

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

SEPTEMBER 28, 2021**

CHAIR
Robert H. McConnell

MEMBERS:
Rozzana Verder-Aliga, Vice Chair
Cristina Arriola
Hakeem Brown
Pippin Dew
Mina Diaz
Katy Miessner
HelenMarie "Cookie" Gordon
Margie Verdan

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

Recommendation: Approve minutes of the special meeting of August 24, 2021
Contact: Dawn G. Abrahamson, Secretary (707) 648-4527
Dawn.Abrahamson@cityofvallejo.net
 - B. CONSIDERATION OF A RESOLUTION OF THE BOARD OF DIRECTORS OF THE VALLEJO HOUSING AUTHORITY AMENDING FISCAL YEAR 2021-22 BUDGET**

Recommendation: Adopt a Resolution amending the Vallejo Housing Authority (VHA) Fiscal Year (FY) 2021-22 Adopted Budget.
Contact: Gillian Hayes, Interim Assistant City Manager (707) 648-4326
Gillian.Hayes@cityofvallejo.net
- 4. ACTION CALENDAR**
- 5. ADJOURNMENT**

Dated: Tuesday, September 21, 2021



Robert H. McConnell, Chair

¹ 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 Housing Authority 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.cityofvallejo.net/publiccomment

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., Tuesday, September 21, 2021.

Dated: Tuesday, September 21, 2021



Dawn G. Abrahamson, City Clerk

**VALLEJO HOUSING AUTHORITY
SPECIAL MEETING MINUTES
VIA TELECONFERENCE
AUGUST 24, 2021**

1. CALL TO ORDER

The meeting was called to order at 6:46 p.m.

2. ROLL CALL

Present: Chair McConnell, Vice Chair Verder-Aliga, Boardmembers Arriola, Brown (arrived at 6:48 p.m.), Dew, Loera-Diaz, Miessner, Gordon, and Verdan

Absent: None

Staff present: Interim Executive Director Cardwell, City Attorney Nebb and Secretary Abrahamson

3. CONSENT CALENDAR AND APPROVAL OF AGENDA

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

A. APPROVAL OF MINUTES

Recommendation: Approve minutes of the special meeting of June 8, 2021

Contact: Dawn G. Abrahamson, Secretary (707) 648-4527

Dawn.Abrahamson@cityofvallejo.net

Action: Approved minutes.

B. APPROVAL OF EQUITY RIDER TO LOW AND MODERATE INCOME HOUSING ASSET FUND (LMIHAF) LOAN AGREEMENT LOAN DOCUMENTS BY AND BETWEEN HOUSING SUCCESSOR AGENCY OF THE CITY OF VALLEJO AND VALLEJO PSH, L.P. AND APPROVAL OF AN AMENDMENT TO THE DEED OF TRUST SECURING THE LMIHAF LOAN WHICH SUBORDINATES THAT LOAN TO THE CITY'S HOME LOAN

Recommendation: Authorize the Interim Executive Director, or her designee, to execute an Equity Rider to the Low and Moderate Income Housing Asset Fund (LMIHAF) Loan Agreement by and between the Housing Successor Agency and Vallejo PSH, L.P. Authorize an amendment to the Deed of Trust securing the LMIHAF Loan Agreement which subordinates the LMIHAF loan to the Home Loan.

Contact: Anne Cardwell, Interim Executive Director (707) 648-4576

Anne.Cardwell@cityofvallejo.net

Action: Authorized the Interim Executive Director, or her designee, to execute an Equity Rider to the Low and Moderate Income Housing Asset Fund (LMIHAF) Loan Agreement by and between the Housing Successor Agency and Vallejo PSH, L.P. Authorize an amendment to the Deed of Trust securing the LMIHAF Loan Agreement which subordinates the LMIHAF loan to the Home Loan.

4. **ACTION CALENDAR** – None.

5. **ADJOURNMENT**

The meeting adjourned at 6:51 p.m.

ROBERT H. MCCONNELL, CHAIR

ATTEST:

DAWN G. ABRAHAMSON
SECRETARY



DATE: September 28, 2021
TO: Chair and Members of the Vallejo Housing Authority Board
FROM: Gillian Hayes, Interim Assistant City Manager
SUBJECT: **CONSIDERATION OF A RESOLUTION OF THE BOARD OF DIRECTORS OF THE VALLEJO HOUSING AUTHORITY AMENDING FISCAL YEAR 2021-22 BUDGET**

RECOMMENDATION

Adopt a Resolution amending the Vallejo Housing Authority (VHA) Fiscal Year (FY) 2021-22 Adopted Budget.

REASONS FOR RECOMMENDATION

By approving the Resolution, the federal Coronavirus Aid, Relief, and Economic Security (CARES) Act Housing Choice Voucher (HCV) Program supplemental administrative fee funding allocated to eligible coronavirus-related activities as set forth by the U.S. Department of Housing and Urban Development (HUD) may be carried forward to the current FY. The VHA can then continue to expend the funds until its period of availability of December 31, 2021.

BACKGROUND AND DISCUSSION

The CARES Act, passed on March 27, 2020, provided funding to prevent, prepare for, and respond to coronavirus, and included \$1.25 billion of funding for the HCV Program, more 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 VHA Board has accepted two rounds of funding totaling \$814,530.00: \$375,272 on June 23, 2020; and \$439,258 on September 22, 2020.

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, such as 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 COVID-19 related activities.

The VHA has allocated the funds towards various line items, and expended some on overtime, services, and supplies. The remainder will be used for the purchase of customer kiosks and cameras, and remodeling of the VHA building lobby. Expenditure of these funds must be completed by December 31, 2021.

FISCAL IMPACT

The VHA has received a total of \$814,530.00 in CARES Act supplemental administrative fee funding. The majority of the remaining funds of \$656,943 will be used on technology upgrades and physical improvements to the office space. HUD urges PHAs to expend this supplemental administrative fee funding on eligible COVID-19 related activities by December 31, 2021 as remaining funds not expended must be remitted to HUD. The VHA tracks, accounts for, and reports these expenditures per HUD reporting requirements.

**Subject: CONSIDERATION OF A RESOLUTION OF THE BOARD OF DIRECTORS OF THE
VALLEJO HOUSING AUTHORITY AMENDING FISCAL YEAR 2021-22 BUDGET**

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There is no impact on the General Fund as these are federal grants.

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 2021-22 VHA Budget Amendment to Carry Forward CARES Act Funding CAO Stamp
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CONTACT

Gillian Hayes, Interim Assistant City Manager (707) 648-4326

Gillian.Hayes@cityofvallejo.net

Approved as to form:

By: 
Randy J. Risner
Interim City Attorney

RESOLUTION NO. _____

A RESOLUTION TO AMEND THE FISCAL YEAR 2021-22 BUDGET OF THE VALLEJO HOUSING AUTHORITY TO CARRY FORWARD THE ALLOCATIONS OF THE CARES ACT HOUSING CHOICE VOUCHER PROGRAM ADMINISTRATIVE FEE FUNDING

WHEREAS, in June 2021, the Board of Directors of the Housing Authority adopted a budget for the Fiscal Year 2021-22; 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 and a second award allocation of \$439,258 of administrative fee funding to the Vallejo Housing Authority in previous fiscal years; and

WHEREAS, the Board of Directors 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 2021-22 by increasing the Housing Choice Voucher (Section 8) Administrative Program Fund #121 revenue and expenditures by \$656,942.62;

Adopted by the Board of the Housing Authority of the City of Vallejo held on September 28, 2021, with the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

ROBERT H. MCCONNELL, MAYOR

ATTEST:

DAWN G. ABRAHAMSON, SECRETARY