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

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://ZoomRegular.Cityofvallejo.net**

CHAIR
Bob Sampayan

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

SEPTEMBER 22, 2020

1. CALL TO ORDER

2. ROLL CALL

3. CONSENT CALENDAR AND APPROVAL OF AGENDA

A. **APPROVAL OF MINUTES**

Recommendation: Approve minutes for the regular meeting of June 23, 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 may provide public comments during the City Council meeting via ZOOM:

https://ZoomRegular.CityofVallejo.net
Option to join by phone:
Dial (669) 900-6833
Enter Meeting ID: 914 0075 0676#
Press *9 to digitally raise your hand from the phone
For additional instructions on how to speak during public comment, please visit,
www.cityofallejo.net/publiccomment

4. ACTION CALENDAR

NOTICE: Members of the public wishing to address the Housing Authority on Action Calendar Items may do so via ZOOM:
(https://ZoomRegular.Cityofvallejo.net)
Option to Join by phone:
Dial (669) 900-6833
Enter Meeting ID: 914 0075 0676#
Press *9 to digitally raise your hand from the phone.
For additional instructions on how to speak during public comment, please visit, www.cityofvallejo.net/publiccomment. Each speaker is limited to five minutes pursuant to Vallejo Municipal Code Section 2.02.420.

A. **FISCAL YEAR 2020-21 BUDGET AMENDMENT TO INCLUDE THE SECOND AWARD ALLOCATION OF THE CARES ACT ADMINISTRATIVE FEE FUNDING**

Recommendation: Adopt a Resolution amending the Vallejo Housing Authority (VHA) Fiscal Year (FY) 2020-21 Budget.

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

5. ADJOURNMENT

Dated: Thursday, September 17, 2020

Bob Sampayan, Chair

I, Dawn Abrahamson, Secretary, do herby 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., Thursday, September 17, 2020.

Dated: Thursday, September 17, 2020

Dawn G. Abrahamson, City Clerk

VALLEJO HOUSING AUTHORITY
REGULAR MEETING MINUTES
VIA TELECONFERENCE

JUNE 23, 2020

1. CALL TO ORDER

The meeting was called to order at 7:04 p.m.

2. ROLL CALL

Present: Chair Sampayan, Vice Chair Sunga, Boardmembers Brown, Dew, McConnell, Miessner, Verder-Aliga (arrived at 7:08 p.m.), and Verdan
Absent: None
Staff present: Executive Director Nyhoff, Interim City Attorney Risner and City Clerk Abrahamson

3. CONSENT CALENDAR AND APPROVAL OF AGENDA

Action: Moved by Vice Chair Sunga and carried, unless otherwise noted, approval of the Agenda and the Consent Calendar (Absent: Verder-Aliga).

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
Action: Approved minutes.

4. ACTION CALENDAR

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

Housing & Community Development Manager Shepard-Hall provided an overview of the staff report and outlined the recommendation.

Speakers: public comment was submitted by several unidentified members of the public and Kee B.

Staff responded to questions from Boardmembers. Boardmembers provided comment.

Action: Moved by Vice Mayor Sunga and carried unanimously to adopt Resolution No. 20-004.

5. ADJOURNMENT

The meeting adjourned at 7:10 p.m.

_____

BOB SAMPAYAN, CHAIR

ATTEST:

_____

DAWN G. ABRAHAMSON, SECRETARY

ACTION ITEM 4.A.

DATE: September 22, 2020
TO: Chair and Members of the Vallejo Housing Authority Board
FROM: Judy Shepard-Hall, Housing and Community Development Program Manager
SUBJECT: **FISCAL YEAR 2020-21 BUDGET AMENDMENT TO INCLUDE THE SECOND AWARD ALLOCATION OF THE CARES ACT ADMINISTRATIVE FEE FUNDING**

RECOMMENDATION

Adopt a Resolution amending the Vallejo Housing Authority (VHA) Fiscal Year (FY) 2020-21 Budget.

REASONS FOR RECOMMENDATION

By approving the Resolution, the Housing Authority may begin expending the second award of supplemental administrative fee funding of $439,258 to allocate to eligible coronovirus-related activities.

BACKGROUND AND DISCUSSION

On March 27, 2020, the federal Coronavirus Aid, Relief, and Economic Security (CARES) Act was passed. The CARES Act provided 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 (PHAs) 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. 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 received its first round of allocation of $375,272 in May 2020.

Through this second round of funding, the U.S. Department of Housing and Urban Development (HUD) provided approximately $472 million (the equivalent of 2.35 months of administrative fee eligibility) to all PHAs, which were allocated as a single disbursement at the beginning of August 2020. The amount of funding PHAs received in this disbursement was calculated by multiplying the total unit months leased (UML) reported in HUD"s Voucher Management System for the month of May by the calendar year 2020 administrative fee rates, times 2, prorated at approximately 117% to distribute the remaining funds equally between all PHAs (UML for May x Administrative Fee rates x 2 x 117%).

Under the CARES Act, this supplemental administrative fee funding may be used only for two purposes: (1) any currently eligible HCV administrative costs during the period that the program remains impacted by COVID-19; and (2) new COVID-19 related activities, including activities to support or maintain the health and safety of assisted individuals and families, and costs related to the retention and support of participating owners. Currently eligible HCV administrative costs under (1) include necessary upgrades to information technology or computer systems to enhance telework capacities and overtime pay for PHA staff to carry out HCV Program responsibilities. Regular administrative fee funds may also be used for coronavirus-related purposes in addition to eligible HCV Program administrative expenses.

Newly identified eligible COVID-19 activities include:

- Sourcing and purchasing personal protective equipment for PHA staff and for residents visiting the PHA offices or premises for program related reasons
- Expenses incurred because of COVID-19 restrictions impacting PHA operations (e.g., paying for transportation expenses for PHA staff who rely on public transit that is no longer available)
- COVID-19 testing costs
- Creation or update of infectious disease outbreak plan
- Physical improvements to office space including expansion, remodel, or space rental

HUD has extended the period of availability for expenditure of these funds, and any unspent funds initially awarded, from December 31, 2020 to June 30, 2021.

FISCAL IMPACT

With this second allocation, VHA has received a total of $814,530 in CARES Act supplemental administrative fee funding. HUD urges PHAs to expend this supplemental administrative fee funding 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 VHA can track, account for and report expenditures of CARES Act supplemental funds. Additional reporting requirements by HUD are forthcoming.

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 2020 21 VHA Budget Amendment to Include Second Award of CARES Act Funding

CONTACT

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

Approved as to form:
By: _____ for
Randy J. Risner
Interim City Attorney

RESOLUTION NO. _____

A RESOLUTION TO AMEND THE FISCAL YEAR 2020-21 BUDGET OF THE VALLEJO HOUSING AUTHORITY TO INCLUDE THE SECOND AWARD ALLOCATION OF THE CARES ACT ADMINISTRATIVE FEE FUNDING

WHEREAS, in June 2020, the Board of Commissioners of the Housing Authority adopted a budget for the Fiscal Year 2020-2021; 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 initial award of $375,272 in May 2020 and a second award allocation of $439,258 of 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 2020-21 by increasing the Housing Choice Voucher (Section 8) Administrative Program Fund #121 revenue and expenditures by $439,258;

Adopted by the Board of the Housing Authority of the City of Vallejo held on September 22, 2020 with the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

_____
BOB SAMPAYAN, MAYOR

ATTEST:

_____
DAWN G. ABRAHAMSON, SECRETARY