO, L.P.**

At a duly constituted meeting of the Board of Commissioners of the Housing Authority of the City of San Luis Obispo, a public body, corporate and politic (the “Authority”) held on November 18, 2021, the following resolutions were adopted:

WHEREAS, San Luis Obispo Nonprofit Housing Corporation (“SLONPH”), an organization affiliated with the Corporation, is entering into a first amended and restated limited partnership agreement (the “Partnership Agreement”) for The Apartments at Toscano, L.P., a California limited partnership (the “Partnership”), as the general partner, together with MCC Housing LLC, its successors and assigns, as the investor limited partner (the “Limited Partner”);

WHEREAS, the Board of Commissioners of the Authority deems it to be in the best interests of the Authority to assist SLONPH and the Partnership in the syndication of the limited partnership interests with the Limited Partner and to enter into any and all agreements required by the Partnership or the Limited Partner, including but not limited to a continuing guaranty, a completion and development deficiency guaranty agreement and any other agreements and to take any and all further actions necessary in connection with the syndication of the limited partnership interests with the Limited Partner;

NOW, THEREFORE, BE IT RESOLVED: That the Authority shall assist SLONPH and the Partnership in the syndication of the limited partnership interests with the Limited Partner and shall enter into any and all agreements required by the Partnership or the Limited Partner, including but not limited to a continuing guaranty, a completion and development deficiency guaranty agreement and any other agreements and to take any and all further actions necessary in connection with the syndication of the limited partnership interests with the Limited Partner;

FURTHER RESOLVED: That all actions taken in connection with the Partnership by any officer of the Authority prior to the date of these resolutions is hereby approved and ratified;

FURTHER RESOLVED: That the Authority’s Executive Director, Director of Finance, and/or Deputy Director of Finance, acting alone, shall be authorized and directed to enter into any and all agreements necessary to assist in the syndication of the limited partnership interests in the Partnership and shall enter into any and all agreements necessary, including but not limited to a continuing guaranty, a completion and development deficiency guaranty agreement and shall take any and all further actions necessary provided such actions are consistent with the Board action;

FURTHER RESOLVED: That the Authority’s Executive Director, Director of Finance, and/or Deputy Director of Finance is authorized to execute and certify any form of resolution required by any lender, regulator or other third party involved in the transaction, so long as the Chairman and counsel to the Authority determine that the substance of such resolutions does not materially conflict with the substance of this Resolution.

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 November, 2021.

JAY C. BECK, CHAIRMAN

SEAL:

ATTEST:

SCOTT SMITH, SECRETARY

CHAIRMAN’S CERTIFICATE

I HEREBY CERTIFY that I am the duly elected and acting Chairman of the Housing Authority of the City of San Luis Obispo, a public body, corporate and politic (the “Authority”); that the attached is a true and correct copy of resolutions duly and unanimously adopted at a meeting of the Board of Commissioners of the Authority on November 18, 2021 (collectively, the “Resolution”), all of the Commissioners being present necessary to constitute a quorum for the transaction of business; further, that such meeting was called in compliance with all applicable laws and the requirements of the charter of the Authority; that the Resolution does not conflict with the charter of the Authority, nor has the Resolution been in any way altered, amended, or repealed, and that it is in full force and effect, unrevoked and unrescinded, as of this day, and has been entered upon the regular minute book of the Authority, as of the aforementioned date, and that the Board of Commissioners of the Authority has, and at the time of adoption of the Resolution, had, full power and lawful authority to adopt the Resolution and to confer the powers thereby granted to the Authorized Officer(s) therein named who has (have) full power and lawful authority to exercise the same.

Jay C. Beck, Chairman

Attest:

Scott Smith, Secretary

Dated: November 18, 2021

RESOLUTION NO. 20 (2021 SERIES)

RESOLUTION CONSENTING TO SELECTION OF LENDER, AND EQUITY INVESTOR FOR MORRO BAY APARTMENTS

WHEREAS, San Luis Obispo Non-Profit Housing Corporation (SLONP) has formed a limited partnership for the purposes of obtaining financing, entering into contracts, and constructing and operating the Morro Bay Apartments, a 35-unit apartment community in the City of Morro Bay, CA; and

WHEREAS, SLONP has obtained an award of Low-Income Housing Tax Credits and is required to start construction of the Morro Bay Apartments by February 2, 2022; and

WHEREAS, SLONP will be considering selection of National Equity Fund as equity investor, and Pacific Western Bank as lender based upon pricing, terms and experience; and

WHEREAS, lender and equity investor request the Housing Authority of the City of San Luis Obispo to act as Guarantor and therefore HASLO has an interest in SLONP's selection.

NOW THEREFORE BE IT RESOLVED that the Housing Authority of the City of San Luis Obispo (HASLO) consents to SLONP's selection and use of the following vendors:

Equity Investor – National Equity Fund
Lender (Construction and Permanent) – Pacific Western Bank

BE IT FURTHER RESOLVED that if SLONP should select different vendors than the above, HASLO will consider consent to that selection at its next meeting following the SLONP decision.

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 November, 2021.

JAY C. BECK, CHAIRMAN

SEAL:

ATTESTS:

SCOTT SMITH, SECRETARY

RESOLUTION NO. 21 (2021 SERIES)

RESOLUTION AUTHORIZING TELECONFERENCE (VIRTUAL) MEETINGS OF THE BOARD OF COMMISSIONERS OF THE HOUSING AUTHORITY OF SAN LUIS OBISPO (HASLO) PURSUANT TO ASSEMBLY BILL 361 (CALIFORNIA GOVERNMENT CODE SECTION 54953) AND THE USE OF ELECTRONIC SIGNATURES FOR BUSINESS CONDUCTED BY HASLO

WHEREAS, in response to the novel coronavirus (“COVID-19”) pandemic, Governor Newsom adopted a series of Executive Orders allowing the legislative bodies of local governments to meet remotely via teleconference so long as other provisions of the Ralph M. Brown Act (“Brown Act”) were followed; and

WHEREAS, on September 16, 2021, the Governor signed Assembly Bill No. 361, which amends Government Code section 54953 of the Brown Act to authorize local legislative bodies to continue to conduct board meetings via teleconference (virtual) pursuant to Government Code 54953(e), without complying with certain provisions of the Brown Act set forth in Government Code section 54953(b), subject to the existence of specified conditions; and

WHEREAS, the State of Emergency declared by the Governor on March 4, 2020, due to COVID-19 remains in place; and

WHEREAS, in an effort to reduce the spread of COVID-19 and protect members of the public, the Board of Commissioners desires to implement the provisions of Assembly Bill 361 (2021) to allow for the continued use of teleconference (virtual) meetings as authorized under the law; and

WHEREAS, the HASLO Board of Commissioners passed Resolution No. 8 (2020 Series) authorizing the use of electronic signatures for business conducted by the Housing Authority of San Luis Obispo (HASLO) on June 18, 2020, in response to the COVID-19 pandemic; and

WHEREAS, the continued use of electronic signatures for business conducted by the Housing Authority of San Luis Obispo (HASLO) reduces the spread of COVID-19 and protects the Commissioners and staff who have to sign and authorize paperwork.

NOW, THEREFORE, BE IT RESOLVED by the Board of Commissioners of the Housing Authority of the City of San Luis Obispo, that:

1. The Board of Commissioners authorizes the use of teleconferencing for all meetings in accordance with Government Code section 54953(e) and all other applicable provisions of the Brown Act, until that time that the State of California issues new policies regarding the use of teleconference (virtual) meetings for the Brown Act.
2. The Board of Commissioners continues to authorize 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.

3. Resolution No. 8 (2020 Series) continues fully in force until that time that Board of Commissioners amends the electronic signature authorization.
4. This Resolution shall take effect immediately upon its adoption.

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 November, 2021.

JAY C. BECK, CHAIRMAN

SEAL:

ATTEST:

SCOTT SMITH, SECRETARY