

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

LOCATION: StoryLabs, 1150 Laurel Lane, Suite 180, San Luis Obispo, CA 93401

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

Join Zoom Meeting:

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

Meeting ID: 980 5717 7103

Passcode: 975423

Dial in by phone: 253-215-8782

12:00 PM

REGULAR MEETING

**997 Monterey St.
3rd Floor**

CALL TO ORDER: Chairman Ashlea Boyer

ROLL CALL: Commissioners Boyer, Crotser, Jeffries, Odenthal, Shower, 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 SEPTEMBER 21, 2023.**
Approve the Minutes of the Regular Meeting of the Board of Commissioners of September 21, 2023.
- C2. **HASLO MONTHLY DISBURSEMENT REGISTER** (available for review at the meeting)
- C3. **HOUSING CHOICE VOUCHER (SECTION 8)**
- C4. **VACANCY SUMMARY REPORT**
- C5. **FAMILY SELF-SUFFICIENCY & RESIDENT SERVICES PROGRAM REPORT**
- C6. **CONSTRUCTION & DEVELOPMENT REPORTS**

DISCUSSION ITEMS

- 1. **ADDING SIGNERS AND TRUSTEES FOR RETIREMENT ACCOUNTS**
Signers for our Trustees and Retirements account(s) needs to be updated.

RECOMMENDED ACTION: Adopt Resolution No. 23 (2023 Series) Authorizing Signers and Trustees for Retirement Account(s)
- 2. **COLLECTION LOSS**
RECOMMENDED ACTION: Adopt Resolution No. 24 (2023 Series) Writing Off Collection Losses for Period Ending September 30, 2023
- 3. **5 CITIES HOMELESS COALITION REQUEST FOR WARMING CENTER**
See attached report.
RECOMMENDED ACTION: Adopt Resolution No. 25 (2023 Series) Authorizing Five Cities Homeless Coalition Use of a Dwelling on HASLO Property at 700 N. Oak Park Boulevard in Arroyo Grande for a Temporary Warming Center

The next Regular Meeting will be held on November 16th, 2023, at 12:00 p.m., at StoryLabs, 1150 Laurel Lane, Suite 180, San Luis Obispo, CA 93401

REQUIREMENTS OF THE BROWN ACT HAVE BEEN SATISFIED AS THIS NOTICE WAS POSTED AT 3:00 P.M. ON OCTOBER 12, 2023, PRIOR TO THE 72-HOUR NOTICING REQUIREMENT.



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

*** * * DRAFT * * ***

MINUTES

HOUSING AUTHORITY OF THE CITY OF SAN LUIS OBISPO

September 21, 2023

CALL TO ORDER

The Regular Meeting of the Housing Authority of the City of San Luis Obispo was called to order on Thursday, September 21, 2023, at 12:01 p.m. at 997 Monterey St., San Luis Obispo, by Chair Ashlea Boyer.

ROLL CALL

PRESENT: Commissioners Boyer, Crotser, Jeffries, Shower, Souza, Steinberg

ABSENT: Commissioners Odenthal, Steinberg (via video)

STAFF: Scott Collins, Ken Litzinger, Sandra Bourbon, Michael Burke, Michelle Pedigo, and Vicky Culman

PUBLIC COMMENT:

None.

Sandra Bourbon, Director of Resident Services, introduced Cadence Guy, from the City of Morro Bay, who is working as a Resident Services intern.

EXECUTIVE DIRECTOR'S REPORT:

Scott Collins, Executive Director, thanked Elaine Archer, Director of Housing Management, for her service. He said we have big shoes to fill and wished her the best of luck. Michelle Pedigo, Deputy Director of Finance, will be the interim Director of Housing Management.

12:05 P.M. Traci Walker, Resident Services Coordinator, and Anthony “Tony” Trujillo, now present.

The Executive Director's report was paused to recognize Anthony Trujillo's completion of the Family Self-Sufficiency program.

12:10 P.M. Traci Walker, Anthony Trujillo, Cadence Guy, as well as a member of the public on video, now absent.

Collins continued with his Executive Director's report. Koble Collaborative has met with all department teams and worked through the surveys. The next session for the Commissioners will be a four- to six-hour session sometime in October or November.

HASLO's meeting with Senator Carbajal successfully resulted in the return of our reserves from HUD. Ken Litzinger, Director of Finance, continues to work with Carbajal's office regarding the CDBG funds allotted for Maxine Lewis.

Collins and Commissioner Jeffries met with Assemblymember Dawn Addis to discuss the legislative session and next year's priorities.

Grant funding was received to decarbonize Carmel. There should be sufficient funding to use some of it with our office project. Litzinger explained that the Carmel investors were bought out and now own it wholly – 19 units on the corner of Carmel and Pacific. Collins said that we are looking at the possibility of

solar for that site and replacing gas heaters with heat pumps. Margarita also needs additional funds but a new regulatory agreement must be completed first.

HASLO continues to work with the businesses neighboring the Anderson Hotel. The hope that there would be sufficient funding for cosmetic upgrades is unlikely.

12:21 P.M. Commissioner Odenthal now present.

Morro Bay and Toscano will not be ready until later this year or early next.

The office is back on track. Michael Burke, Director of Construction and Development, helped to get the gas and electric turned off which could have held up construction for three months.

CONSENT AGENDA:

- C1. MINUTES OF THE BOARD OF COMMISSIONERS REGULAR MEETING OF JULY 20, 2023, AND THE SPECIAL MEETING OF JULY 31, 2023**
- C2. HASLO MONTHLY DISBURSEMENT REGISTER (available for review at the meeting)**
- C3. HOUSING CHOICE VOUCHER (SECTION 8)**
- C4. VACANCY SUMMARY REPORT**
- C5. CONSTRUCTION AND DEVELOPMENT REPORT**

Commissioner Crotser noted that “Bridget” needs to be replaced with “Bridge” on the first page of the minutes. Commissioner Crotser had an additional question about the fair market rents which was answered by Elaine Archer, Director of Housing Management.

ACTION TAKEN: A motion to approve all Consent Agenda items was made by Commissioner Crotser, seconded by Commissioner Shower, and approved by the Commissioners present.

DISCUSSION ITEMS:

1. APPLICATION FOR THE HOMEKEY PROGRAM

This resolution assigns Scott Collins, Executive Director, as executor for Paso Homekey.

ACTION TAKEN: A motion to adopt **Adopt Resolution No. 20 (2023 Series) Authorizing Application to the Homekey Program** was made by Commissioner Souza, seconded by Commissioner Jeffries, and approved on the following roll call vote:

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

2. HASLO ANNUAL BUDGET

Litzinger stated that this was the 17th budget he has presented to the Board of Commissioners. This fiscal year will be more challenging than the last five to six years. The federal budget may shut down in the next two weeks, but HASLO has a strong foundation.

Regarding the Housing Choice Voucher (HCV) Program, we are administering 2900 vouchers currently; In Litzinger’s first year, only 1600 vouchers were administered. Many of these vouchers are for specialty subprograms such as Emergency Housing Vouchers (EHV), Family Unification Program (FUP), Mainstream Vouchers, VASH Vouchers, and Foster Youth. Our Administrative funding from the HCV

program is based on our number of vouchers. Recent notifications from HUD indicate that admin fee proration would be approximately 97%. If the government were to shut down, there are enough operating reserves to get us through. HUD has already approved HAP for landlords through October. HUD itself will be able to last four months if there is a shutdown. If the government does not pass a budget, the November HAP may not reach the landlords.

The Resident Opportunity and Self-Sufficiency (ROSS) grant increased this year and that is expected to continue in 2024. Sandra Bourbon, Director of Resident Services, has been aggressive in applying for and getting awarded grant funding which now covers the salaries of her team entirely.

Salaries have increased in the 2024 budget to include a 3% COLA as well as a 3% placeholder for potential increases related to the salary survey in process. The training budget has also increased due to program changes at HUD including HOTMA.

The unrestricted cash remains strong at close to \$5 million much of which is earmarked for our new office. We are attempting to maintain eight months of operating reserves.

Fair Market Rents (FMR) for San Luis Obispo has increased 10.7%. Once our reserves are restored, we may have to use reserves to keep our participants housed and in place.

Local Authority covers our rental properties and Construction and Development. Parkwood is a big asset to the program because we can accept clients who are at 120% of AMI. Property Management has 900 units with an additional 100 coming on line with Morro Bay, Shell Beach, and Toscano. Paso Homekey has required supportive housing staff to assist with this homeless “housing first” project. We will need supportive housing assistance at the Anderson and Maxine Lewis as well.

Litzinger explained that Dan Law is a HUD multifamily program.

Cash will remain strong even with the office build.

ACTION TAKEN: A motion to adopt **Resolution 21 (2023 Series) Adopting HASLO’s Annual Budget for the Fiscal Year October 1, 2023, through September 30, 2024** was made by Commissioner **Crotser**, seconded by Commissioner **Jeffries**, and unanimously approved on the following roll call vote:

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

ACTION TAKEN: A motion to adopt **Resolution 22 (2023 Series) Approving Operating Budget and Certifications Listed on Form HUD-52574 Attached Project CAL 64-A Fiscal Year Ending September 30, 2024** was made by Commissioner **Crotser**, seconded by Commissioner **Jeffries**, and unanimously approved on the following roll call vote:

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

There being no further business, the meeting was adjourned at 1:00 p.m.

Respectfully submitted,

Scott Collins, Secretary

Executive Summary

Housing Choice Vouchers (“Section 8”)

- SEMAP Report
 - The closing for PIC was successful for September and the SEMAP report is attached.

- HOTMA Update
 - The latest notice from HUD, issued on September 29, 2023, acknowledges that meeting the previously stated implementation deadline of January 1, 2024, is unlikely. Software vendors are still working to make the changes needed to work with HUD's new system, and HUD has yet to finalize its new portal. The notice gives us until January 1, 2025, to comply with the new requirements. This means we will need to have our admin plan ready to submit to HUD by July 18, 2024. We will be using Nan McKay's model plan as a starting point to ensure that all new required policies are incorporated into the plan.
 - Staff are attending and will continue to attend training to understand all the new requirements.

- NSPIRE Update
 - NSPIRE is HUD's new inspection procedure. Similar to HOTMA, there have been significant delays in being able to implement these procedures. A PIH notice dated September 29, 2023, gave all PHA's until October 1, 2024 to implement the new procedures. We will implement sooner if we receive notification from our software vendor that they have the software updated for these procedures.

- Voucher Funding Update
 - Since our HAP reserves were reinstated we have been able to start leasing up some vouchers.
 - We let our agency partners know of the availability of some set-aside vouchers.
 - We've also begun selecting about 20 people per month from the regular waitlist to issue vouchers to.
 - Attached graphical analysis of average family income, average rent to owner, and average HAP shows the predicted results through Oct 2023.
 - As of last month's report, it appeared that we may see a decline in the average HAP, however, it is higher on this report. This is due to processing the annual rent increases for RAD 175 and for some of the Tax Credit developments owned by our partner agencies.

- Emergency Housing and Mainstream Vouchers
 - The deadline for issuing new EHV vouchers was September 30, 2023. Our staff worked hard to lease up as many as possible before the program ended. We ended the month with 194 out of 196 vouchers leased. From now on no new EHV vouchers will be issued.
 - We will continue to issue mainstream vouchers as there is turnover in participants in the mainstream program.

SEMAP Indicators Report

As of September 30, 2023

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

 Download in Excel
  Print Page
  Back to Report

Current SEMAP Indicator Information

Most Recent SEMAP Indicator Information

Reporting Rate as of September 30, 2023

Program Type	VMS Units Leased	As of MM/YY	Port-Outs	Port-Ins	Number of 50058s Required (#)	Number of 50058s Reported (#)	Reporting Rate (%)
All Voucher Funded Assistance	2514	08/23	13	33	2534	2718	100

Indicator 9: Annual Reexaminations

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

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

Number of Families in Current Database	Number of Late Reexaminations
2913	0

[\[-\] Families with reexaminations overdue:](#)

No records found

Indicator 10: Correct Tenant Rent Calculations

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

Number of Families in Current Database	Number of Rent Discrepancies
1873	0

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

No records found

**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
521	521

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

No records found

**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
2355	1

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

Last name, First name, Middle Initial	Date of last HQS Inspection	Number of Months since Last HQS Inspection
Jones P R	07/29/2021	26

**Indicator 13:
Lease-Up**

Note: This data is not currently available.

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

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

60%-79%	Less than 30%	3
Less than 60%	Less than 30%	0

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

Number of Mandatory Slots (#)*	Number of Families Enrolled (#)	Percent of Families Enrolled (%)	Number of Families with Progress Report and Escrow Balances (#)	Percent of Families with Progress Report and Escrow Balances (%)
0	62	0	46	85

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

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

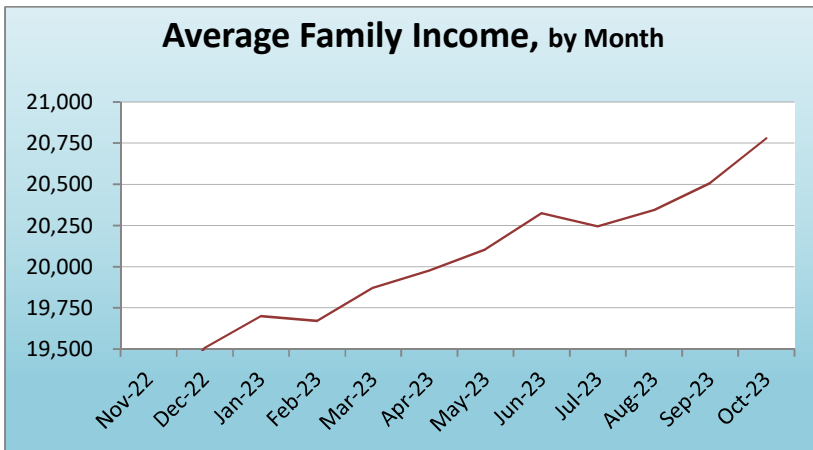
* - As reported by the PHA in Indicator 14 (a) from the last SEMAP Certification and confirmed by the Field Office. This number may have decreased as families have graduated from the program. Also data may not include approved exceptions to mandatory slots.

HASLO

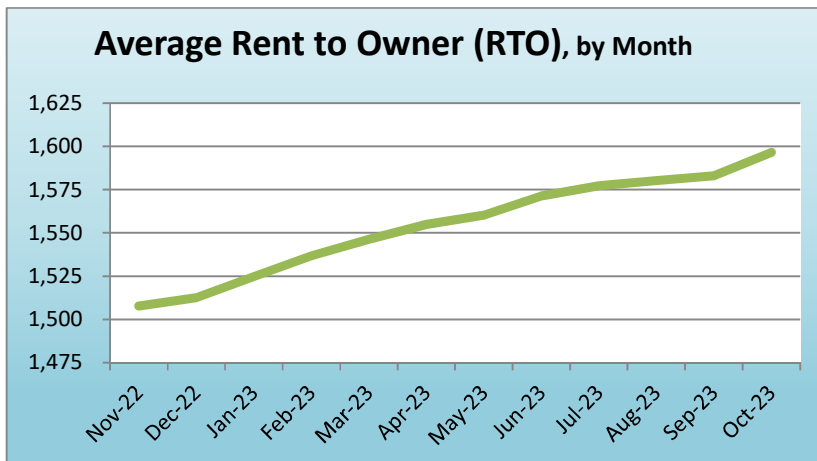
Voucher Monthly Analysis (VMA)

Rolling 12 months, with projections through Oct 2023

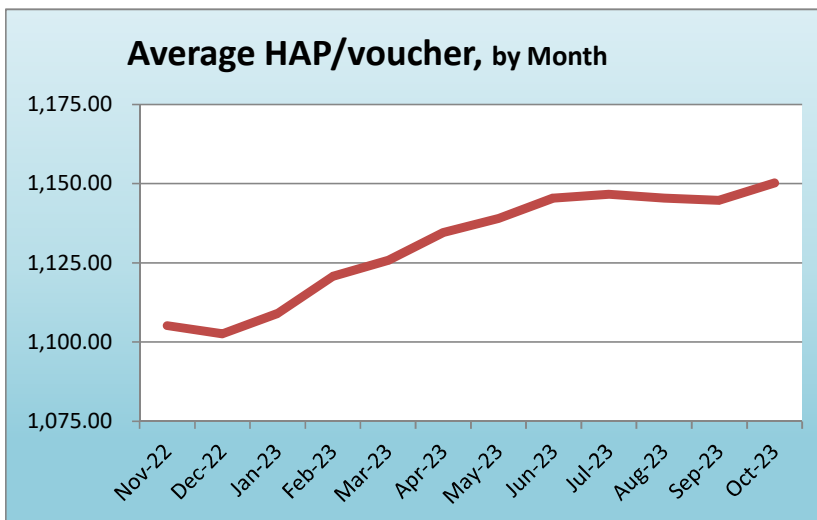
Note: includes Welcome Home Vouchers (EHV)



Average HH Income, 12 month % change: 9.0%



RTO, 12 month % change:
(including new leases) 5.9%



Average HAP, 12 month % change: 4.1%

Notes:

- average HAP/voucher may differ from Finance submissions to HUD, due to timing/reporting differences
- represents averages across the programs/voucher types

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

The summary at the top of the page shows the year-to-date leasing activity for our “Regular” Housing Choice Voucher program. The Regular vouchers are comprised of 2,290 general vouchers, 226 Veterans vouchers, and 47 Family Unification/Foster Youth Initiative vouchers for a total of 2,563 available vouchers. In addition, HASLO administers 183 Mainstream and 196 Emergency Housing Vouchers (EHV) that HUD considers as separate stand-alone programs for tracking and funding purposes.

With 2 months remaining in the year, we have averaged a 97%+ lease up of units, and averaged 105% utilization of the funding we received. These numbers place HASLO in the High Performer category. When HUD notified us that they were taking back roughly \$670,000 of our funding, our team had made the decision to stop most new leasing. However, now that our reserves have been restored, we have begun issuing some vouchers again.

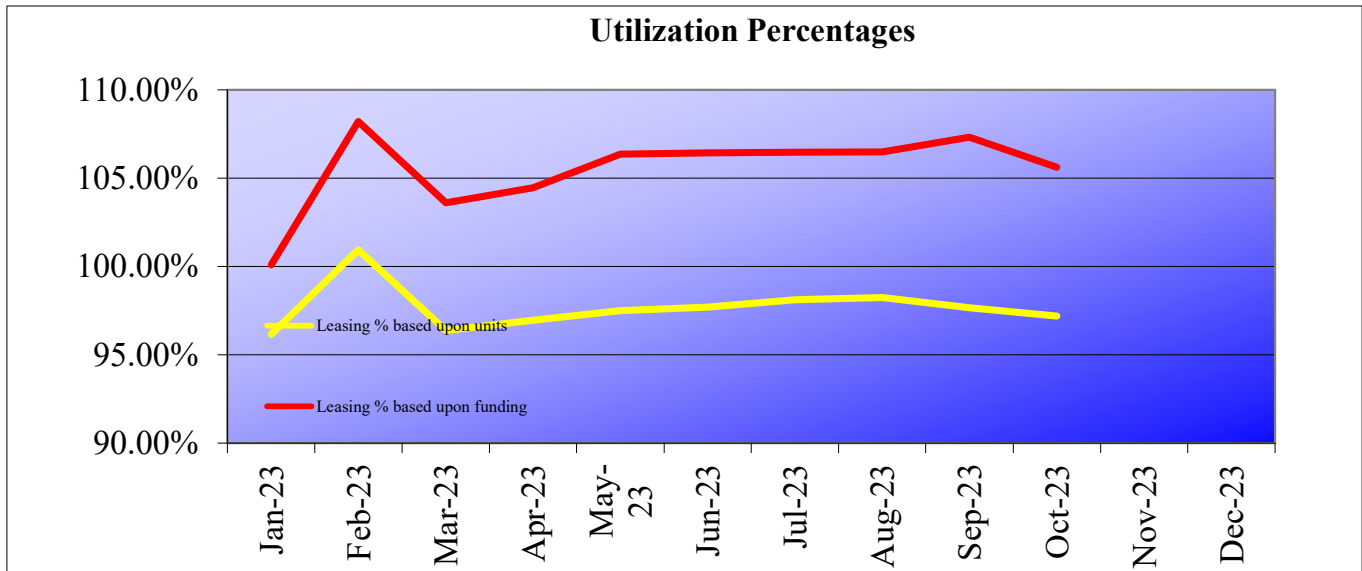
Funding levels as of January 1st are very uncertain. The goal is to finish the year with strong leasing numbers while preparing for a potential decrease in funding for 2024. Our projections show us ending the year with approximately \$1.2 million in reserves, which is critical headed into 2024.

We have applied for all categories of Set-Aside funding that we are eligible for and are hopeful we will be awarded additional funding. HUD recently announced funding for additional VASH Vouchers. We submitted a Registration of Interest to hopefully obtain some of these Vouchers.

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

Housing Authority San Luis Obispo
HCV Leasing Financial Analysis
October 2023

	Unit Months Available	Unit Months Leased	Leasing % based upon units	ABA /HAP Funding Allocation	HAP Expenses Paid	Funding Surplus / (Shortfall)	Leasing % based upon funding	Per Unit HAP
January 2023	2,495	2,399	96.15%	\$ 2,664,372	\$ 2,666,752	\$ (2,380)	100.09%	\$ 1,112
February 2023	2,563	2,587	100.94%	\$ 2,664,372	\$ 2,882,949	\$ (218,577)	108.20%	\$ 1,114
March 2023	2,563	2,470	96.37%	\$ 2,664,372	\$ 2,760,648	\$ (96,276)	103.61%	\$ 1,118
April 2023	2,563	2,485	96.96%	\$ 2,664,372	\$ 2,783,369	\$ (118,997)	104.47%	\$ 1,120
May 2023	2,563	2,499	97.50%	\$ 2,664,372	\$ 2,833,587	\$ (169,215)	106.35%	\$ 1,134
June 2023	2,563	2,504	97.70%	\$ 2,664,372	\$ 2,835,594	\$ (171,222)	106.43%	\$ 1,132
July 2023	2,563	2,515	98.13%	\$ 2,664,372	\$ 2,836,598	\$ (172,226)	106.46%	\$ 1,128
August 2023	2,563	2,518	98.24%	\$ 2,664,372	\$ 2,837,124	\$ (172,752)	106.48%	\$ 1,127
September 2023	2,563	2,503	97.66%	\$ 2,664,372	\$ 2,859,862	\$ (195,490)	107.34%	\$ 1,143
October 2023	2,563	2,491	97.19%	\$ 2,664,372	\$ 2,813,933	\$ (149,561)	105.61%	\$ 1,130
November 2023								
December 2023								
YTD	25,562	24,971	97.69%	\$ 26,643,719	\$ 28,110,416	\$ (1,466,697)	105.50%	\$ 1,126



NRA + Prog Reserve Balance (Excess HAP) as of 1/1/2023	\$ 3,159,310	YTD Voucher	YTD	
HAP Funding YTD:	\$ 26,643,719	Months	Vouchers	
HAP Expenditures YTD:	\$ 28,110,416	Available	Leased	
HAP Revenue (Fraud, FSS Forfeits) YTD:	\$ -	Regular Vouchers	22,832	22,647
Current Remaining NRA / Prog Reserve:	\$ 1,692,613	Veterans (VASH)	2,260	1,942
Months in Reserves at Current Monthly Expense Levels	11.3	Family Unification	470	382
Reserves as a Percentage of Budget Authority	5.3%	Total Vouchers	25,562	24,971
Current Monthly Funding (a)	\$ 2,664,372	Mainstream	1,830	1,720
Current Average HAP Payment (b)	\$ 1,130	Emergency Housing	1,960	1,889
# of Units the Current Monthly Funding Would Support (a)/(b)	2,359			
# of Units Currently Leased	2,491			
Excess Units Leased, Current Month	132			
Current Year-to-Date Funding (a)	\$ 26,643,719			
Current Year-to-Date Average HAP Payment (b)	\$ 1,126			
# of Unit-Mos the Current Monthly Funding Supports (a)/(b)	23,668			
# of Unit-Mos Leased Year-to-Date	24,971			
Excess Unit-Mos Leased, Year-to-Date	1,303			
Estimate of Next Year's 2023 Funding:				
YTD HAP Expenses	\$ 28,110,416			
Number of Months	10			
Monthly Average	\$2,811,042			
Estimated 2024 Monthly Funding at 100%	\$2,811,042			
Number of Vouchers Supported at 100%	2,497			
Estimated 2024 Monthly Funding at 98%	\$2,754,821			
Number of Vouchers Supported at 98%	2,447			

**Vacancy Summary
as of 09/30/23**

	<u>Vacancy Loss</u>		<u>GPR</u>	<u>Budgeted %</u>		<u>Avg Days Vacant</u>	<u>% Annual Turnover</u>	<u># of Units Turned</u>	<u>Total Units</u>	<u>% Occupied as of 9/30</u>
	<u>Current Month</u>	<u>Rolling 12 Month</u>		<u>of GPR</u>	<u>% of GPR</u>					
NOTE: All day counts include weekends										
<u>Tax Credit Properties</u> (rolling 12 months)										
860 on the Wye	\$0	\$197	\$255,030	0.95%	0.08%	10	5%	1	20	100%
Atascadero	\$0	\$4,564	\$261,036	1.76%	1.75%	51	21%	4	19	100%
Bishop Street Studios	\$1,430	\$12,328	\$486,024	1.01%	2.54%	112	6%	2	33	97%
Brizzolara	\$0	\$4,120	\$389,556	2.00%	1.06%	25	7%	2	30	100%
Carmel	\$1,180	\$1,078	\$263,988	1.18%	0.41%	41	11%	2	19	95%
Courtyard	\$1,523	\$20,579	\$600,168	1.15%	3.43%	54	29%	10	35	97%
DRT (Johnson)	\$0	\$3,220	\$617,544	0.79%	0.52%	44	10%	4	40	100%
Halcyon	\$517	\$863	\$261,936	1.00%	0.33%	27	10%	2	20	100%
Hidden Creek	\$0	\$5,271	\$1,181,316	0.26%	0.45%	29	8%	6	80	100%
Ironworks	\$0	\$23,534	\$779,004	2.46%	3.02%	75	15%	7	46	100%
RAD175/SLO Villages	\$4,979	\$50,401	\$2,853,156	1.00%	1.77%	49	15%	27	175	98%
Islay Hills (Ironbark)	\$1,498	\$3,207	\$303,216	1.27%	1.06%	63	10%	2	20	95%
Laurel (Marvin Gardens)	\$0	\$0	\$350,928	1.27%	0.00%	-	0%	0	24	100%
Pismo Buchon	\$0	\$8,035	\$183,684	1.27%	4.37%	87	18%	2	11	100%
Willow Walk	\$0	\$6,057	\$744,048	2.00%	0.81%	31	10%	4	39	100%
Total, Tax Credit Properties	\$11,127	\$143,454	Average=	1.29%	1.44%	50	12%	5		99%
<u>SLONP Properties</u> (rolling 12 months)										
Blue Heron	\$0	\$352	\$236,808	0.58%	0.15%	22	7%	1	14	100%
Empire	\$0	\$1,114	\$173,400	1.00%	0.64%	41	8%	1	13	100%
Ferrell	\$0	\$4,307	\$180,144	1.64%	2.39%	27	25%	2	8	100%
Macadero	\$1,888	\$18,922	\$336,984	9.06%	5.62%	82	26%	5	19	95%
Margarita	\$0	\$1,234	\$414,348	1.12%	0.30%	13	10%	2	21	100%
Total, SLONP Properties	\$1,888	\$25,929	Average=	2.68%	1.82%	37	15%	2		99%
<u>EIHC Properties</u> (rolling 12 months)										
Poinsettia	\$713	\$0	\$487,380	4.00%	0.00%	30	5%	1	20	95%
Total, EIHC Properties	\$713	\$0								
<u>50059/Other Properties</u> (rolling 12 months)										
Dan Law	\$1,225	\$7,310	\$131,400	2.54%	5.56%	60	33%	3	9	89%
Parkwood	\$0	\$16,156	\$639,948	4.00%	2.52%	66	12%	4	34	100%
Total, 50059/Other Properties	\$1,225	\$23,466	Average=	4.04%		63	23%	4		94%
	\$14,953	\$192,849	Overall Average=	1.69%		47	13%	4		98%
prior month	\$9,808		Prior Month Overall=	1.72%		52	12%	4		98%
% increase/(decrease)	52%		net change	-0.03%		-5	1%	0		0%

October 11, 2023

To: HASLO Board of Commissioners
From: Sandra Bourbon, Director of Resident Services
Re: August/September 2023

Family Self Sufficiency Program (FSS):

FSS Fun Facts... HASLO started the FSS Program in 1993. Our first graduate was in 1995. YTD we have had 274 graduates with a total of \$2,047,047.54 paid out. Our average FSS Escrow Check is \$8,546.80 with our highest check being \$39,535.56 earlier this year.

***FSS Graduates (2023):**

BS as of 02-28-2023, Assembler, \$3,112 (tw)	TF as of 05-31-2023, Postal Carrier, \$39,535.56 (sb)
MS as of 03-31-2023, Office Assistant, \$11,199 (tw)	RH as of 5-31-2023, Resort Coordinator, \$14,512 (tw)
JS as of 03-31-2023, Receptionist, \$5,122.04 (sb)	JR as of 5-31-2023, Carpenter, \$9,896 (tw)
LM as of 03-31-2023, Care Giver, \$6,572.36 (sb)	CA as of 7-31-2023, Sales Rep., \$8,036 (sb)
KN as of 09-30-2023, Service Mgr, \$25,334.03 (sb)	AT as of 08-31-2023, Office Admin., \$5,683 (tw)

***FSS Terminations and Forfeited Escrow as of 2022 New Rule:**

2022: E.J-R/11-01-2022-contract expired and unemployed \$2,496.
2023: MR/01-04-2023-voluntary withdraw, \$0
AL/02-28-2023-contract expired, not working \$4,506
JO/02-28-2023-voluntary forfeit \$0
EA/02-28-2023-voucher terminated, \$2,614.08
AD/02-28-2023-lost HCV and not employed \$3,628
KT/07-31-23-contract expired, not working \$0
AS/08-31-2023-voluntary forfeit moved out of county \$0
KR/08-31-2023-voluntary forfeit not able to work \$0

We are in the middle of our pilot "Savings Incentive Program" with the goal for participants to get in the habit of saving a minimum of \$25 monthly. We currently have 26 active participants enrolled. The FSS Program will match that savings up to \$500. This reimbursement will come from the Forfeited Escrow Funds account.

SERVICES:

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

- We welcomed an intern from Cuesta College, she will be assisting with the Learning Centers
- Budgeting Workshop and Watercolor classes offered at Iron Works
- Arts and crafts activities at South Hills Crossing and Courtyard at the Meadows
- Cooking activity at 860 on the Wye
- Movie Day at Carmel and Marvin Gardens
- Transitioned to a virtual classroom at Hidden Creek offering online tutoring as of September
- Recruitment for a new Resident Services Assistant

Family Self Sufficiency Newsletter

Family Self-Sufficiency (FSS) Program

Coordinating Committee (PCC) Members:

- Sandra Bourbon**
Director of Resident Services
- Traci Walker**
Resident Services Coordinator
- Katie Arras**
Resident Services Assistant
- Mia Ramos**
Resident Services Assistant
- Patricia Souza**
HASLO Commissioner Representative
- Shauna Paulson**
CAPSLO - CCRC
- Yvonne Morales**
Lumina Alliance
- Jennifer Campos / TBD**
Eckerd Connects
- Denise Martinez**
Resident Member - FSS Graduate
- Corrina Stolp**
Cuesta College - CaFE
- Margaux Jones / Marie Bolin**
Family Care Network Inc.

Welcome New FSS Participants

Tanya T., Scott C., Marie K., Maria Z.

Congratulations FSS Graduates:

A. T. - Bilingual Administrative Assistant, \$5,683

C. A. - Customer Service Representative, \$8,036

K. N. - Service Manager, \$25,324

Words of Wisdom

“Believe in yourself, never give up, keep moving and stay positive.”

- A.T., Recent FSS Graduate

FSS Sponsored Holiday Saving Program

HASLO will match saving contributions up to \$500, per program requirements this holiday season! This program encourages financial management skills and resiliency by developing routine savings habits with a 3-month savings challenge.

For more information, please see page 4.

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Visit us at <https://www.haslo.org/>

Jewish Family Services of San Luis Obispo

Jewish Family Services of San Luis Obispo (JFS) is a social service program of the Jewish Community Center - Federation of San Luis Obispo. JFS offers support to anyone in our community regardless of religion, race, ethnicity, national origin, gender identity/expression or sexual orientation. They are a “helping hand for all”.

The Jack Pearl Jewish Family Fund provides emergency assistance and micro-grants to qualified area families and individuals for emergency needs for up to \$200 on a one-time basis as funds are available.

Individuals seeking a grant or assistance of any kind shall fill out a application, found at <https://www.iccslo.com/ifs-aid-application.html> or call 805-426-5465. Once applied, a JFS Intake Coordinator will then contact you via phone or email to conduct a confidential interview to determine eligibility.



Job Openings at HASLO

- Assistant Project Manager
 - Property Supervisor
 - Housing Assistant II
- Resident Services Assistant I

Candidates must submit a HASLO Employment Application to be considered for an interview. Jobs will remain open until filled, unless a filing deadline is indicated.

To view open positions and the application packet, please visit <https://www.haslo.org/career-opportunities>



SLO Cal Careers

SLO Cal Careers provides young adults, adults and dislocated workers ages 18 and above with opportunities to obtain employment and pursue industry-recognized certifications. Their goal is to help you reach your potential and provide you the tools, resources, and opportunity to succeed for FREE. Learn more at <https://slocalcareers.org/> or call 805-439-2557.

Local LGBTQ+ Support Groups



The Gala Pride and Diversity Center supports and empowers people of all sexual orientations, gender identities and expressions in order to strengthen and unite our central coast community. They offer numerous support groups, including but not limited to:

Trans Tuesday

Times: Every other Tuesday from 7:00-9:00pm
 Location: Gala Pride and Diversity Center / Zoom
 Description: We are a peer led support group for members of the community who are transgender, questioning, genderqueer, asexual, crossdressers, families with transgender members, and allies. For more information, please contact email@galacc.org

“Q” Youth (Grades 6th-12th):

Time: Meets every Thursday from 6:00-8:00pm
 Location: Gala Pride and Diversity Center
 Description: Q Youth is a weekly group for LGBTQ+ youth from grades 6-12 with a different activity each week. Drop-ins welcome! For more information, contact youthdirector@galacc.org

For more information or local resources, please contact 805-541-4252 or visit <https://galacc.org/resources/#support>

Consumer Assistance Program Repair Assistance



The Consumer Assistance Program's (CAP) repair assistance option offers eligible consumers whose vehicles fail a biennial Smog Check inspection financial assistance towards emissions-related repairs at a STAR test-and-repair station. Owners of model year 1996 or newer vehicles may receive up to \$1200 in emissions-related repairs. Owners of model year 1976 through 1995 vehicles may receive up to \$900 in emissions-related repairs.

For eligibility requirements and application, please visit:

<https://www.bar.ca.gov/consumer/consumer-assistance-program/cap-repair-assistance-program>

California's Low Cost Auto

If you have a valid drivers license and drive a vehicle, the law requires that you have auto insurance. California's Low Cost Auto (CLCA) Insurance program is a state sponsored program that makes auto insurance affordable, helping you drive responsibly and legally.

To be eligible for CLCA, consumers must:

- Have a valid CA drivers license
- Own a vehicle valued at \$25,000 or less
- Meet income eligibility guidelines
- Be at least 16 years of age
- Have a good driving record

To learn more, please visit

<https://www.mylowcostauto.com/>

Don't Fall Victim to Scams



Avoid falling victim to scams and protect yourself from phishing attempts with these helpful reminders.

Do not provide sensitive information, like a user login, PIN or one-time passcode that you use to access websites. Legitimate companies will never contact you requesting this information.

If you receive a potentially suspicious phone call, text message or email, check for errors in the name, phone number or email address.

If you are encouraged to click on a link or attachment, DO NOT.

If someone requests money in the form of gift cards, wire transfers or cryptocurrency, this is a scam.

What to do if you think you're being scammed:

Hang up the phone or delete the email.

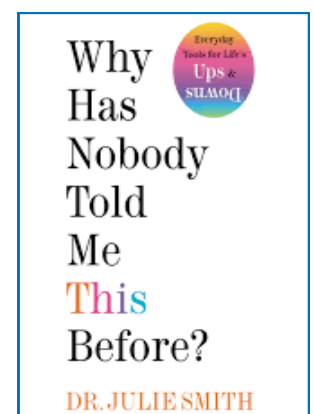
Contact your credit union, bank or credit card company by calling the phone number listed on their website to authenticate the request.

Contact the Federal Trade at [ftc.gov/complaint](https://www.ftc.gov/complaint).

Spotlight: Self-Help Book

Why Has Nobody Told Me This Before teaches you how to fortify and maintain your mental health, even in the most trying of times.

Dr Julie Smith's Expert advice and powerful coping techniques will help you stay resilient, whether you want to manage anxiety, deal with criticism, cope with depression, build self-confidence, find motivation, or learn to forgive yourself.



Please visit your local SLO County library to learn how you can receive a FREE library card! Or call 805-781-5991 to inquire.

6 Ways to Prepare for Student Loan Repayment to Begin Again

Student loan interest will resume starting on Sept. 1, 2023, and payments will be due starting in October. Here are six things you can do to prepare—and to make payments more affordable if need be.

Update your contact info: Make sure your contact information is up to date in your profile with your loan servicers website **and** in your studentaid.gov profile.

Get info about your next payment: Once payment pause ends, your loan servicers will send you a billing statement or other notice. Your payment will be due no sooner than 21 days after your servicers sends the billing statement.

Make sure you're on the best repayment plan for you: Now is a great time to think about whether you're on the best repayment plan for you. The U.S. Dept. of Education offers a variety of repayment plants, including the new SAVE plan. More information can be found [HERE](#).

Take action if you want to lower your monthly payment: You can update (recertify) your info to see if you can get a new, lower payment amount. Consolidating your federal student loans may also lower your monthly payments.

As a last resort, contact your loan servicer to ask for short-term relief: If you cant find a repayment plan that work for you right now, you can request to temporarily pause or lower you payments through short-term relief (deferment or forbearance). Interest can still accrue and may also affect loan forgiveness options.

Understand what happens if you don't repay your loan: If your loan is delinquent for 90 days or more and will affect your credit score. After 270 days, your loan goes into default. You may have the government take your tax refund, part of your social security benefits, and up to 15% of your paycheck to pay off your defaulted loan.

For more information, please visit <https://studentaid.gov/>

FSS Sponsored Holiday Savings Program

A program designed for good-standing FSS participants that encourages financial management skills and resiliency by developing routine savings habits with a 3-month savings challenge; that is rewarded by HASLO with a financial match up to \$500, per program requirements!

To participate:

Be a current FSS participant in good standings.

Open a savings account in your name or use an existing savings account. You may use a joint account, but your name must be included on the account.

Deposit a minimum of \$25 MONTHLY into your savings account during the months of September – November, 2023.

Provide statements of monthly deposits with continual financial gain at the program end date, minimum of \$75 from monthly contributions to be eligible for financial match. Savings must compound each month to remain eligible (i.e. a large deposit at end of program would not qualify).

Things to remember:

Your monthly deposits must remain in your account through the entirety of the program. For example, you may NOT withdraw the money at any time and make up the difference with a larger deposit the next month.

Your monthly deposits can fluctuate in amount, but a minimum of \$25 must be met. For example, you may deposit \$25 in September, \$80 in October, and \$110 in November and after verification, HASLO would then match your contribution of \$215. If you exceed a savings of \$500, HASLO will match \$500 but nothing beyond that amount.

For questions or to sign up, please contact your FSS Case Manager.

Sausage & Rice Stuffed Pumpkins

Ingredients:

- 3 small pie pumpkins (about 2 pounds each)
- 1/2 pound bulk sweet Italian sausage
- 1 pound fresh mushrooms, chopped
- 2 medium onions, chopped
- 1 medium green pepper, chopped
- 2 garlic cloves, minced
- 4 cups cooked long grain rice
- 1 cup grated Parmesan cheese, divided
- 2 large eggs, lightly beaten
- 1/4 cup minced fresh parsley
- 1 teaspoon salt
- 1/2 teaspoon dried thyme



Directions:

Preheat oven to 450°. Cut a 3-in. circle around each pumpkin stem. Remove tops and set aside. Remove strings and seeds from pumpkins; discard seeds or save for roasting.

In a large skillet, cook sausage, vegetables and garlic over medium heat 6-8 minutes or until sausage is no longer pink, breaking up sausage into crumbles; drain. Remove from heat; stir in rice, 3/4 cup cheese, eggs, parsley, salt and thyme.

Place pumpkins in a 15x10x1-in. baking pan; fill with rice mixture. Replace pumpkin tops. Bake 30 minutes.

Reduce oven setting to 350°. Bake 25-35 minutes longer or until pumpkin is tender when pierced with a knife and a thermometer inserted in filling reads 160°. Sprinkle remaining cheese over filling. Cut to serve.

If you are a current FSS Participant or Graduate, we invite you to join us to participate and attend our quarterly Program Committee (PCC) meetings.

Please call Sandra Bourbon at
(805)594-5315 or email sbourbon@haslo.org
for more information.

"You define your own life. Don't let other people write your script."

- Oprah Winfrey

Visit us on the Web!

<https://www.haslo.org/>



Development Update



Date of Update		10/11/2023	
DEVELOPMENT			
PROJECT	ACTION	NOTES/GOALS	
Anderson Hotel	Construction	Seismic work ongoing, new water and electrical distribution in process 5th floor and second floor roof work completed City approved window mockup, full window set on order Scaffolding has been erected above the Thai Palace and on the South side of the building Owners of Urbane Café rejected our proposal to allow their roof to be used temporarily for scaffolding, working with Blach to come up with plan B	
Project HomeKey	Lease up	Permanent units are being leased up, we have one more grant to replace windows that will be coordinated in 2024	
Cleaver Site, Grover	Strategy	Partnership with PSHHC for 53 units of affordable housing	
	Entitlements	Fully Entitled, City Council approved the project on 12/13/2021	
	Financing	Construction to start in Q1 of 2024	
1422 & 1480 Monterey	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	Project is fully entitled	
	Financing	Submitted multiple financing application to the state. If recommended for funding we could proceed with TCAC apps as early as spring of 2024	
Toscano Site	Construction	Project broke ground on 1/10 Switchgear component delay has pushed out PG&E schedule, anticipate turnover to PM in December.	
Office	Construction	Demo complete. Onsite grading has commenced	
2655 Shell Beach Road	Construction	Rough in MEPs ongoing Rain has delayed the project 3 months, working to make up time Window installation in process	
405 Atascadero Road	Construction	Punch work is underway New delay with switchgear will delay the occupancy of the project, project will defer some developer fee due to prolific archeological findings and ROW conflicts. Anticipated occupancy is now January of 2024	
736 Orcutt Road	Strategy	40+ units of special needs housing, built around the old house	
	Entitlements	Project is approved	
	Financing	Out to bid for investors and out to bid for construction, construction to start in Q1 of 2024	
2690 Victoria	Strategy	A redesign has been authorized for the project to serve either senior, special needs, or other SRO populations	
	Entitlements	Under new zoning regs, we will apply for Director Action. This aims to be a streamlined approach	
	Financing	TCAC application planned for 2025	
Arroyo Terrace	Strategy	63 units of large family mixed use housing	
	Entitlements	Fully approved	
	Financing	Needs additional funding, tax credit application planned for 2024	
279 Bridge Street	Strategy	94 units of large family/senior mixed use housing	
	Financing	Phased TCAC applications beginning in 2023	
	Financing	Out to bid for investors and out to bid for construction, construction to start in Q1 of 2024	
Empire Apartments	Strategy	Renovate the existing 13 units and add 19 units	
	Entitlements	Entitlement extension approved at Planning Commission	
	Financing	TCAC application planned for 2025	

Macadero Apartments

Strategy

Renovate the existing 19 units and add 6 units

Entitlements

Entitlement extension approved at Planning Commission

Construction

Moving forward with "face lift," Mr. Lemus has signed up GK Building and Design for paint and roofing improvements

Mesa Trails Nipomo

Entitlements

CUP application has been deemed complete. ER and public hearing process to commence

Community Outreach is ongoing

Acquisition strategy has changed, HASLO has taken down full acreage under the terms of the Restated Development Agreement, and PSA assignment



Morro with turf installed



HomeKey Grand Opening

RESOLUTION NO. 23 (2023 SERIES)

RESOLUTION AUTHORIZING SIGNERS AND DESIGNATING TRUSTEES ON BEHALF OF THE HOUSING AUTHORITY OF THE CITY OF SAN LUIS OBISPO (HASLO) EMPLOYEES' RETIREMENT PLAN(S)

WHEREAS, the Housing Authority of the City of San Luis Obispo (HASLO) requires authorized signers and designated trustees on behalf of the Housing Authority's employees' retirement plan(s); and

WHEREAS, HASLO has Employee Retirement Funds invested with multiple Retirement and Life Insurance companies; and

WHEREAS, these Employee Retirement Funds plans require updated authorizations of persons designated as Plan Trustees and persons who are authorized to sign actions for the Housing Authority's employees' retirement plans.

NOW, THEREFORE, BE IT RESOLVED by the Board of Commissioners of the Housing Authority of the City of San Luis Obispo that the Commission Chair and Vice Chair, as designated in Resolution No. 1 of the 2023 Series (attached), are designated as Plan Trustees and authorized to sign actions for the Housing Authority's employees' retirement plan(s);

BE IT FURTHER RESOLVED that Scott Collins, in his capacity as Executive Director/Secretary of the Housing Authority and Ken Litzinger, in his capacity as Finance Director; are also designated as Plan Trustees and are authorized to sign actions for the Housing Authority's employees' retirement plan(s).

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 19th day of October, 2023.

ASHLEA BOYER, CHAIRMAN

SEAL:

ATTEST:

SCOTT COLLINS, SECRETARY

RESOLUTION NO. 24 (2023 SERIES)

**RESOLUTION WRITING OFF COLLECTION LOSSES
FOR PERIOD ENDING SEPTEMBER 30, 2023**

WHEREAS, it is determined there are delinquent accounts due to charges resulting from terminations of residency; and

WHEREAS, little or no payments have been made on these accounts and that payment is not likely within the next year. Collection efforts will be continued but the balances should be written off of the Housing Authority's current receivables.

NOW, THEREFORE, BE IT RESOLVED by the Board of Commissioners of the Housing Authority of the City of San Luis Obispo, that the sum of \$9,996.49 shall be written off as a collection loss as of September 30, 2023. Exhibit A, which is attached, details the individual accounts which are to be written off.

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 19th day of October, 2023.

ASHLEA BOYER, CHAIRMAN

SEAL:

ATTESTS:

SCOTT COLLINS, SECRETARY

RESOLUTION NO. 24 (2023 SERIES)

EXHIBIT A

Summary of delinquent accounts to be written off for period ending September 30, 2023.

<u>PROGRAM</u>	<u>TENANT NAME</u>	<u>TERM DATE</u>	<u>AMOUNT</u>
Anderson	Craig Nilan (Deceased)	02/14/23	\$ 270.00
	Tonya Duke	04/17/23	51.00
	Cherie Winger	01/31/23	210.00
	Darlene McMillin	07/31/21	1,900.00
	Elizabeth Albrecht	02/10/23	1,046.00
Dan Law Apts.	Stormy Petty	12/18/22	2,474.19
Parkwood Apt.	James Butterfield	02/21/23	\$ 4,045.30
TOTAL AMOUNT TO BE WRITTEN OFF.....			<u>\$ 9,996.49</u>

October 11th, 2023

Re: Five Cities Homeless Coalition Request for Temporary Use of the dwelling on HASLO's 700 N. Oak Park property facility for Warming Center, During the Months of November and December 2023

Dear Commission:

Five Cities Homeless Coalition (5CHC) reached out to HASLO staff recently to request temporary use of one of the dwellings on HASLO's 700 N. Oak Park property in Arroyo Grande, to serve as a warming center for the months of November and December 2023. 5CHC is in the process of converting another property into a permanent warming center in Grover Beach, anticipating that will be open for service beginning in January 2024. They are seeking this temporary request of HASLO as a stop gap measure. This request is based upon the fact that an El Nino is predicted for this fall and winter, with above normal rainfall as a result. That puts folks who are homeless and without emergency shelter at night at severe risk (during storm events and very cool night temperatures).

Attached is the proposed service that 5CHC will provide, along with the criteria by which the warming center will be opened, and rules for those who use the service. The intent is to serve up to 30 individuals on rainy or very cool evenings, and have minimal to no impact on the surrounding neighborhood. The warming center would be staffed by professionals and volunteers.

HASLO will need to modify the dwelling at 700 N. Oak Park slightly to accommodate the warming center use. HASLO anticipates costs upwards of \$5,000, which HASLO would cover. HASLO staff would conduct most, if not all, of the work.

5CHC will seek a Temporary Use Permit (TUP) from Arroyo Grande to convert the dwelling to a temporary warming center. HASLO staff are working with out attorney on a lease agreement. In addition, staff are in contact with the contractor who uses this same property site for the holiday tree lot to ensure the uses are compatible.

HASLO staff believe this is something the HASLO Board should support, a) because it helps those in need b) 5CHC has been a tremendous partner of HASLO, and c) we have experienced break-ins in that dwelling over the past few months, so this warming center activity would likely dissuade that from happening again.

Following warming center use of these dwelling, HASLO staff would recommend demolition, in anticipation of construction of our affordable housing project on that site within the next year or so.

Staff is seeking concurrence from the HASLO Board to move forward with this request from 5CHC.



5cities homeless coalition
resources. support. hope.

5Cities Homeless Coalition Winter Warming Center

Proposal for 700 N. Oak Blvd, A.G.

Prepared Oct. 10, 2023

The 5Cities Homeless Coalition is prepared to open an overnight warming center to provide a safe, warm and dry place for homeless families and individuals to find shelter for the night during the winter on nights with predictions of temperatures at or below 38°F, or especially stormy weather (with rain forecast at 50% or greater).

BASIC INFORMATION

1. The Warming Center will be prepared to open at a temporary location beginning **November 1, 2023 and will operate at this location no later than Dec. 31, 2023.**
2. The 5 Cities Warming Center opens when the weather is forecast to be 38° or colder, or there's a 50% or greater chance of rain overnight.
3. 5CHC will give at least 24 hours' notice (usually 48 hours) of opening, barring any unforeseen emergency weather conditions. Notification is done via text message, email, phone, and direct client contact.
4. Our normal hours of operation are 5:30pm - 7:00am.
5. On an average night, approximately 20-25 guests are expected. As this is an inclement weather drop-in shelter, we request the permit allow for a maximum of 34 guests at this location.

PROPOSED TEMPORARY LOCATION (Nov 1-Dec 31, 2023)

700 N. Oak Blvd., Arroyo Grande, CA 93420

SERVICES – 2023/24

The services provided will be to offer a warm place to rest and sleep, dinner and a light breakfast. Guests will be provided with bedding and cots and dry sleeping garments (as available). 5Cities Homeless Coalition and other homeless service partners will outreach to guests to provide a spectrum of community services as appropriate, including Coordinated Entry, and other 5CHC services such as Street Outreach, Housing Navigation, etc. Other possible services might include the following:

Daytime Services – While this is intended to be a nighttime shelter only, depending on the severity of the weather, 5CHC may determine it is in the best interest of our clients and community to keep the shelter open during daytime hours. Should this be the case, area First Responders will be notified. Should they encounter someone needing assistance during the storm, beyond our normal services at our housing navigation center at 100 S. 4th Street, Grover Beach, they will know we are open and available.

Health Clinic Vans – Public Health, Community Health Centers of the Central Coast (CHC) and Transitions-Mental Health Association (T-MHA) and other health care providers may be asked to provide periodic clinics utilizing their mobile support vehicles. Clinics would be dependent on activation of the warming center, and permission to park on site to see guests.

NOTIFICATION OF OPENING

Based on weather forecasts, the 5Cities Homeless Coalition will notify designated staff members, volunteers, first responders, government agencies, community partners and other interested parties between 24-48 hours in advance of opening. A team of volunteers will be mobilized to assist with the center and meal provision.

Additionally, the information will be posted on the Coalition's social media site, website, www.5CHC.org and on its warming center hotline, (805) 295-1501. Signs will also be posted at the warming center so that the public knows whether the warming center is open or closed that night. Additionally, 5CHC will work with other agencies, such as Department of Social Services, to provide additional information to the community of operating hours. Additionally, people may sign up for text and email alerts to be notified of when the Warming Center is being activated.

SCHEDULE (tentative)

Set-up will begin approximately 4:00 pm and the Center will open at 5:30 p.m. on designated nights. Clients will be asked to not come to the Center until 5:30 p.m. A dinner will be provided in the evening and light breakfast in the morning. The center will close at 7:00 a.m. and clean-up will be completed by 8:00 a.m. All clients who are not participating in other services at the location will be required to leave the premises by 8:00 a.m.

STAFFING

A minimum of two employees or trained volunteers shall staff the Warming Center at all times it is open. Additional volunteers and staff will be onsite in the early evening and in the mornings to assist with client check-in, meals, set-up and cleanup. Examples of 5CHC staff training include: Trauma-Informed Care, De-Escalation Techniques, Mental Health First Aid, Motivational Interviewing, Blood Borne Pathogens, Food ServSafe, First Aid/CPR

SECURITY

- a. Staff will coordinate with local law enforcement to ensure the safety and security of the premises and surrounding neighborhood impacts if necessary.
- b. Consumption of alcohol or drugs will not be permitted on site.
- c. Staff and volunteers will patrol the exterior area of the facility when the center is open.
- d. 5CHC will also make periodic patrols of the facility on nights the warming center is not open.

CHECK-IN

Clients must check-in to the center no later than 8:00 p.m. All clients will be asked for basic information regarding their identity. All clients will be required to sign an agreement to abide by written center rules. Sobriety is not a condition for entry; however center rules and regulations will require civil behavior to remain at the center. Families are welcome at the center. Anyone who does not have Identification (or who has not previously provided 5CHC with identification), who has a violent criminal history, including a 290 conviction, will not be granted access.

TRANSPORTATION

As has been our practice, transportation will be arranged to pick-up guests at several locations in the Five Cities area. Guests are offered transportation in the morning to return them to their pick-up location.

CONTACT

Janna Nichols, 5Cities Homeless Coalition at (805) 574-1638 or janna.nichols@5chc.org regarding this program. Additional contacts include: shelter@5chc.org; and Program Manager Rachel Perey, rachel.perey@5chc.org

Operations

- Philosophy/Values: Our goal is to provide emergency shelter to the most vulnerable people in our community. To enter shelter, clients are not required to be sober, compliant with mental health or addiction treatment plans, or to engage in services.
 - Housing First
 - Trauma-Informed
 - Harm-Reduction Model
 - Gender is self-identified, and clients will be placed with the gender they identify as.
- Admittance Protocols
 - Open to San Luis Obispo County Residents, Priority given to:
 - South County Residents
 - TAY
 - Single Women
 - Veterans
 - Seniors
 - Disabled
 - Clients are asked to agree to a Participant Agreement detailing Code Of Conduct
 - No Violent Offenders (including 290's)
 - No One With An Open Felony
 - No One Convicted Of Meth Manufacturing
 - Other Restrictions:
 - Client has a restraining order against them that prohibits admission.
 - Client is displaying violent or threatening behavior.
 - Client is not ambulatory enough to get in and out of bed on their own, as well as take care of bathroom and hygiene needs independently; or
 - Client has an infectious disease or appears to otherwise be ill and poses a threat to themselves and other clients.
- Site Control
 - Single Ingress/Egress (with controlled emergency exits)
 - 24/7 Restricted Access
 - 8 PM Curfew, Unless Prior Approval or accompanied by First Responder
 - Designated Smoking Area (at least 25 feet from entrance)
 - 24/7 Video Surveillance Connected to Grover Beach P.D. and 5CHC Staff
 - No drugs (other than over-the-counter or by prescription), marijuana, or paraphernalia, alcohol or weapons are allowed on site.
- Program Services
 - Meals will be delivered fully cooked, and food safety measures will be met. No cooking on site.
 - Coffee, tea, hot water, microwave, commercial fridge available for convenience foods.
 - Fridge – temperature and contents controlled and monitored daily.
 - Guest Laundry – Either provided on site, or transportation and costs provide to local business
 - Coordinated Entry and Community Referral to other 5CHC or Community Services.
- Maintenance
 - Guests Participate In Cleaning
 - Janitorial Cleaning Contract for Deep Clean of Restrooms
 - Bedding, Towels, Linen Changed At Least Weekly, if open for multiple consecutive nights.
- Staffing:
 - Minimum Of 2 Shelter Monitors On Site At All Times
 - Staff Training - Including
 - De-Escalation,
 - Trauma-Informed,
 - Mental Health First Aid,
 - ServSafe,
 - First Aid/CPR
- Indoors

- The following are prohibited within the shelter:
 - No smoking
 - No cooking
 - No hot tool hair appliances
 - No open flames including candles
- Events
 - No major events will take place on site, apart from client wellness and training programs with a limited number of additional attendees of less than 10 people.

Community

- Regular Reports To City And County Leadership
- Set Metrics For Program Evaluation
- After-Action Report Including Review Of Program Metrics/Success
- Engage Community with Volunteer Opportunities

Program Metrics

- Shelter Utilization: Who, First Time Guests, Age and Gender Demographics, Engagement in Other Services
- Community Impact: Calls For Law Enforcement Engagement Due To Disturbance, And Resolution.

RESOLUTION NO. 25 (2023 SERIES)

RESOLUTION AUTHORIZING FIVE CITIES HOMELESS COALITION USE OF A DWELLING ON HASLO PROPERTY AT 700 N. OAK PARK BOULEVARD IN ARROYO GRANDE FOR A TEMPORARY WARMING CENTER

WHEREAS, the Housing Authority of the City of San Luis Obispo (HASLO) owns the land at 700 N. Oak Park Boulevard in Arroyo Grande; and

WHEREAS, the San Luis Obispo Nonprofit Housing Corporation (SLONP) will develop affordable housing on the property; and

WHEREAS, the earliest start for construction of the affordable housing would be in December 2024; and

WHEREAS, the property contains various unoccupied structures and dwellings; and

WHEREAS, Five Cities Homeless Coalition (5CHC) is prepared to open an overnight warming center to provide a safe, warm and dry place for homeless families and individuals to find shelter during the winter on nights (and some severe days) with predictions of temperatures at or below 38°F, or especially stormy weather (with rain forecast at 50% or greater); and

WHEREAS, 5CHC is in the process of converting another property into a permanent warming center in Grover Beach with an anticipated opening date of January 2024; and

WHEREAS, one of the dwellings at 700 N. Oak Park has been identified as suitable for a temporary warming center for the months of November and December 2023 until the permanent center in Grover Beach opens; and

WHEREAS, 5CHC has provided the attached proposal detailing how they would obtain permits and manage the temporary warming center; and

WHEREAS, HASLO supports partnering with 5CHC to help those in need; and

WHEREAS, the proposed dwelling requires modifications the costs and labor of which HASLO will cover in an amount not to exceed \$10,000; and

WHEREAS, the property has experienced break-in over the past few months and the temporary warming center will deter such activity.

NOW, THEREFORE, BE IT RESOLVED by the Board of Commissioners of the Housing Authority of the City of San Luis Obispo that HASLO is authorized to enter into an agreement with 5CHC to utilize one of the dwellings at 700 N. Oak Park as a temporary warming center until the opening of their permanent warming center in Grover Beach; and

BE IT FURTHER RESOLVED that Scott Collins, in his capacity as Executive Director/Secretary of the Housing Authority and Ken Litzinger, in his capacity as Finance Director; are authorized to sign the agreement and transactions related to this partnership and modification of the dwelling.

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 19th day of October, 2023.

ASHLEA BOYER, CHAIRMAN

SEAL:

ATTEST:

SCOTT COLLINS, SECRETARY