

**CALL AND NOTICE OF
REGULAR MEETING
AT 6:45 PM
OF THE
VALLEJO HOUSING AUTHORITY
VIA TELECONFERENCE**

PUBLIC COMMENT: Links to make a public comment **open at 5:00 p.m. on the day of the Council meeting.** Each agenda item has a unique link. You must find the item you wish to comment on in the agenda and use that link. The links will close at the conclusion of each agenda item. To learn more about how to place a public comment, visit:

<https://vimeo.com/430097790>

VIEW THE MEETING:

There are three different ways you can view this public meeting:

- Watch Vallejo local channel 28
- Stream from the City website:
www.cityofvallejo.net/Streaming
- Join the Zoom webinar:
<https://zoom.us/j/91400750676>

CHAIR
Bob Sampayan

MEMBERS:
Hermie R. Sunga, Vice Chair
Hakeem Brown
Pippin Dew
Robert H. McConnell
Katy Miessner
Rozzana Verder-Aliga
Margie Verdan

JUNE 23, 2020

- 1. CALL TO ORDER**
- 2. ROLL CALL**
- 3. CONSENT CALENDAR AND APPROVAL OF AGENDA**

A. APPROVAL OF MINUTES

Recommendation: Approve the Housing Authority minutes for the special meeting of June 9, 2020

Contact: Dawn G. Abrahamson, Secretary (707) 648-4528

Dawn.Abrahamson@cityofvallejo.net

Due to the Coronavirus emergency, all Regular Housing Authority meetings will be held via teleconference. Members of the public will be able to submit public comment. Members of the public interested in participating or observing the Regular Housing Authority meeting may either click the link above or type the link into an internet browser. You will be taken to the internet platform where the meeting is being held.

4. ACTION CALENDAR

NOTICE: Due to the current Shelter at Home Order and in conformance with the Governor's Executive Order N-29-30, the City of Vallejo has opted to hold Housing Authority meetings via teleconference. Any interested members of the public desiring to communicate with the Housing Authority as part of the Action Calendar must do so by accessing the link at the conclusion of each of the Action Calendar items. There will be no public access to City Hall for any City Council meetings until further notice

A. FISCAL YEAR 2019-20 BUDGET AMENDMENT TO INCLUDE THE ALLOCATION OF THE CARES ACT ADMINISTRATIVE FEE FUNDING

Recommendation: Adopt a Resolution amending the Vallejo Housing Authority (VHA) Fiscal Year (FY) 2019-20 Budget.

Contact: Judy Shepard-Hall, Housing and Community Development Manager,
(707) 648-4408

judy.shepard-hall@cityofvallejo.net

Public Comment for Action Item 4A may be submitted by accessing the following hyperlink: <https://www.opentownhall.com/9069>

5. ADJOURNMENT

Dated: Friday, June 19, 2020



Bob Sampayan, Chair

I, Dawn Abrahamson, Secretary, do hereby certify that I have caused a true copy of the above notice and agenda to be delivered to each of the members of the Vallejo Housing Authority, at the time and in the manner prescribed by law and that this agenda was posted at City Hall, 555 Santa Clara Street, CA at 5:00 p.m., Friday, June 19, 2020.



Dated: Friday, June 19, 2020

Dawn G. Abrahamson, City Clerk

**VALLEJO HOUSING AUTHORITY
SPECIAL MEETING MINUTES
VIA TELECONFERENCE
JUNE 9, 2020**

1. CALL TO ORDER

The meeting was called to order at 6: 54 p.m.

2. ROLL CALL

Present: Chair Sampayan, Vice Chair Sunga, Boardmembers Brown (arrived at 6:57 p.m.), Dew, McConnell, Miessner, Verder-Aliga, and Verdan

Absent: None

Staff present: Executive Director Nyhoff, Interim City Attorney Risner and Secretary Abrahamson

3. CONSENT CALENDAR AND APPROVAL OF AGENDA

Action: Moved by Vice Chair Sunga and carried unanimously, unless otherwise noted, approval of the Agenda and the Consent Calendar.

A. APPROVAL OF MINUTES

Recommendation: Approve the Housing Authority minutes for the special meeting of March 24, 2020

Contact: Dawn G. Abrahamson, Secretary (707) 648-4528

dawn.abrahamson@cityofvallejo.net

Action: Approved minutes.

B. JOINT POWERS AUTHORITY AGREEMENT TO ESTABLISH THE VALLEJO HOMELESS NAVIGATION CENTER JOINT POWERS AUTHORITY

Recommendation: Authorize the Executive Director of the Housing Authority to execute the attached Joint Powers Agreement (the "Agreement") that will establish the Vallejo Homeless Navigation Center Joint Powers Authority.

Contact: Judy Shepard-Hall, Housing & Community Development Manager (707) 648-4408

judy.shepard-hall@cityofvallejo.net

Action: Authorized the Executive Director of the Housing Authority to execute the attached Joint Powers Agreement (the "Agreement") that will establish the Vallejo Homeless Navigation Center Joint Powers Authority.

4. ACTION CALENDAR

A. **FISCAL YEAR 2020-21 HOUSING AUTHORITY BUDGET**

Recommendation: Conduct a public hearing and upon conclusion, adopt a Resolution (Attachment 1) approving the Fiscal Year (FY) 2020-21 Vallejo Housing Authority (VHA) Budget as set forth in Attachment 2, also as Exhibit 1 to Attachment 1.

Contact: Judy Shepard-Hall, Housing and Community Development Manager
(707) 648-4408

judy.shepard-hall@cityofvallejo.net

Public Comment for Action 4A may be submitted by accessing the following link: <https://www.opentownhall.com/8965>

Finance Manager Cruz provided an overview of the proposed FY 2020-21 Housing Authority budget.

Chair Sampayan opened the public hearing. There being no speakers, the public hearing was closed.

Staff responded to questions from Boardmembers. Boardmembers provided comment.

Action: Moved by Vice Chair Sunga and carried unanimously to adopt Resolution No. 20-003.

5. **ADJOURNMENT**

The meeting adjourned at 7:02 p.m.

BOB SAMPAYAN, CHAIR

ATTEST:

DAWN G. ABRAHAMSON
SECRETARY



DATE: June 23, 2020
TO: Chair and Members of the Vallejo Housing Authority Board
FROM: Judy Shepard-Hall, Housing and Community Development Manager
SUBJECT: **FISCAL YEAR 2019-20 BUDGET AMENDMENT TO INCLUDE THE ALLOCATION OF THE CARES ACT ADMINISTRATIVE FEE FUNDING**

RECOMMENDATION

Adopt a Resolution amending the Vallejo Housing Authority (VHA) Fiscal Year (FY) 2019-20 Budget.

REASONS FOR RECOMMENDATION

By approving the Resolution, the City may begin expending the supplemental administrative fee funding of \$375,272 to allocate to eligible coronavirus-related activities.

BACKGROUND AND DISCUSSION

On March 27, 2020, the federal Coronavirus Aid, Relief, and Economic Security (CARES) Act was passed. The CARES Act provides funding to prevent, prepare for, and respond to coronavirus, and included \$1.25 billion of funding for the Housing Choice Voucher (HCV) Program, commonly known as Section 8, to public housing agencies (PHA) to maintain normal operations and take other necessary actions during the period the program is impacted by coronavirus. Of that funding, \$850 million was appropriated for administrative fees by the U.S. Department of Housing and Urban Development (HUD) to be used by public housing agencies for administrative expenses and other expenses related to coronavirus. Administrative fees are funds received by PHAs from HUD for the day-to-day operation of the HCV Program and its subprograms. The Vallejo Housing Authority has received an allocation of \$375,272, which is equal to the average of the VHA's calendar year (CY) 2018 and CY 2019 monthly administrative fee eligibility at 100% proration multiplied by two.

Under the CARES Act, this supplemental administrative fee funding may be used only for two purposes: (1) any currently eligible HCV Program administrative costs during the period that the program is impacted by coronavirus, which are: necessary upgrades to information technology or computer systems to enhance telework capacities, and overtime pay for PHA staff to carry out HCV Program responsibilities; and (2) new coronavirus-related activities including:

- Additional costs to supportive services vendors incurred due to coronavirus
- Costs to retain or increase owner participation in the HCV Program, such as incentive costs (e.g. the PHA offers owner an incentive payment to participate in recognition of added difficulties of making units available for HCV families to rent while stay-at-home orders or social distancing practices are in effect)

Subject: FISCAL YEAR 2019-20 BUDGET AMENDMENT TO INCLUDE THE ALLOCATION OF THE CARES ACT ADMINISTRATIVE FEE FUNDING

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- Costs for providing childcare for the children of PHA staff that would not have otherwise been incurred (e.g. children at home due to school closings, PHA staff are working outside regular work schedules, etc.).
 - Administration costs associated with the implementation of coronavirus-related activities that are not eligible HCV administrative costs (e.g., paying overtime to staff to carry out these coronavirus-related activities)
 - Hiring of temporary employees to maintain program operations due to coronavirus
 - Other costs either directly or indirectly related to coronavirus as determined eligible on a case-by-case basis

The Vallejo Housing Authority has identified several of the above-mentioned eligible activities.

Allowable expenses incurred beginning March 27, 2020 can be paid for with these supplemental administrative fee funding until December 31, 2020, unless extended by HUD. Similarly, regular administrative fee funds may also be used for coronavirus-related purposes in addition to eligible HCV Program administrative expenses for the duration of CY 2020.

FISCAL IMPACT

HUD urges PHAs to expend this supplemental administrative fee funding of \$375,272 first to eligible expenses. These funds may not be rolled into the unrestricted net position and remaining funds not expended during the period of availability must be remitted to HUD. New revenue and expenditure accounts were created, per HUD guidance, so PHAs can track, account for and report expenditures of CARES Act supplemental funds. Any unused funds from FY 2019-20 will be carried over to FY 2020-21.

The Housing Choice Voucher Program is federally-funded and has no direct impact on the General Fund budget.

ENVIRONMENTAL REVIEW

This action is exempt from the California Environmental Quality Act (CEQA) because it is not a project which has a potential for resulting in either a direct physical change in the environment, or a reasonably foreseeable indirect physical change in the environment, pursuant to CEQA Guideline section 15378.

ATTACHMENTS

1.	Resolution for FY 2019-20 VHA Budget Amendment to Include CARES Act Funding
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CONTACT

Judy Shepard-Hall, Housing and Community Development Manager, (707) 648-4408
judy.shepard-hall@cityofvallejo.net

Public Comment for Action Item 4A may be submitted by accessing the following
hyperlink: <https://www.opentownhall.com/9069>

RESOLUTION NO. _____

**A RESOLUTION TO AMEND THE FISCAL YEAR 2019-20 BUDGET OF THE
VALLEJO HOUSING AUTHORITY TO INCLUDE THE ALLOCATION OF THE
CARES ACT ADMINISTRATIVE FEE FUNDING**

WHEREAS, in June 2019, the Board of Commissioners of the Housing Authority did adopt a budget for the Fiscal Year 2019-2020; and

WHEREAS, on March 27, 2020, the federal Coronavirus Aid, Relief, and Economic Security (CARES) Act was passed to prevent, prepare for, and respond to the coronavirus and included \$1.25 billion of funding for the Housing Choice Voucher Program to public housing agencies to maintain normal operations and take other necessary actions during the period the program is impacted by coronavirus; and

WHEREAS, \$850 million of that funding was appropriated for administrative fees by the U.S. Department of Housing and Urban Development to be used by public housing agencies for administrative expenses and other expenses related to coronavirus, resulting in an award of \$375,272 in administrative fee funding to the Vallejo Housing Authority; and

WHEREAS, the Board of Commissioners has considered the report and recommendations of the Executive Director on the budget amendments and has determined that the budget amendments are appropriate.

NOW, THEREFORE, BE IT RESOLVED that the Housing Authority Board hereby amends the Housing Authority's Budget for Fiscal Year 2019-20 by increasing the Housing Choice Voucher (Section 8) Administrative Program Fund #121 revenue and expenditures by \$372,272; and

BE IT FURTHER RESOLVED that the Executive Director, or his designee, is authorized to carry over and re-appropriate into FY 2020-21 any unexpended appropriations remaining from FY 2019-20.

Adopted by the Board of the Housing Authority of the City of Vallejo held on June 23, 2020 with the following vote:

Approved as to form:

By:  for
Randy J. Risner
Interim City Attorney

AYES:

NOES:

ABSENT:

ABSTAIN:

BOB SAMPAYAN, MAYOR

ATTEST:

DAWN G. ABRAHAMSON, SECRETARY