

NOTICE OF A SPECIAL MEETING PLEASE NOTE NEW MEETING TIME
THE REGULAR MEETING TIME HAS BEEN CANCELLED

YOU ARE HEREBY NOTIFIED THAT A SPECIAL MEETING OF THE BOARD OF COMMISSIONERS OF THE HOUSING AUTHORITY OF THE COUNTY OF SANTA CRUZ IS TO BE HELD ON MONDAY, APRIL 30, 2018 AT 11:30A.M. AT THE HOUSING AUTHORITY OFFICES LOCATED AT 2931 MISSION STREET, SANTA CRUZ CALIFORNIA 95060

HOUSING AUTHORITY OF THE COUNTY OF SANTA CRUZ
AGENDA OF THE SPECIAL BOARD MEETING

1. Roll Call
2. Consideration of Late Additions and Changes to the Agenda
3. Consent Agenda
 - A. Approval of Minutes of Regular Meeting held March 28, 2018
4. Oral Communications (All oral communications must be directed to an item not listed on this agenda and must be within the jurisdiction of the Board. Presentations must not exceed three minutes in length. The Board will not take action or respond immediately to any Oral Communication presented, but may choose to follow up at a later time or schedule item for a subsequent agenda. The Board may limit the total amount of time allowed for oral communication). Anyone addressing the Board of Commissioners is asked to complete a card and leave it with the Board secretary so that their names may be accurately recorded in the Minutes.
5. Unfinished Business
6. New Business
 - A. Review of Draft Agency Budget for FY 2018-2019
 - B. Disaster Relief Funding for Levee Repairs at Buena Vista Migrant Center
 - C. Waiting List Opening – Best Practices
7. Written Correspondence
8. Report of Executive Director
9. Reports from Board Members
(Board members may report on meetings attended, if any, or other items of interest.)
10. Closed Session
(The Board will recess to discuss those items listed, if any.)
11. Report on Closed Session
12. Adjournment

*The Housing Authority complies with the Americans with Disabilities Act. If you are a person with disabilities and you require special assistance in order to participate, please contact the Board secretary at 831-454-9455, ext. 201 at least 72 hours in advance of the meeting in order to make arrangements. Persons with disabilities may request a copy of the agenda in an alternative format. Spanish language translation is available on an as needed basis. Please make arrangements 72 hours in advance by contacting the Housing Authority at 831-454-9455, ext. 280.

Agendas can be obtained from the Housing Authority of the County of Santa Cruz Administration Department.

HOUSING AUTHORITY OF THE COUNTY OF SANTA CRUZ, MINUTES OF THE REGULAR MEETING MARCH 28, 2018 AT THE HOUSING AUTHORITY OF THE COUNTY OF SANTA CRUZ, 2931 MISSION STREET, SANTA CRUZ, CA 95060

AGENDA ITEM NO. 1 Roll Call

Chairperson Berg called the meeting to order at 11:30 a.m. Members present Commissioners Berg, Eligio, Garcia, Pomerantz and Schiffrin

Members Absent

(Commissioner Schmale entered the meeting at 11:34 a.m. Commissioner Brunner entered the meeting at 11:35 a.m.)

Staff Present

Jennifer Panetta and Courtney Byrd of the Housing Authority

AGENDA ITEM NO. 2 Consideration of Late Additions or Changes to the Agenda

None.

AGENDA ITEM NO. 3 Consent Agenda

Chairperson Berg asked for a motion to approve the Consent Agenda.

Commissioner Schiffrin requested **AGENDA ITEM 3C** be pulled from the Consent Agenda, item so pulled and will now be **AGENDA ITEM 6C** (current **AGENDA ITEM 6C** will now be **AGENDA ITEM 6E**).

Commissioner Pomerantz requested **AGENDA ITEM 3B** be pulled from the Consent Agenda, item so pulled and will now be **AGENDA ITEM 6D**.

Commissioner Schiffrin moved for approval of the Consent Agenda as amended; Commissioner Garcia seconded the motion and it was passed by the following vote:

AYES: Commissioners Berg, Eligio, Garcia, Pomerantz and Schiffrin

NOES: None

ABSENT: Commissioners Brunner and Schmale

ABSTAIN: None

Agenda Item 3A. Approved Minutes of the Regular Meeting held February 28, 2018

AGENDA ITEM NO. 4 Oral Communications

None.

AGENDA ITEM NO. 5 Unfinished Business

None.

AGENDA ITEM NO. 6A

Public Hearing, review and consideration of draft Agency Plan for the Housing Authority of the County of Santa Cruz

Annual PHA Plan for the Housing Authority of the County of Santa Cruz

Chairperson Berg opened the Public Hearing at 11:34 a.m. for Public Comment.

Secretary Panetta directed the Board's attention to a letter dated January 23, 2018 included in the Board packet sent by the County of Santa Cruz Board of Supervisors in support of the establishment of a live/work residency preference for the Section 8 Housing Choice Voucher Program.

In attendance for Public Comment, Gretchen Regenhardt and Liliana Garcia, Attorneys at Law with California Rural Legal Assistance, Inc. (CRLA). Secretary Panetta directed the Board's attention to a letter dated March 23, 2018 from CRLA and the Housing Authority's response to this letter. Ms. Regenhardt stated that the comments in the letter are directed to two aspects of the Section 8 program administration. The denial or delay of transfers due to damages owed to the Housing Authority and/or to a participating landlord and the file review process used by the Program Integrity Department staff. Ms. Regenhardt also commented that the notice regarding the Public Hearing was hard to locate and suggested it be posted on the main page of the Housing Authority's website.

Chairperson Berg closed the Public Hearing at 11:45 a.m.

Secretary Panetta directed the Board's attention to a staff response to CRLA's comments. Secretary Panetta stated that in response to CRLA's comments on the denial or delay of transfers due to damages owed to the Housing Authority and/or to a participating landlords, staff recommends adding the underlined wording below to the Administrative Plan:

Proposed Revision in Admin Plan Section XIX, page 36

A program participant who owes the Housing Authority or their landlord money as a result of program or lease violations may not transfer to a new unit or port out to a new jurisdiction until the money is repaid or satisfactory arrangements have been made to repay the debt. The Housing Authority may postpone the transfer for up to 21 days, while the security deposit is reconciled. After this time, the Housing Authority will either issue a transfer packet or begin the process of termination of assistance.

A discussion followed. In response to CRLA's comments, the Board suggested adding further wording to the Administrative Plan as below:

A program participant who owes the Housing Authority or their landlord money as a result of program or lease violations may not transfer to a new unit or port out to a new jurisdiction until the money is repaid or satisfactory arrangements have been made to repay the debt. The Housing Authority may postpone the transfer for up to 21 days, while the security deposit is reconciled and

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while the Housing Authority consults with the tenant and landlord and collects appropriate documentation. Length of tenancy will be considered. After this time, the Housing Authority will either issue a transfer packet or begin the process of termination of assistance.

Commissioner Schiffrin moved to amend the Administration Plan Section XIX page 36 with the underline wording as follows: A program participant who owes the Housing Authority or their landlord money as a result of program or lease violations may not transfer to a new unit or port out to a new jurisdiction until the money is repaid or satisfactory arrangements have been made to repay the debt. The Housing Authority may postpone the transfer for up to 21 days, while the security deposit is reconciled and while the Housing Authority consults with the tenant and landlord and collects appropriate documentation. Length of tenancy will be considered. After this time, the Housing Authority will either issue a transfer packet or begin the process of termination of assistance. ; Commissioner Brunner seconded the motion and it was passed by the following vote:

AYES: Commissioners Berg, Brunner, Eligio, Garcia, Pomerantz, Schiffrin and Schmale
NOES: None
ABSENT: None
ABSTAIN: None

Secretary Panetta informed the Board of the steps in the Housing Authority's file review process commented on by CRLA. However, the Housing Authority's practice of conducting file review appointments is not described in the Plan, nor is it required to be described in the plan. A discussion followed.

Commissioner Schiffrin moved to approve the Agency Plan as amended and to Adopt Resolution No. 2018-04 and directed staff to return to the Board at a subsequent meeting with more information on the file review process; Commissioner Brunner seconded the motion and it was passed by the following vote:

AYES: Commissioners Berg, Brunner, Eligio, Garcia, Pomerantz, Schiffrin and Schmale
NOES: None
ABSENT: None
ABSTAIN: None

Secretary Panetta will, in response to Ms. Regenhardt's comment on the difficulty locating the Public Hearing notice, have the notice more prominently placed in the future on our website.

Commissioner Garcia exited the meeting at 12:15 p.m.

AGENDA ITEM NO. 6B Contract for Contribution to Monterey Bay Housing Trust

Secretary Panetta informed the Board that the Housing Authority is under contractual agreement with the County of Santa Cruz to provide information and services related to housing and affordable housing

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programs and activities. This year's plan includes a \$200,000 contribution to the Monterey Bay Housing Trust. The Housing Authority requests Board approval to enter into a contract for \$200,000, funded by the County of Santa Cruz Housing Services Contract, for the contribution to the Monterey Bay Housing Trust administered by the Monterey Bay Economic Partnership. A discussion followed.

Commissioner Schiffrin moved to accept staff recommendation to enter into a contract for \$200,000, funded by the County of Santa Cruz Housing Services Contract, for the contribution to the Monterey Bay Housing Trust administered by the Monterey Bay Economic Partnership; Commissioner Pomerantz seconded the motion and it was passed by the following vote:

AYES: Commissioners Berg, Brunner, Eligio, Pomerantz, Schiffrin and Schmale
NOES: None
ABSENT: Commissioner Garcia
ABSTAIN: None

AGENDA ITEM 6C Proposed Cancellation of the Regular Meeting of April 25, 2018 and the Scheduling of a Special Meeting on April 30, 2018

Secretary Panetta informed the Board that she will be attending a conference of the National Association of Housing and Redevelopment Officials in Washington DC on the date of the Regular April meeting. It is proposed the Board cancel the Regular Meeting set for April 25, 2018 at 11:30 a.m. and instead schedule a Special Meeting on Monday, April 30, 2018 at 11:30 a.m. A discussion followed.

Commissioner Schiffrin moved to approve the Cancellation of the Regular Meeting of April 25, 2018 at 11:30 a.m. and the Scheduling of a Special Meeting on Monday, April 30, 2018 at 11:30 a.m.; Commissioner Schmale seconded the motion and it was passed by the following vote:

AYES: Commissioners Berg, Brunner, Eligio, Pomerantz, Schiffrin and Schmale
NOES: None
ABSENT: Commissioner Garcia
ABSTAIN: None

AGENDA ITEM 6D OMS Contract Amendment

Secretary Panetta reminded the Board that unforeseen soil quality issues were discovered by the Geotechnical Engineer during the deconstruction of the wastewater levee at the Buena Vista Migrant Center. On February 28, 2018, the Board of Commissioners approved a bid from Durden Construction in the amount of \$137,902 which included a change order for \$38,102 to address the soil quality issues with the levee. Office of Migrant Services (OMS) informed the Housing Authority it has approved additional expenses up to \$48,470. The original Resolution authorized by the Board of Commissioner at the June 28, 2017 had a contract amount not to exceed \$801,530. Since additional expenses have been approved, a new contract amount will state amount not to exceed \$850,000. OMS is requiring a new Resolution authorizing Executive Director Jennifer Panetta to sign the revised contract. A discussion

followed.

Commissioner Brunner moved to adopt Resolution No. 2018-03; Commissioner Pomerantz seconded the motion and it was passed by the following vote:

AYES: Commissioners Berg, Brunner, Eligio, Pomerantz, Schiffrin and Schmale
NOES: None
ABSENT: Commissioner Garcia
ABSTAIN: None

AGENDA ITEM NO. 6E Youth Homeless Demonstration Program Grant

Secretary Panetta informed the Board that the U.S. Department of Housing and Urban Development (HUD) awarded the County of Santa Cruz one of ten Youth Homeless Demonstration Programs (YHDP) in the entire country. The Housing Authority would propose to utilize a combination of Project Based Vouchers (PBV) and tenant based rental assistance. Grants for permanent supportive housing can be up to \$250,000 for two years with probable annual renewal from HUD. If our letter of intent is selected by the Youth Advisory Board (YAB) a full proposal would be due April 20th. This is before the Board to approve submission of the YHDP application to HUD for up to \$250,000.

Commissioner Pomerantz moved to approve submission of Youth Homelessness Demonstration Program (YHDP) application to the U.S. Department of Housing and Urban Development for up to \$250,000 for permanent supportive housing and authorize execution of contract for YHDP program; Commissioner Schiffrin seconded the motion and it was passed by the following vote:

AYES: Commissioners Berg, Brunner, Eligio, Pomerantz, Schiffrin and Schmale
NOES: None
ABSENT: Commissioner Garcia
ABSTAIN: None

AGENDA ITEM NO. 7 Written Correspondence

None.

AGENDA ITEM NO. 8 Report of Executive Director

Executive Director Panetta informed the Board that the financials for February and a comparison against our approved budget (s) FY 2017-2018 is included in this month's Board Packet.

Executive Director Panetta informed the Board that this month, HUD and the Department of Education hosted a webinar on improving student outcomes through data-sharing partnerships between PHAs and school districts.

Executive Director Panetta informed the Board that this month, she made a presentation to the Santa

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Cruz Mobile and Manufactured Homes Commission, to share information about a new way that mobile home owners with a Housing Choice Voucher (HCV) could benefit from the program.

Executive Director Panetta informed the Board that she has been nominated to serve on the National Association of Housing and Redevelopment Organization (NAHRO) Emerging Leader Committee for the coming year.

Executive Director Panetta gave the Board a legislative update.

AGENDA ITEM NO. 9 Reports from Board Members
None.

Deputy Director Mark Failor entered the meeting at 1:12 p.m.
The Board of Commissioners entered closed session at 1:13 p.m.

AGENDA ITEM NO. 10 Closed Session

A. Real Property Discussion

The Board of Commissioners exited closed session at 1:33 p.m.

AGENDA ITEM NO.11 Report on Closed Session

Commissioner Schiffrin moved to approve staff to advertise the building at 2931 Mission Street at \$1.32 per square foot plus common area expenses, and approval for staff to begin lease negotiations with one or more tenants and gave direction to return to the Board with additional information as appropriate and to establish a sub-committee to work with staff regarding ongoing terms of negotiations. The subcommittee will consist of Commissioners Berg and Schiffrin; Commissioner Pomerantz seconded the motion and it was passed by the following vote:

AYES: Commissioners Berg, Brunner, Eligio, Pomerantz, Schiffrin and Schmale
NOES: None
ABSENT: Commissioner Garcia
ABSTAIN: None

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AGENDA ITEM NO. 12 Adjournment

The Board of Commissioners meeting was adjourned at 1:36 p.m.

I hereby certify that these minutes were approved by the Housing Authority of the County of Santa Cruz, on the Thirtieth day of April, 2018.

Chairperson of the Authority

ATTEST: _____ Secretary

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18:mins03

AGENDA ITEM SUMMARY

MEETING DATE: April 30, 2018

ITEM NUMBER: 6A

FROM: Executive Director

SUBJECT: Review of Draft Agency Budget for FY 2018-2019

RECOMMENDATION: Discussion

BACKGROUND SUMMARY:

The proposed agency-wide budget generates a surplus of \$23,491 compared to \$81,788 for the prior budget year. The Section 8 program is budgeted to have an increase in Housing Assistance Payments (HAP) of over \$3.5 million due to a 4.9% inflation adjustment factor applied to our local rental market by HUD for calendar year 2018. This increase in HAP funding will allow us to house more families and reduce the rent burden of existing families with higher payment standards. The budget was prepared using a proration level of 77% for HUD's Section 8 administrative fee rates which is the same proration level used for the current budget year.

Conducting our own Fair Market Rent (FMR) survey increased HAP funding by over \$1.25 million as a result of the CY 2018 HAP inflation factor increasing from 2.7% under the HUD calculated FMRs to 4.9% using the survey calculated FMRs. The increase in HAP funding enabled the agency to increase payment standards which is expected to make it easier for voucher holders to find suitable housing.

The Section 8 program continues to experience a significant increase in the average HAP amount per voucher and that trend is expected to continue through the entire budget year. As a result, our estimated HAP funding will permit a lease up rate of over 93%, which correlates to about 4,425 vouchers per month based on our projections. The Section 8 program is currently leased up at just over 90% with 4,283 households. The new lease-in-place waitlist preference combined with the addition of new Project Based Vouchers (PBVs) developments will boost our lease up rate and maximize the use of the additional HAP funds noted above. These are crucial aspects for our overall lease up strategy since calendar year 2019 HAP funding is based on the actual calendar year 2018 HAP expense.

CalPERS is currently phasing in a lower assumed rate of return (referred to as the "discount rate") on their \$350 billion pension investment portfolio from 7.5% to 7.0%. Although the change in the discount rate will be phased in over the next few years, the impact on our minimum annual employer pension contributions and our total unfunded pension liability will be significant. Our required annual pension contributions are expected to double from FY 2017-18 to FY 2024-25. The Board of Commissioners adopted a resolution at the December 13th meeting to establish a Section 115 Trust as a supplemental fund to offset future pension costs. Staff will provide a funding strategy and investment policy recommendation for the Section 115 Trust at a subsequent meeting.

The agency's required annual pension contributions are summarized below:

Fiscal Year	Current Employer CalPERS Contributions	Projected Future Employer CalPERS Contributions					
	2018-2019	2019-20	2020-21	2021-22	2022-23	2023-24	2024-25
Normal Cost*	438,808	464,786	511,814	522,050	532,491	543,141	554,004
UAL**	398,956	499,900	587,400	692,900	784,600	839,830	890,180
Total	837,764	964,686	1,099,214	1,214,950	1,317,091	1,382,971	1,444,184

* Normal Cost - represents the annual cost of service accrual for active employees

**Unfunded Accrued Liability (UAL) - the annual payment of the amortized dollar amount needed to fund past service credit earned

Given the pension situation, the costs associated with the office relocation, and the proposed agency-wide budget surplus of only \$23,491, the budget does not include a Cost of Living Adjustment (COLA) for staff salaries at this time. Staff recommends that a decision about a COLA be made at a later date once Section 8 administrative fee proration amounts are announced, first quarter lease up goals are met, and we assess how actual expenses are tracking compared to projections during the new fiscal year.

Below is a summary of the proposed agency-wide budget:

	Including Pass Through HAP	Excluding Pass Through HAP
Total Revenue	\$78,608,384	\$11,265,788
Operating Expenses	\$9,791,522	\$9,791,522
Capital Purchases	\$1,450,775	\$1,450,775
HAP Payments	\$67,342,596	-
Total Expense	\$78,584,893	\$11,242,297
Surplus (Deficit)	<u>\$23,491</u>	<u>\$23,491</u>

When addressing capital improvements for our LIPH sites, drought and flood tolerant plants and trees will be used for landscaping and low flow irrigation fixtures will be installed when possible. We are currently upgrading all of our site lighting to LED. New appliance purchases will have an Energy Star rating and low flow toilets and water fixtures will be standard. Further consideration will be given to the use of tankless water heaters and the use of solar power. Staff will provide additional analysis regarding LIPH utility consumption, along with any applicable recommendations, at a subsequent meeting.

RECOMMENDATION: Discussion

AGENDA ITEM SUMMARY

MEETING DATE: April 30, 2018

ITEM NUMBER: 6B

FROM: Executive Director

SUBJECT: Disaster Relief Funding for Levee Repairs at Buena Vista Migrant Center

RECOMMENDATION: Adopt Resolution No. 2018-05 authorizing designated staff to act as agents on behalf of the Housing Authority for matters related to disaster relief assistance through California's Office of Emergency Services (Cal OES).

BACKGROUND SUMMARY:

The atmospheric river event of February 2017 compromised the integrity of the levees at the Buena Vista Migrant Center waste water facility. Shortly thereafter, the Federal Emergency Management Agency (FEMA) announced that federal disaster assistance was available to the State of California for local recovery efforts in areas affected by the severe winter storms, including Santa Cruz County. The Housing Authority applied for disaster assistance funding to address the levee damage. The federal share of assistance is 75% of eligible costs while the State's share is 18.75%. The Housing Authority is responsible for the remaining 6.25% of eligible costs. To date, \$105,682 has been obligated for disbursement through the federal and state share with an additional \$166,278 pending review.

Due to the shared nature of the waste water facility, 60% of any funds received will be remitted to the Office of Migrant Services (OMS) for Buena Vista's share as a reimbursement for bearing the cost of the repairs. The remaining 40% of disaster funds will reimburse Tierra Alta's reserves for their share of the levee repairs.

Cal OES serves as the official contact between applicants for disaster relief assistance and FEMA. As a formality, they require the governing body of the applicant to adopt a resolution which authorizes designated staff to act on behalf of the Housing Authority in matters related to the disaster assistance including the execution of agreements.

RECOMMENDATION: Adopt Resolution No. 2018-05 authorizing designated staff to act as agents on behalf of the Housing Authority for matters related to disaster relief assistance through California's Office of Emergency Services (Cal OES).

**DESIGNATION OF APPLICANT'S AGENT RESOLUTION
FOR NON-STATE AGENCIES**

BE IT RESOLVED BY THE _____ OF THE _____
(Governing Body) (Name of Applicant)

THAT _____, OR
(Title of Authorized Agent)

_____, OR
(Title of Authorized Agent)

(Title of Authorized Agent)

is hereby authorized to execute for and on behalf of the _____, a public entity
(Name of Applicant)

established under the laws of the State of California, this application and to file it with the California Governor's Office of Emergency Services for the purpose of obtaining certain federal financial assistance under Public Law 93-288 as amended by the Robert T. Stafford Disaster Relief and Emergency Assistance Act of 1988, and/or state financial assistance under the California Disaster Assistance Act.

THAT the _____, a public entity established under the laws of the State of California,
(Name of Applicant)

hereby authorizes its agent(s) to provide to the Governor's Office of Emergency Services for all matters pertaining to such state disaster assistance the assurances and agreements required.

Please check the appropriate box below:

This is a universal resolution and is effective for all open and future disasters up to three (3) years following the date of approval below.

This is a disaster specific resolution and is effective for only disaster number(s) _____

Passed and approved this _____ day of _____, 20_____

(Name and Title of Governing Body Representative)

(Name and Title of Governing Body Representative)

(Name and Title of Governing Body Representative)

CERTIFICATION

I, _____, duly appointed and _____ of
(Name) (Title)

_____, do hereby certify that the above is a true and correct copy of a
(Name of Applicant)

Resolution passed and approved by the _____ of the _____
(Governing Body) (Name of Applicant)

on the _____ day of _____, 2018.

(Signature)

(Title)

Cal OES Form 130 Instructions

A Designation of Applicant's Agent Resolution for Non-State Agencies is required of all Applicants to be eligible to receive funding. A new resolution must be submitted if a previously submitted Resolution is older than three (3) years from the last date of approval, is invalid or has not been submitted.

When completing the Cal OES Form 130, Applicants should fill in the blanks on page 1. The blanks are to be filled in as follows:

Resolution Section:

Governing Body: This is the group responsible for appointing and approving the Authorized Agents.

Examples include: Board of Directors, City Council, Board of Supervisors, Board of Education, etc.

Name of Applicant: The public entity established under the laws of the State of California. Examples include: School District, Office of Education, City, County or Non-profit agency that has applied for the grant, such as: City of San Diego, Sacramento County, Burbank Unified School District, Napa County Office of Education, University Southern California.

Authorized Agent: These are the individuals that are authorized by the Governing Body to engage with the Federal Emergency Management Agency and the Governor's Office of Emergency Services regarding grants applied for by the Applicant. There are two ways of completing this section:

1. **Titles Only:** If the Governing Body so chooses, the titles of the Authorized Agents would be entered here, not their names. This allows the document to remain valid (for 3 years) if an Authorized Agent leaves the position and is replaced by another individual in the same title. If "Titles Only" is the chosen method, this document must be accompanied by a cover letter naming the Authorized Agents by name and title. This cover letter can be completed by any authorized person within the agency and does not require the Governing Body's signature.
2. **Names and Titles:** If the Governing Body so chooses, the names **and** titles of the Authorized Agents would be listed. A new Cal OES Form 130 will be required if any of the Authorized Agents are replaced, leave the position listed on the document or their title changes.

Governing Body Representative: These are the names and titles of the approving Board Members.

Examples include: Chairman of the Board, Director, Superintendent, etc. The names and titles **cannot** be one of the designated Authorized Agents, and a minimum of two or more approving board members need to be listed.

Certification Section:

Name and Title: This is the individual that was in attendance and recorded the Resolution creation and approval.

Examples include: City Clerk, Secretary to the Board of Directors, County Clerk, etc. This person **cannot** be one of the designated Authorized Agents or Approving Board Member (if a person holds two positions such as City Manager and Secretary to the Board and the City Manager is to be listed as an Authorized Agent, then the same person holding the Secretary position would sign the document as Secretary to the Board (not City Manager) to eliminate "Self Certification.")

AGENDA ITEM SUMMARY

MEETING DATE: April 30, 2018

ITEM NUMBER: 6C

FROM: Executive Director

SUBJECT: Waiting List Opening – Best Practices

RECOMMENDATION: Discussion

BACKGROUND SUMMARY:

As a result of the major waiting list refresh conducted in 2017, as well as a high volume of vouchers issued in the past year, our waiting lists have been reduced significantly. The current number of pre-applicants on our waiting lists are as follows:

- Santa Cruz County Housing Choice Vouchers: 2,174
- Hollister / San Juan Bautista Housing Choice Vouchers: 428
- Low Income Public Housing: 1,677
 - One Bedroom: 661
 - Two Bedroom: 560
 - Three Bedroom: 371
 - Four Bedroom: 85

It is likely that we will need to open some or all of our waiting lists within the next year. Staff have been reviewing the waiting list practices of other agencies, to begin to develop a set of recommendations regarding how we will open our lists. At this time, staff request feedback from the board regarding several aspects of waiting list administration, as listed below.

Notification – HUD regulations require that PHAs conduct outreach to inform community members of waiting list openings. However, HUD does not have requirements regarding when such notification must take place. When waiting lists re-open after a lengthy closure, and there is an enormous unmet need for assistance, some PHAs that have provided advance notice of waiting list openings have experienced a flood of applicants on the opening day. In extreme cases, families have waiting outside overnight to be first in line, and there have been incidences of injuries as well. In order to avoid a rush of applicants at our building on opening day, our Agency has historically announced waiting list openings on opening day.

Waiting List Opening Period – One of the most important factors to consider is how long to keep our waiting lists open. Prior to 2005, our Agency had historically maintained an open waiting list at all times. As we have discussed, all of the surrounding agencies now conduct finite waiting list openings every few years. In order to avoid repeating a pattern of allowing our list to grow to extremely high numbers, resulting in waits approaching (or exceeding) ten years, as well as lengthy waiting list closures, we should consider opening our lists for a finite period of time, rather than keeping them open indefinitely.

Method of Application – Many PHAs require applicants to apply online. However, our practice has historically been to allow applicants to apply online and to accept paper applications.

Acceptance of Finite vs. Unlimited Applicants – One of the most recent trends emerging in other jurisdictions is the practice of opening “interest lists”, and then conducting a lottery to select a pre-determined finite number of applicants to the official “waiting list”. In this way, agencies have avoided adding massive numbers of applicants during their waiting list openings. The pre-determined number is intended to provide enough applicants for a given period of time, allowing the agency to open the list more frequently.

Sequence of List – The other major trend with regards to waiting list opening is that many PHAs are getting away from the practice of providing assistance based on date of application, and instead are often providing assistance based on a random sequence determined by a lottery. Date of application makes the most sense when agencies maintain open waiting lists. However, when agencies open for a finite period of time, all applicants applied at approximately the same time.

Opening LIPH Lists By BR Size – Historically, our Agency has opened the Low Income Public Housing list to all households at once, regardless of number of household members. However, there is greater demand for smaller unit sizes. Therefore, we have often found ourselves with long one-bedroom lists, and much shorter lists for other sizes. Many agencies open waiting lists specific to unit size, as needed.

RECOMMENDATION: Discussion

AGENDA ITEM SUMMARY

MEETING DATE: April 30, 2018

ITEM NUMBER: 8

FROM: Executive Director

SUBJECT: Executive Director's Report – April 30, 2018

RECOMMENDATION: Discussion

BACKGROUND SUMMARY:

Please call or e-mail me with questions you might have on any of the Agenda Items for the April 30, 2018 meeting. I would be happy to give you additional background or answer any of your questions in advance of the meeting. My direct line is 454-5931 and my email address is jennyp@hacosantacruz.org

Financial Reports: Monthly financial reports are not currently available, as the Finance Department has been focused on completing the draft budget, provided in this month's packet. Next month's packet will include monthly financial reports through April 2018.

Buena Vista Migrant Center: As discussed, we have received permission from HCD to change the opening date of the migrant center from May to April. We did not obtain this permission until so late in last year's operating season, that many families had already left before we could inform them. However, our outreach efforts were successful, with 93 of 103 families returning on April 2. The remaining 10 families are expected May 1. Depending on how long the families want to stay on site (and have documentation of continued farm work) we will be able to keep the center open nearly through the end of the calendar year. Additionally, a legislator in the central valley is working on an Assembly Bill to modernize some aspects of the OMS programs. I have been in dialogue with the other OMS contract administrators, as well as with Mark Stone's office, to provide feedback. I have suggested that the Assembly Bill include language allowing contract administrators to approve waivers to the 50 mile rule, as we proposed in the letter our Board sent HCD last year.

Farmworker Housing Study: I recently attended a presentation of the results of the Farmworker Housing Study of the Pajaro and Salinas Valleys, commissioned by the City of Salinas. The survey results show that most farmworkers reside in the community year-round, with only one fifth being migrant workers. Of those migrant workers, most (80%) wish to remain in the community. The report measures the number of farmworkers in the region (over 90,000) and describes the current housing conditions of this population. The report also establishes goals regarding the number of units that need

to be built to meet this need, as well as recommendations about how to accelerate the pace of such development. When the report is finalized, I will send the Board a copy.

FMR Study: As soon as the previous FMR study was accepted by HUD, we began a dialogue about when to conduct the next study, how frequently to conduct studies, and how to support the costs of the studies. I have been in a dialogue with the Vice Chancellor of UCSC, who has indicated a willingness to work with us on a plan to conduct annual surveys. UCSC understands our funding limitations, and may be able to provide the study at a fraction of the “retail” cost. Additionally, I have spoken with a few affordable housing developers, who have indicated a willingness to potentially share in that cost.

Smart Path: This month, the Homeless Action Partnership and the Homeless Services Center have launched “Smart Path”, the new coordinated assessment and referral system. With Smart Path, individuals and families experiencing homelessness can receive uniform assessments at a variety of locations and are automatically considered for multiple housing programs countywide, including Permanent Supportive Housing, Rapid Rehousing, and Transitional Housing programs. Housing Authority staff have been trained on Smart Path, so we can provide information to applicants and community members who need emergency housing services.

Legislative Update: I will be attending NAHROs annual legislative conference in Washington DC from April 21 – 24. During the conference, I will have the opportunity to attend workshops and sessions lead by HUD staff and leadership, as well as by industry analysts. I will also meet with congressional staff to provide program updates and advocacy. I will provide the Board with a legislative update at the April 30th meeting based on the information obtained at the conference.