

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 SEPTEMBER 16, 2021**
Approve the Minutes of the Regular Board of Commissioners 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**

DISCUSSION ITEMS:

1. COLLECTION LOSS

RECOMMENDED ACTION: Adopt Resolution 16 (2021 Series) Writing Off Collection Losses for Period Ending October 30, 2021.

- 2. THE APARTMENTS AT TOSCANO** – This item consists of a review of the project and timing, approval of general contractor and equity investor, and approval of HASLO as guarantor as required by equity investor. The actual contracts for construction, debt and equity will be with SLO Non-Profit Housing Corp. However, it is appropriate that HASLO consent to these items in its role as guarantor. The Apartments at Toscano consist of 38 affordable apartments in the new Toscano neighborhood of San Luis Obispo. Project must start construction no later than December 27, 2021. Detailed comparisons and recommendations will be sent to board members Monday, October 18.

RECOMMENDED ACTIONS:

Adopt Resolution 17 (2021 Series) Approving general contractor, equity investor and lender.

Adopt Resolution 18 (2021 Series) Approving HASLO as Guarantor.

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. 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 November 18, 2021, at 12:00 p.m. virtually.

REQUIREMENTS OF THE BROWN ACT HAVE BEEN SATISFIED AS THIS NOTICE WAS POSTED AT 3:30 P.M. ON OCTOBER 14, 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

September 16, 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 12:02 p.m. by Chair Jay C. Beck. Per CA Executive Order N-25-20, the meeting was authorized to be held via teleconferencing and was made accessible to the public telephonically.

ROLL CALL

PRESENT: Commissioners Beck, Boyer, Crotser, Gillett, Odenthal, Souza, Steinberg
ABSENT: None
STAFF: Scott Smith, Ken Litzinger, Elaine Archer, Sandra Bourbon, Michael Burke, Michelle Pedigo, and Vicky Culman

PUBLIC COMMENT:

None.

EXECUTIVE DIRECTOR'S REPORT:

Scott Smith, Executive Director, reminded the Commissioners that we would tour the recently renovated apartments across the street before they became occupied. These apartments are the last ones to be completed for RAD.

Smith told the Commissioners that we would pull item D3 because the DDA has not yet been finalized.

We have two projects that will start construction soon: Toscano by the end of December and Morro Bay by the end of February.

Smith thanked Commissioners Beck and Souza for attending our staff picnic. Precautions due to COVID were taken. It was an outside event. Some staff did not attend due to the increasing COVID cases.

The project at 279 Bridge Street, 94 housing units, was approved by the Planning Commission and passed the appeal period. Next, we will concentrate on financing and building permits.

An ECHO client at the Paso shelter died of an overdose. That person's sister lives in our permanent housing at Paso Homekey.

Staff and Commissioners mentioned the possibility of pursuing another Homekey project.

CONSENT AGENDA:

- C1. MINUTES OF THE BOARD OF COMMISSIONERS REGULAR MEETING OF AUGUST 19, 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**

Chair Beck asked for information regarding the vacancies at Paso Homekey. Elaine Archer, Director of Housing Management, explained there is more turnover now; some clients have to be terminated due to drug use. There are 8-10 units being held vacant to move clients when their apartments are rehabilitated.

Commissioner Crotser pointed out a typo in the minutes. He also requested clarification about the race statistics in the HCV report. Staff explained that the majority of non-white clients are Hispanic which is why that designation is used. Commissioner Crotser suggested calling that group “non-white” to cover all races represented.

Chair Beck thanked Michael Burke, Director of Construction and Development, for his report. The Chair requested that the report include future milestones and next steps for projects. Burke provided an update regarding our project on Monterey Street. The City is requiring all reports to be submitted prior to making a CEQA determination due to infill.

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

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

DISCUSSION ITEMS:

Chair Beck confirmed Discussion Item #3 was being pulled unless there were objections.

1. HASLO ANNUAL BUDGET

Ken Litzinger, Director of Finance, reviewed the highlights of the annual budget.

Litzinger was asked about the property at Victoria and Humbert. We hope to have 30 units there. Chair Beck said HASLO excels at managing properties and tenants.

ACTION TAKEN: A motion to **Adopt Resolution 12 (2021 Series) Adopting HASLO’s Annual Budget for the Fiscal Year October 1, 2021, through September 30, 2022**, was made by Commissioner **Crotser**, seconded by Commissioner **Gillett**, and unanimously approved on the following roll call vote:

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

ACTION TAKEN: A motion to **Adopt Resolution 13 (2021 Series) Approving Operating Budget and Certifications Listed on Form HUD-52574 Attached Project CAL 64-A Fiscal Year Ending September 30, 2022**, was made by Commissioner **Crotser**, seconded by Commissioner **Gillett**, and unanimously approved on the following roll call vote:

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

2. HOUSING CHOICE VOUCHER PAYMENT STANDARDS

Elaine Archer, Director of Housing Management, explained that the Welcome Home Program for the Emergency Housing Vouchers requires an increase in their payment standard. The payment standard for the regular Housing Choice Voucher program also needs an increase to stay competitive. These increases will make it easier for clients to find housing, but will increase our HAP over time.

ACTION TAKEN: A motion to **Adopt Resolution 14 (2021 Series) Adopting a Change in the Housing Authority of San Luis Obispo’s Payment Standard for Emergency Housing Vouchers**, was made by Commissioner **Crotser**, seconded by Commissioner **Steinberg**, and unanimously approved on the following roll call vote:

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

ACTION TAKEN: A motion to **Adopt Resolution 15 (2021 Series) Adopting a Change in the Housing Authority of San Luis Obispo’s Payment Standard**, was made by Commissioner **Crotser**, seconded by Commissioner **Steinberg**, and unanimously approved on the following roll call vote:

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

1:23 P.M. Chair **Beck** announced we were going into closed session.

12:24 P.M. **Elaine Archer, Sandra Bourbon, Michelle Pedigo, and Vicky Culman** 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.

1:40 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.

Commissioners and staff toured the recently completed RAD conversion of the Leff Street Apartments.

There being no further business, the meeting was adjourned at 2:00 p.m.

Respectfully submitted,

Scott Smith, Secretary

Executive Summary

Housing Choice Vouchers (“Section 8”)

- Waiting List Lease-up Activity:
 - Housing Choice Voucher
 - We received a total of 610 referrals for the EHV’s and have closed the waiting list. At this time, we are scheduling group intake appointments to issue vouchers and almost 86% of applicants have received a voucher.
 - 104 EHV participants have been successfully housed, with 22 participants in progress with their move-ins
 - HUD has created their own dashboard for monitoring vouchers issued across the country. While HUD had delays in their ability to accept voucher issuances due to some programming challenges, we are doing better than many other housing authorities.

PHA Name	EHV Award	Cumulative Reported Issuances	Cumulative Households Served
Michigan State Housing Development Authority	779	678	143
Housing Authority of the City of San Luis Obispo	156	517	104
New York City Housing Authority	5,738	287	14
Oklahoma Housing Finance Agency	301	195	10
Housing Authority of the City of Los Angeles	3,365	176	1
Orange County Housing Authority	557	167	
Housing Authority & Comm Svcs of Lane Co	184	134	6
New Hampshire Housing Finance Agency	120	120	25

- Statistics for the % success rate for the regular waiting list, by year, is:

Year	Lottery Size	Leased-up	% Leased	Rent-in-Place % of Leased-up	% non-white of leased-up	% Hispanic of leased-up
2015	500	133	26%	did not track	30%	29%
2017	250	97	38%	28%	33%	39%
2018	500	203	40%	30%	25%	28%
2018-Fall	250	81	32%	unknown	20%	30%
2020	250	86	34%	22%	22%	36%
				<i>County statistics</i>	<i>11%</i>	<i>23%</i>

- The above chart has been adjusted to track % Non-White leased up, versus % white of leased up.
 - We have approximately 60 families remaining on the 2020 waiting list and will begin processing them in the final quarter of the year.
- Mainstream Voucher Activity
 - Due to the large success of the Welcome Home Program, we are redirecting those who are eligible for Mainstream Vouchers to this program to maximize the utilization of available vouchers.
 - 14 TMHA 80 Now program participants are being transferred to mainstream vouchers.

- VASH Voucher Activity
 - This month, 3 new referrals have been made to the VASH program with anticipation of leasing up by the end of October.
 - 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
 9/30/2021

	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	1,669	6	1,031	395	196	39	2	\$919	\$814	12.9%
RAD / PBV	175	149	10	14	51	49	24	1	\$866	\$713	21.5%
PBV	328	317	24	105	86	91	11		\$813	\$760	7.0%
	2,205	2,135									
VASH	201	161	18	110	21	11	1		\$760	\$684	11.1%
PBV-VASH	25	25		23	2				\$731	\$726	0.6%
Welcome Home	156	115		58	35	19	3		\$1,160		
FUP	38	37	1	2	25	8	1		\$1,314	\$1,182	11.2%
Mainstream	153	114	26	65	18	3	2		\$907	\$320	183.4%
	573	452									
	2,778	2,587	85	1,408	633	377	81	3	\$886	\$796	11.3%
<i>distribution by voucher size</i>			3%	54%	24%	15%	3%	0.1%			

- Net Voucher Activity Analysis:
 - The chart on the next page is a break-down by Voucher Program with new voucher issuance and end of participation.
 - There was a spike in PBV new voucher issuance due to the SLO Villages lease up for the Hathaway property.
 - This property includes 22 units, which is now filled at 78% capacity.
 - The final units to be rented up are the conversion units and we expect those to be filled in October
 - There will be another spike in PBV vouchers when the Leff Street Apartments are rented up as of October 1st
 - A section has been added for the Welcome Home Vouchers. There has been tremendous success in the first 3 months
 - 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)

	HCV		PBV		VASH		FUP		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												
November												
December												
YTD Totals	46	-94	43	-29	19	-16	4	-1	42	-5	112	-1
YTD Net Program		-48		14		3		3		37		111

- Welcome Home Voucher Analysis:
 - 115 applicants have found housing, in the following types of housing:
 - Market landlord – 72 Unique market LL’s
 - Supportive housing (Lumina)
 - Tax Credit/Affordable landlords – 13 Unique LL’s
 - 65 Inspections were scheduled and completed in the month of September for the Welcome Home Program.

Statistical Summary

Scheduled Between : 09/01/2021 and 09/30/2021

Number of Inspections by Employee / Vendor

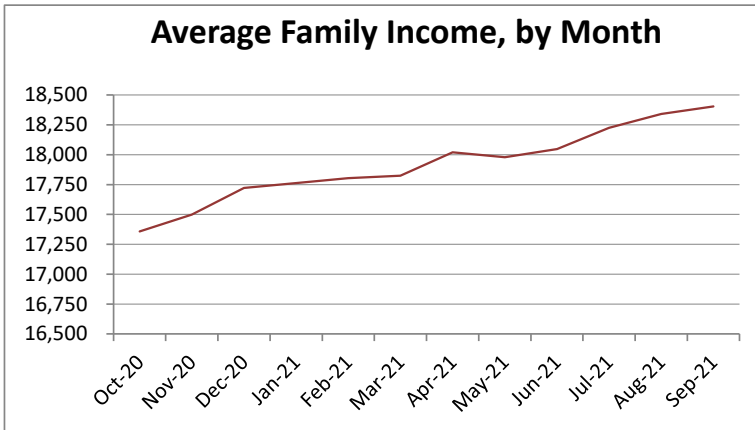
	Initial	Reinspection	Total
Unassigned	1	0	1
Joaquin, Torres	55	7	62
Seth, Maule	2	0	2
Total	58	7	65

- We have processed bonus payments to landlords in the amount of \$178,000 with 27 new owners already joining the program.
- The media campaign has started with radio and TV slots. Landlords and property owners are calling in response to the flyers, asking for more information – validating this as a successful community outreach strategy!

HASLO

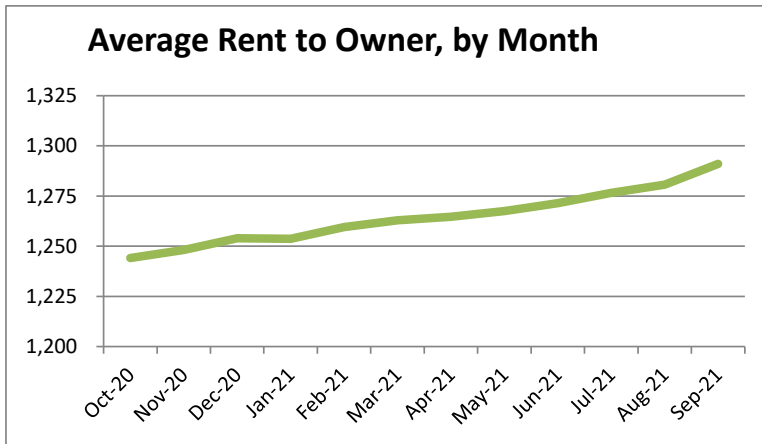
Voucher Monthly Analysis (VMA)

Rolling 12 months

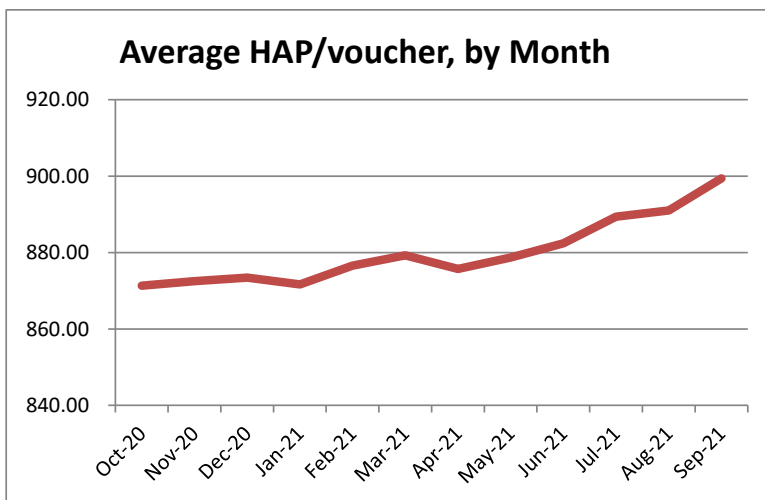


Average HH Income, 12 month % change: 6.0%

AMI March 2020, pre pandemic 17,451
 AMI, current 18,404
 relative AMI comparison: 105.5%



RTO, 12 month % change: 3.8%



Average HAP, 12 month % change: 3.2%

of HH members assisted, beg of year: **4,492**
 # of HH members assisted, end of 12 months: **4,746**
 % change 6%

SEMAP Indicators Report

As of September 30, 2021

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

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Current SEMAP Indicator Information

Most Recent SEMAP Indicator Information

Reporting Rate as of September 30, 2021

Program Type	VMS Units Leased	As of MM/YY	Port-Outs	Port-Ins	Number of 50058s Required (#)	Number of 50058s Reported (#)	Reporting Rate (%)
All Voucher Funded Assistance	2380	08/21	20	20	2380	2524	100

Indicator 9: Annual Reexaminations

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

Percent of Families with reexaminations overdue (%) (Percentage includes all reexaminations more than 2 months overdue. SEMAP scores: Under 5% = 10 points; 5% - 10% = 5 points; greater than 10% = 0 points. Percentages shown as red and bold result in reduced SEMAP scores.)	1
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Number of Families in Current Database	Number of Late Reexaminations
2670	22 – primarily related to data submission issues

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

Indicator 10: Correct Tenant Rent Calculations

Percent of Families with incorrect rent calculation (%) (SEMAP scores zero points when more than 2 percent of the Housing Authority's tenant rent calculations are incorrect as indicated by %'s shown in red & bold.)	0
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Number of Families in Current Database	Number of Rent Discrepancies
1856	0

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

Indicator 11: Precontract HQS Inspections

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

Number of Families in Current Database	Number of Inspections On or Before Effective Date
676	676

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

**Indicator 12:
Annual HQS Inspections**

Percent of units under contract where annual HQS inspection is overdue (%)(Percentage includes all HQS Inspections more than 2 months overdue. SEMAP scores: Under 5% = 10 points; 5% - 10% = 5 points; greater than 10% = 0 points. Percentages shown as red and bold result in reduced SEMAP scores.) **41**

Number of Families in Current Database	Number of Late Inspections
2153	874 – due to inspections waived during COVID

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

**Indicator 13:
Lease-Up**

Note: This data is not currently available.

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

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

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

Number of Mandatory Slots (#)*	Number of Families Enrolled (#)	Percent of Families Enrolled (%)	Number of Families with Progress Report and Escrow Balances (#)	Percent of Families with Progress Report and Escrow Balances (%)
0	65	0	47	75

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

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

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

Housing Authority of San Luis Obispo
Housing Choice Voucher Lease up and Funding Analysis
October 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 in October 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 applied to receive three 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.

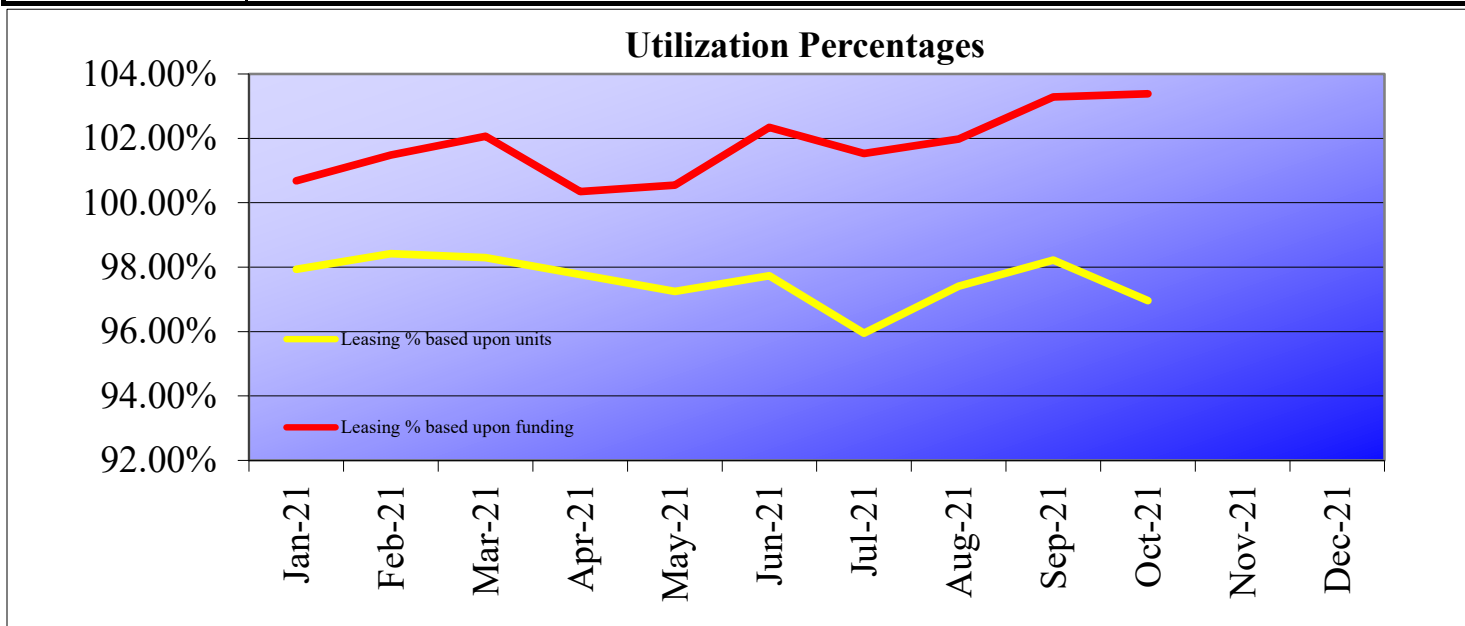
The Mainstream voucher program continues to have strong leasing numbers, and we are assisting 116 participants. The Emergency Housing vouchers, which were received in July, are off to a terrific start with over 115 participants being leased. Staff has been working hard on leasing these vouchers and we 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 \$1.3 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
October 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	\$ 2,200,373	\$ (69,938)	103.28%	\$ 907
October 2021	2,469	2,394	96.96%	\$ 2,130,435	\$ 2,202,556	\$ (72,121)	103.39%	\$ 920
November 2021								
December 2021								
YTD	24,690	24,096	97.59%	\$ 21,304,352	\$ 21,680,612	\$ (376,260)	101.77%	\$ 900



NRA + Prog Reserve Balance (Excess HAP) as of 1/1/2021	\$ 1,672,901	YTD Voucher	YTD	
HAP Funding YTD:	\$ 21,304,352	Months	Vouchers	
HAP Expenditures YTD:	\$ 21,680,612	Available	Leased	
HAP Revenue (Fraud, FSS Forfeits) YTD:	\$ -	Regular Vouchers	22,050	21,877 99.2%
Current Remaining NRA / Prog Reserve:	\$ 1,296,641	Veterans (VASH)	2,260	1,848 81.8%
Months in Reserves at Current Monthly Expense Levels	18.0	Family Unification	380	371 97.6%
Reserves as a Percentage of Budget Authority	5.1%	Total Vouchers	24,690	24,096 97.6%
Current Monthly Funding (a)	\$ 2,130,435			
Current Average HAP Payment (b)	\$ 920	Mainstream	1,530	1,101 72.0%
# of Units the Current Monthly Funding Would Support (a)/(b)	2,316	Emergency Housing	624	241 38.6%
# of Units Currently Leased	2,394			
Excess Units Leased, Current Month	78			
Current Year-to-Date Funding (a)	\$ 21,304,352			
Current Year-to-Date Average HAP Payment (b)	\$ 900			
# of Unit-Mos the Current Monthly Funding Supports (a)/(b)	23,678			
# of Unit-Mos Leased Year-to-Date	24,096			
Excess Unit-Mos Leased, Year-to-Date	418			

Executive Summary
Property & Asset Management

- Key Priorities for the Property Management team continue to be:
 - COVID-19 Related Activities:
 - ✓ We have started receiving rental assistance payments from the Emergency Rental Assistance Program (ERAP)
 - ✓ 3-day notices will be given to tenants again, beginning October 1st, instead of the 15-day notices that were required during the COVID restriction on evictions due to unpaid rents
 - Vacancies
 - ✓ There are a number of vacancies across the properties
 - ✓ We are monitoring the vacancies to ensure that they are filled within the 60 day guidelines established by CTCAC for tax credit properties
 - ✓ The Anderson Hotel continues to have increased vacancy loss in both the residential and commercial units
 - Maintenance
 - ✓ We are preparing for the fall with annual gutter cleaning and HVAC preventive maintenance
 - ✓ We started the annual physical inspection process again- a calendar has been developed for the next year for all properties
 - RAD
 - ✓ Hathway was rented up in September and all units at Leff Street have unit offers extended to applicants
 - Community and Family Support
 - ✓ Workloads, referral forms and case management services are being developed
 - Paso Home Key
 - ✓ We are working with 4-6 tenants that are having challenges complying with the lease. Several tenants have given notice because the property is not what they had hoped and several tenants have been given notices to vacate due to ongoing lease violations
 - ✓ On site staff have been present for this last month and we are seeing a positive impact on night-time activity

October 13, 2021

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

FSS:

Continued outreach, case management and annual assessments. The below chart is as of 09-30-2021.

	Sandra	Traci	TOTAL
Active	38	26	64
New contracts added this month	0	0	0
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	303,453	207,825	511,278
Increase in Tenant Payment (TTP) this month	4,995	4,995	9,990
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%	62.38%	75.00%
Total Escrow Account balance	193,586.80	109,475.85	303,062.65
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

SERVICES:

We are continuing to open up our Learning Centers “in person” gradually following Covid procedures/protocols, but we have had a recent setback due to losing staff and will be recruiting once again for a Resident Services Assistant. We will continue to offer remote assistance and activities at all locations. Hidden Creek is up and running in person with 9 to 12 children in attendance every day.

The 860 Community Garden was just awarded a \$5,000 grant from the SLO Veterans Services Collaborative and the Bob Woodruff Foundation to help with veteran food insecurities. This money will benefit the 860 residents and community garden directly.

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Development Update



Date of Update	10/13/2021	
DEVELOPMENT		
	PROJECT	ACTION
	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
		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
	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
		Pre-application review completed, obtaining City requested reports for CEQA determination
	RAD Conversion	Construction
		At time of writing, there are 6 units that are still under construction. Punch list and warranty follow-up is ongoing.
		Financing
		We will be working on the checklist for the third capital contribution, which will be for 11.7 million.
	Tosciano Site	Site control
		Deeded to HASLO
		Financing
		Reservation of 9% credits confirmed
		Construction
		Bids received, all but 1 are under budget. 12/15/2021 anticipated construction start
	Office	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
	Nipomo Senior 40	Construction
		Request for water meter will be considered as a consent item on the 10/13 NCSB Board meeting calendar. Interior paint has commenced.
		Project is on schedule and on budget
	2655 Shell Beach Road	Acquisition
		Escrow closed on 12/23/2020
		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.
	405 Atascadero Road	Entitlements
		Project is approved
		Working with Tribes to determine appropriate mitigation measures
		Strategy
		35 units of large family housing, co-developing with Jim Rendler
		Financing
		Award confirmed. Finance to close in Q1 of 2022 with construction start scheduled for February of 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	
	Site acquisition	Closed escrow on June 4th.	
	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, in appeal period	



Nipomo Senior

ID	Task Name	Duration	Start	Finish	2022				2023				2024				2025				2026							
					Qtr 3	Qtr 4	Qtr 1	Qtr 2	Qtr 3	Qtr 4	Qtr 1	Qtr 2	Qtr 3	Qtr 4	Qtr 1	Qtr 2	Qtr 3	Qtr 4	Qtr 1	Qtr 2	Qtr 3	Qtr 4	Qtr 1	Qtr 2	Qtr 3	Qtr 4		
1	Anderson	01 days?	Wed 10/13/21	Wed 12/31/25																								
2	Feasibility	318 days	Wed 10/13/21	Fri 12/30/22																								
3	Construction/Lease Up	522 days	Mon 1/2/23	Tue 12/31/24																								
4																												
5	HomeKey	130 days	Wed 10/13/21	Tue 4/12/22																								
6	Construction	130 days	Wed 10/13/21	Tue 4/12/22																								
7																												
8	Cleaver Commons	783 days	Wed 10/13/21	Fri 10/11/24																								
9	Entitlements/Financing	361 days	Wed 10/13/21	Wed 3/1/23																								
10	Construction/Lease Up	422 days	Thu 3/2/23	Fri 10/11/24																								
11																												
12	1422& 1480 Monterey	275 days	Wed 10/13/21	Tue 9/1/26																								
13	Entitlements/Financing	568 days	Wed 10/13/21	Fri 12/15/23																								
14	Construction Phase 1	521 days	Mon 12/18/23	Mon 12/15/25																								
15	Financing Phase 2	167 days	Mon 12/18/23	Tue 8/6/24																								
16	Construction Phase 2	540 days	Wed 8/7/24	Tue 9/1/26																								
17																												
18	Toscano	468 days	Wed 10/13/21	Fri 7/28/23																								
19	Finance Close	45 days	Wed 10/13/21	Tue 12/14/21																								
20	Construction Lease Up	423 days	Wed 12/15/21	Fri 7/28/23																								
21																												
22	Office	687 days	Wed 10/13/21	Thu 5/30/24																								
23	Permits/Schematic Design	209 days	Wed 10/13/21	Mon 8/1/22																								
24	Construction	478 days	Tue 8/2/22	Thu 5/30/24																								
25																												
26	Nipomo 40	208 days	Wed 10/13/21	Fri 7/29/22																								
27	Construction/Lease Up	208 days	Wed 10/13/21	Fri 7/29/22																								
28																												
29	2655 Shell Beach Road	64 days?	Wed 10/13/21	Mon 4/29/24																								
30	Financing	298 days	Wed 10/13/21	Fri 12/2/22																								
31	Construction Lease Up	366 days	Mon 12/5/22	Mon 4/29/24																								
32																												
33	736 Orcutt	948 days	Wed 10/13/21	Fri 5/30/25																								
34	Entitlements	188 days	Wed 10/13/21	Fri 7/1/22																								
35	Financing	370 days	Mon 7/4/22	Fri 12/1/23																								
36	Construction/Lease Up	390 days	Mon 12/4/23	Fri 5/30/25																								
37																												
38	700 N Oak Park	099 days	Wed 10/13/21	Mon 12/29/25																								
39	Financing	558 days	Wed 10/13/21	Fri 12/1/23																								
40	Construction/Lease Up	541 days	Mon 12/4/23	Mon 12/29/25																								

Project: Development Date: Wed 10/13/21	Task		Project Summary		Manual Task		Start-only		Deadline	
	Split		Inactive Task		Duration-only		Finish-only		Progress	
	Milestone		Inactive Milestone		Manual Summary Rollup		External Tasks		Manual Progress	
	Summary		Inactive Summary		Manual Summary		External Milestone			

RESOLUTION NO. 16 (2021 SERIES)

**RESOLUTION WRITING OFF COLLECTION LOSSES
FOR PERIOD ENDING OCTOBER 30, 2021**

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 **\$2,512.00** shall be written off as a collection loss as of October 30, 2021. 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 21st day of October, 2021.

JAY C. BECK, CHAIRMAN

SEAL:

ATTESTS:

SCOTT SMITH, SECRETARY

RESOLUTION NO. 16 (2021 SERIES)

EXHIBIT A

Summary of delinquent accounts to be written off for period ending October 30, 2021.

<u>PROGRAM</u>	<u>TENANT NAME</u>	<u>TERM DATE</u>	<u>AMOUNT</u>
Anderson Apt.	Patricia Rasmussen	12/23/20	\$ 635.00
	Klyde Wilshusen	02/28/21	1,156.00
	Richard Bermine	Deceased	386.00
	Kimberly Corella	07/01/21	335.00
TOTAL AMOUNT TO BE WRITTEN OFF.....			<u>\$ 2,512.00</u>