

**CALL AND NOTICE OF
SPECIAL MEETING
AT 6:45 PM
OF THE
VALLEJO HOUSING AUTHORITY
COUNCIL CHAMBERS
555 SANTA CLARA STREET,
VALLEJO, CA**

MAY 23, 2023

CHAIR
Robert H. McConnell

MEMBERS:
Rozzana Verder-Aliga, Vice Chair
Cristina Arriola
Peter Bregenzer
Mina Loera- Diaz
Diosdado "J.R." Matulac
Charles Palmares
HelenMarie "Cookie" Gordon

**COUNCIL CHAMBERS
555 Santa Clara Street, Vallejo,
California**

TO THE CHAIR AND COMMISSIONERS OF THE VALLEJO HOUSING AUTHORITY:

You are hereby notified that I do hereby call the Vallejo Housing Authority in special session to consider only the matters stated on the agenda listed below.

NOTICE: Members of the public shall have the opportunity to address the Housing Authority concerning any item listed on the agenda *before or during consideration of that item. No other items may be discussed at this special meeting.*

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

Recommendation: Approve minutes from the regular meeting of March 28, 2023
Contact: Dawn G. Abrahamson, MMC, Secretary (707) 648-4527
Dawn.Abrahamson@cityofvallejo.net
 - B. ADOPT A RESOLUTION TO ACCEPT THE FAMILY SELF-SUFFICIENCY (FSS) PROGRAM COORDINATOR GRANT FOR CALENDAR YEAR 2023 IN THE AMOUNT OF \$117,488 AND AMEND THE HOUSING AUTHORITY FUND #121 FISCAL YEAR 2022-23 BUDGET TO RECOGNIZE THE FSS PROGRAM GRANT REVENUE OF \$58,744**

Hybrid Options are available for members of the public to participate. To participate remotely:

<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

Recommendation:

1. Adopt a resolution authorizing the Executive Director or his designee to accept the Family Self Sufficiency Program Coordinator grant award from the U.S. Department of Housing and Urban Development (HUD) for Calendar Year (CY) 2023 in the amount of \$117,488.
2. Amend the Housing Authority Fund #121 Fiscal Year (FY) 2022-23 (July 1, 2022 - June 30, 2023) Budget to recognize the FSS Program grant revenue in the amount of \$58,744.

Contact: Gillian Hayes, Assistant City Manager, (707) 648-4163
Gillian.Hayes@cityofvallejo.net

4. ACTION CALENDAR

5. ADJOURNMENT

Dated: Wednesday, May 17, 2023



Robert H. McConnell, 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 City Council, 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 1:00 p.m., Wednesday, May 17, 2023.

Dated: Wednesday, May 17, 2023



Dawn G. Abrahamson, City Clerk

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**VALEJO HOUSING AUTHORITY
REGULAR MEETING MINUTES
MARCH 28, 2023**

**COUNCIL CHAMBERS
555 Santa Clara Street, Vallejo, California**

1. CALL TO ORDER

The meeting was called to order at 6:48 p.m.

2. ROLL CALL

Present: Chair McConnell, Vice Chair Verder-Aliga, Boardmembers Arriola, Bregenzer, Loera-Diaz, Palmares, and Gordon

Absent: Boardmember Matulac

Staff present: Executive Director Malone, Chief Assistant City Attorney Risner and City Clerk Abrahamson

3. CONSENT CALENDAR AND APPROVAL OF AGENDA

Action: *Moved by Vice Chair Verder-Aliga and carried unanimously by members present, approval of the Agenda and the Consent Calendar (Absent: Matulac)*

A. APPROVAL OF MINUTES

Recommendation: Approval of minutes for the special meeting of February 28, 2023

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

Dawn.Abrahamson@cityofvallejo.net

Action: *Approved minutes.*

B. ACCEPTANCE OF THE VALLEJO HOUSING AUTHORITY LOBBY RENOVATION PROJECT

Recommendation: Accept the Vallejo Housing Authority Lobby Renovation Project performed by DMR Builders of Santa Rosa, California, as complete and authorize and direct the City Clerk to file a Notice of Completion with the Solano County Recorder's office.

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

Gillian.Hayes@cityofvallejo.net

Action: *Accepted the Vallejo Housing Authority Lobby Renovation Project performed by DMR Builders of Santa Rosa, California, as complete and authorized and directed the City Clerk to file a Notice of Completion with the Solano County Recorder's office.*

4. ACTION CALENDAR

A. CONDUCT A PUBLIC HEARING TO CONSIDER THE ADOPTION OF A RESOLUTION APPROVING THE HOUSING AUTHORITY OF THE CITY OF VALLEJO'S (HACV) FISCAL YEAR (FY) 2023-24 ANNUAL PUBLIC

HOUSING AGENCY (PHA) PLAN FOR THE PERIOD COVERING JULY 1, 2023, THROUGH JUNE 30, 2024, AND AUTHORIZE ITS SUBMISSION TO THE U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT (HUD) OFFICE OF PUBLIC AND INDIAN HOUSING

Recommendation: Conduct the public hearing and upon its conclusion, adopt a Resolution approving the Housing Authority of the City of Vallejo's (HACV) Fiscal Year (FY) 2023-24 Annual Public Housing Agency (PHA) Plan for the period covering July 1, 2023, through June 30, 2024, and authorize its submission to the U.S. Department of Housing and Urban Development (HUD) Office of Public and Indian Housing.

Contact: Gillian Hayes, Assistant City Manager (707) 648-4576
Gillian.Hayes@cityofvallejo.net

Assistant City Manager Hayes provided introductory comments.

Housing Specialist Supervisor Williams reviewed the Annual PHA Plan, outlined the revisions of the existing plan elements and new activities, discussed the components of the Progress Report, and highlighted the top priorities the Resident Advisory Board would like to have the HACV address for its participants.

Chair McConnell 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 Verder-Aliga and carried unanimously by members present to conduct the public hearing and upon its conclusion, adopt Resolution No. 23-002 (Absent: Matulac).*

5. ADJOURNMENT

The meeting adjourned at 7:24 p.m.

ROBERT H. MCCONNELL, CHAIR

ATTEST:

DAWN G. ABRAHAMSON, SECRETARY



DATE: May 23, 2023
TO: Chair and Members of the Vallejo Housing Authority Board
FROM: Gillian Hayes, Assistant City Manager
Chari Francisco, Administrative Manager
SUBJECT: ADOPT A RESOLUTION TO ACCEPT THE FAMILY SELF-SUFFICIENCY (FSS) PROGRAM COORDINATOR GRANT FOR CALENDAR YEAR 2023 IN THE AMOUNT OF \$117,488 AND AMEND THE HOUSING AUTHORITY FUND #121 FISCAL YEAR 2022-23 BUDGET TO RECOGNIZE THE FSS PROGRAM GRANT REVENUE OF \$58,744

RECOMMENDATION

1. Adopt a resolution authorizing the Executive Director or his designee to accept the Family Self Sufficiency Program Coordinator grant award from the U.S. Department of Housing and Urban Development (HUD) for Calendar Year (CY) 2023 in the amount of \$117,488.
2. Amend the Housing Authority Fund #121 Fiscal Year (FY) 2022-23 (July 1, 2022 - June 30, 2023) Budget to recognize the FSS Program grant revenue in the amount of \$58,744.

REASONS FOR RECOMMENDATION

The Family Self-Sufficiency (FSS) Program is a subprogram of the HUD Housing Choice Voucher (HCV) Program that encourages Public Housing Agencies (PHAs) such as the Housing Authority of the City of Vallejo (HACV) to develop local strategies to help HCV Program families obtain employment that will lead to economic independence and self-sufficiency. PHAs work with welfare agencies, schools, businesses, and other local partners to provide voucher-holder families with opportunities for education, job training, counseling, and other forms of social service assistance so that they can obtain the skills necessary to achieve self-sufficiency. Acceptance of the grant would fund an FSS Program Coordinator necessary to carry out the responsibilities of increasing economic opportunities for HUD-assisted families.

The HACV requests approval to receive \$117,488 in grant money for an FSS Program Coordinator for CY 2023. Grant funds may only be used for the salary and benefits of the Program Coordinator.

BACKGROUND AND DISCUSSION

The Family Self-Sufficiency (FSS) Program supports HUD's strategic goal of increasing economic opportunity for voucher-assisted families. It is a voluntary program and is available to all Housing Choice Voucher (HCV) recipients without regard to race, color, religion, sex, disability, familial status, or national origin. The FSS Program offers opportunities for existing HCV Program participants to receive case management services and financial incentives, enabling them to move toward economic independence and self-sufficiency.

Families participating in the FSS Program enter into a five-year contract with the Public Housing Agency (PHA) and upon successful completion of the program will normally have improved their overall skills and experience to enable them to move towards self-sufficiency and financial independence. As an incentive, the Housing Authority of the City of Vallejo (HACV) has established special escrow savings accounts for FSS Program participants. As the program participant's share of rent increases due to increased earned income, a

Subject: ADOPT A RESOLUTION TO ACCEPT THE FAMILY SELF-SUFFICIENCY (FSS) PROGRAM COORDINATOR GRANT FOR CALENDAR YEAR 2023 IN THE AMOUNT OF \$117,488 AND AMEND THE HOUSING AUTHORITY FUND #121 FISCAL YEAR 2022-23 BUDGET TO RECOGNIZE THE FSS PROGRAM GRANT REVENUE OF \$58,744

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specified amount of money is deposited into a savings account on behalf of the qualifying participant. Upon successfully completing the goals outlined in the FSS Program contract, the participant will graduate from the FSS Program and will have access to those funds.

HUD provides FSS Program grants to PHAs to support the salaries and training needs of FSS Program Coordinators. Aside from managing the FSS Program, Coordinators develop local strategies to connect participating families to public and private resources to increase their earned income, support financial empowerment, and reduce or eliminate the need for welfare assistance.

The HACV applied for \$117,488 for the FSS Program Coordinator grant and was awarded the full amount. The amount covers the salary and benefits of a full-time FSS Program Coordinator. The HACV currently has 54 active FSS Program participants.

FISCAL IMPACT

Approval of this item accepts the FSS Program grant for the salary and benefits of a full-time Program Coordinator in the amount of \$117,488. HUD provides FSS Program Coordinator grants based on a calendar year funding period. One-half of the grant amount, or \$58,744, will be recognized as FSS Program Coordinator revenue in the Housing Authority Budget for FY 2022-23. Any unused funds from FY 2022-23 will be carried over to FY 2023-24.

Funding for the Housing Authority of the City of Vallejo comes from HUD and therefore does not impact the General Fund.

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 Approving FSS Program Coordinator Grant
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CONTACT

Gillian Hayes, Assistant City Manager, (707) 648-4163
Gillian.Hayes@cityofvallejo.net

Approved as to form:

By:  for
Veronica A.F. Nebb
City Attorney

RESOLUTION NO. _____

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE HOUSING AUTHORITY OF THE CITY OF VALLEJO APPROVING THE FAMILY SELF-SUFFICIENCY (FSS) PROGRAM COORDINATOR GRANT FOR CALENDAR YEAR 2023 IN THE AMOUNT OF \$117,488 AND AMENDING THE HOUSING AUTHORITY FUND #121 BUDGET FOR FISCAL YEAR 2022-23 TO RECOGNIZE THE FSS PROGRAM GRANT REVENUE OF \$58,744

WHEREAS, the Family Self-Sufficiency (FSS) Program of the U.S. Department of Housing and Urban Development (HUD) supports the strategic goal of increasing economic opportunities for HUD-assisted families; and

WHEREAS, the FSS Program offers opportunities for existing Housing Choice Voucher (HCV) Program participants to receive case management services and financial incentives, enabling them to move toward economic independence and self-sufficiency; and

WHEREAS, the FSS Program grant provides funds to Public Housing Agencies such as the Housing Authority of the City of Vallejo (HACV) to support the salaries and training needs of FSS Program Coordinators who carry out the responsibilities of increasing economic opportunities for HUD-assisted families by connecting them to public and private resources to increase their earned income, support financial empowerment, and reduce or eliminate the need for welfare assistance; and

WHEREAS, the HACV was awarded an FSS Program grant for calendar year 2023 in the amount of \$117,488 to support the salary, benefits, and training needs of a full-time FSS Program Coordinator to assist participating families receiving housing assistance through the HACV's HCV Program in completing their FSS Program goals and make progress toward economic independence and self-sufficiency.

NOW, THEREFORE, BE IT RESOLVED that the Board of Directors of the Housing Authority of the City of Vallejo hereby approves the acceptance of a Family Self-Sufficiency Program grant from the U.S. Department of Housing and Urban Development for Calendar Year 2023 in the amount of \$117,488.

BE IT FURTHER RESOLVED that the Board of Directors of the Housing Authority of the City of Vallejo hereby approves the amendment to the Housing Authority Fund #121 Budget for Fiscal Year (FY) 2022-23, incorporating one-half of the grant amount, or \$58,744, as FSS Program Coordinator revenue.

BE IT FURTHER RESOLVED that the Executive Director, or his designee, is authorized to execute a grant agreement and any other documents and to take such other actions as are necessary to carry out the intent of this Resolution.

BE IT FURTHER RESOLVED that the Executive Director, or his designee, is authorized to carry over into FY 2023-24 any unexpended grant revenue remaining from FY 2022-23.

Adopted by the Board of Directors of the Vallejo Housing Authority at a special meeting held on May 23, 2023 with the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

ROBERT H. MCCONNELL, CHAIR

ATTEST:

DAWN G. ABRAHAMSON, SECRETARY