

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

DECEMBER 10, 2024

CHAIR
Robert H. McConnell

MEMBERS:
Mina Loera-Diaz, Vice Chair
Cristina Arriola
Peter Bregenzer
Diosdado "J.R." Matulac
Charles Palmares
Rozzana Verder-Alliga
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: Approval of minutes for the special meeting of October 8, 2024

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

Dawn.Abrahamson@cityofvallejo.net

4. ACTION CALENDAR

NOTICE: Members of the public wishing to address the Housing Authority on Action Calendar Items may do so in person by signing in to the Public Speaker's kiosk located in the back of the Council Chambers or via

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

Press *6 to Unmute/Mute

For additional instructions on how to speak during public comment, please visit,

www.cityofvallejo.net/publiccomment

ZOOM (<https://ZoomRegular.Cityofvallejo.net>), or via phone, by dialing (669) 900-6833. Enter Meeting ID: 914 0075 0676#. Press *9 to digitally raise your hand from the phone. Press *6 to unmute/mute. For additional instructions on how to speak remotely 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 or as approved and announced by the Chair. In person speakers will be recognized first.

A. CONDUCT A PUBLIC HEARING AND ADOPT A RESOLUTION APPROVING REVISIONS TO THE HOUSING CHOICE VOUCHER PROGRAM ADMINISTRATIVE PLAN OF THE HOUSING AUTHORITY OF THE CITY OF VALLEJO

Recommendation:

1. Conduct a public hearing to receive comments on the revisions to the Housing Choice Voucher (HCV) Program Administrative Plan of the Housing Authority of the City of Vallejo (HACV)
2. Adopt a resolution approving proposed changes to the Administrative Plan

Contact: Alicia M. Jones, Housing Director (707) 648-4508
Alicia.Jones@cityofvallejo.net

5. ADJOURNMENT

Dated: Wednesday, December 4, 2024



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 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., Wednesday, December 4, 2024.

Dated: Wednesday, December 4, 2024



Dawn G. Abrahamson, City Clerk

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**VALLEJO CITY COUNCIL
SPECIAL MEETING MINUTES
OCTOBER 8, 2024**

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

1. CALL TO ORDER

The meeting was called to order at 6:30 p.m.

2. ROLL CALL

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

Absent: Chair McConnell

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

3. CONSENT CALENDAR AND APPROVAL OF AGENDA

Action: *moved by Boardmember Verder-Aliga and carried unanimously by members present, approval of the Agenda and the Consent Calendar (Absent: McConnell).*

A. APPROVAL OF MINUTES

Recommendation: Approve minutes for the regular meeting of June 25, 2024

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

Dawn.Abrahamson@cityofvallejo.net

Action: *approved minutes.*

4. ACTION CALENDAR

A. ADOPT TWO RESOLUTIONS 1.) APPROVING THE AWARD OF A PROJECT-BASED VOUCHER HOUSING ASSISTANCE PAYMENT CONTRACT WITH SERENO VILLAGE ASSOCIATES L.P. FOR THE PROPERTY LOCATED AT 750 SERENO DRIVE AND 2.) APPROVING THE AWARD OF A HOUSING ASSISTANCE PAYMENT CONTRACT WITH VALLEJO HOUSING COLLABORATIVE FOR PROPERTIES LOCATED AT 209 IDORA STREET AND 1215 FLORIDA STREET AND AUTHORIZING THE EXECUTIVE DIRECTOR TO EXECUTE THE BOTH RESOLUTIONS

Recommendation: Adopt Resolutions approving the award and ratify thirty-one (31) project-based vouchers (PBV) to Sereno Village Associates L.P. and two (2) project-based vouchers to the Vallejo Housing Collaborative LLC and approve a PBV HAP contract for a term up to 20 years with approved extension periods for each existing housing projects. The contract, including any approved extensions, will not exceed 40 years.

Contact: Alicia M. Jones, Housing Director (707) 648-4408
Alicia.Jones@cityofvallejo.net

Housing Director Jones provided introductory comments and explained the process and status.

Bryan Dove (Eden Housing) provided a presentation for the property at 750 Sereno Drive.

Mary Eble and Janice Lewis (Vallejo Housing Collaborative) provided a presentation for the properties located at 209 Idora Street and 1215 Florida Street.

Staff and the consultants responded to questions from Boardmembers. Boardmembers provided comment.

Action: moved by Boardmember Verder-Aliga and carried unanimously by members present to adopt 1) Resolution No. 24-007 and 2) Resolution No. 24-008 (Absent: McConnell).

B. ADOPT A RESOLUTION AWARDDING 97 PROJECT BASED VOUCHERS FOR ELDERLY HOUSEHOLDS TO THE COMMUNITY HOUSING DEVELOPMENT CORPORATION FOR SONOMA ESTATES; APPROVING A HOUSING ASSISTANCE CONTRACT WITH COMMUNITY HOUSING DEVELOPMENT CORPORATION AND AUTHORIZING THE EXECUTIVE DIRECTOR TO EXECUTE THE SAME

Recommendation: Adopt a resolution to ratify ninety-seven (97) project-based vouchers and approve the execution of an Agreement to Enter into a Housing Assistance Payment Contract (AHAP) with the Community Housing and Development Corporation.

Contact: Alicia M. Jones, Housing Director (707) 648-4408
Alicia.Jones@cityofvallejo.net

Assistant City Manager Haen provided historical background on this project.

CHDC provided a presentation for the Sonoma Estates project.

Staff and the consultants responded to questions from Boardmembers. Boardmembers provided comment.

Action: moved by Boardmember Verder-Alilga and carried unanimously by members present to adopt Resolution No. 24-009 (Absent: McConnell).

5. ADJOURNMENT

The meeting adjourned at 7:21 p.m. in memory of Guy Ricca.

ROBERT H. MCCONNELL, CHAIR

ATTEST:

DAWN G. ABRAHAMSON, SECRETARY



DATE: December 10, 2024
TO: Mayor and Members of the City Council
FROM: Alicia M. Jones, Housing Director
SUBJECT: **CONDUCT A PUBLIC HEARING AND ADOPT A RESOLUTION APPROVING REVISIONS TO THE HOUSING CHOICE VOUCHER PROGRAM ADMINISTRATIVE PLAN OF THE HOUSING AUTHORITY OF THE CITY OF VALLEJO**

RECOMMENDATION

1. Conduct a public hearing to receive comments on the revisions to the Housing Choice Voucher (HCV) Program Administrative Plan of the Housing Authority of the City of Vallejo (HACV)
2. Adopt a resolution approving proposed changes to the Administrative Plan

REASONS FOR RECOMMENDATION

To update the Vallejo Housing Authority administrative plan waiting list and tenant selection to include referrals for 23 set-aside units for Blue Oak Landing project based vouchers (PBV) site based waiting list.

BACKGROUND AND DISCUSSION

The PHA must adopt a written administrative plan that establishes local policies for the administration of the Housing Choice Voucher Program (HCV) in accordance with HUD requirements. The administrative plan and any revisions of the plan must be formally adopted by the PHA Board of Commissioners or other authorized PHA officials. The administrative plan states PHA policy on matters for which the PHA has discretion to establish local policies. The Administrative Plan is the governing document to administer the (HCV) Housing Choice Voucher Program and other special purpose voucher programs. The Vallejo Housing Authority (VHA) administers the Project Based Voucher (PBV) program, which is a component of the (HCV) program to provide housing subsidies for very-low- and low-income households with a HAP contract up to twenty years. The tenant-based voucher program allows families to secure housing in the private rental market and the subsidy for PBV is tied directly to the project for a specific number of units.

Families are admitted to the housing choice voucher and the PBV program through the waiting list application and selection process.

Project-Based Developments are allowed to establish a site-based waiting list that is maintained by the Housing Authority. Project-based units are categorized and occupied by eligible participants according to the project unit designation and outlined in the administrative plan.

Any deviation from the waiting list and selection process is considered a significant change to the administrative plan and the changes must be approved by the board of directors.

Subject: CONDUCT A PUBLIC HEARING AND ADOPT A RESOLUTION APPROVING REVISIONS TO THE HOUSING CHOICE VOUCHER PROGRAM ADMINISTRATIVE PLAN OF THE HOUSING AUTHORITY OF THE CITY OF VALLEJO

The Blue Oak Landing project located at 2118 Sacramento Street, Vallejo, Ca. was approved for a total of 74 project-based voucher units to serve the homeless population. The unit configuration for admission and selection was inadvertently omitted from the administrative plan at the time of HAP execution.

The Blue Oak Landing project has 23 units under the exception category for the PBV program providing Supportive Services to homeless populations:

The twenty-three (23) units are restricted (set aside) to No Place Like Home (NPLH) for direct referrals to the Housing Authority through the Resource Connect/Coordinated Entry System. The NPLH program serves populations with severe mental illness who are experiencing homelessness, at risk of homelessness or chronic homelessness at the time of referral.

The remaining fifty-one (51) units are for regular project-based vouchers serving the homeless population and referrals to the development are made from the site-based PBV waiting list. If no eligible families are identified, the referrals are made from the regular HCV waiting list.

The current administrative plan will be updated to reflect the current unit configuration for Blue Oak Landing and identify all locations for properties under the PBV program.

To meet HUD requirements, the changes to the VHA admission and selection process require a 45-day public comment period. The publication in the local newspaper was held on October 25, 2024, through December 10, 2024.

FISCAL IMPACT

This action does not require funding. In addition, HACV receives its funding entirely from HUD; therefore, this action will have no fiscal impact on the City of Vallejo's 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 admin. plan revision CAO Stamp
2.	Revisions to the Admin Plan admissions policy VHA Board 12.10.2024 ajedits
3.	Admin. Plan change Summary of Change VHA Board meeting 12.10.2024

CONTACT

Alicia M. Jones, Housing Director (707) 648-4508
Alicia.Jones@cityofvallejo.net

Approved as to form:

By:  for _____
Veronica Nebb, City Attorney

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE HOUSING AUTHORITY OF THE CITY OF VALLEJO (HACV) TO ADOPT THE PROPOSED CHANGES TO THE WAITING LIST AND SELECTION PROCESS TO THE HOUSING CHOICE VOUCHER PROGRAM (HCV) ADMINISTRATIVE PLAN

WHEREAS, the HACV maintains a single waiting list for the HCV program and may establish a separate waiting list for PBV units; and

WHEREAS, the HACV HCV waiting lists must be organized to accurately identify and select families for assistance in the proper order, according to the admissions policies; and

WHEREAS, updates to the administrative plan admission policy are a substantial change to the HCV annual plan and requires a public hearing; and

WHEREAS, a public hearing was conducted on December 10, 2024; and

WHEREAS, the changes include revisions to Chapter 17 Section 17.VI.D. “selection from the waiting list” to include a separate waiting list for 23 units' set-aside for the Continuum of Care coordinated entry system (CES) for Blue Oak Landing and **to** receive direct referrals from the Resource Connect/Coordinated Entry Program (CES) for the twenty-three (23) units set-aside for “No Place Like Home”; and

WHEREAS, the changes are necessary to better serve applicants with severe mental illness who are experiencing homelessness, at risk of homelessness or chronic homelessness; and

NOW, THEREFORE, BE IT RESOLVED that the Board of Directors of the Housing Authority of the City of Vallejo hereby approves the amendments to the 2024 Administrative Plan waiting list and selection process to specify the unit designation and allocation for set-aside units for the project-based voucher program; and

BE IT FURTHER RESOLVED that the Secretary shall certify the adoption of this Resolution and the same shall be in full force and effect immediately upon adoption.

Adopted by the Board of Directors of the Vallejo Housing Authority at a regular meeting held on December 10, 2024, with the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

**CITY OF VALLEJO
HOUSING AUTHORITY
BOARD MEETING**

DECEMBER 10, 2024

**ACTION CALENDAR 4.A.
REVISIONS TO THE HOUSING
CHOICE VOUCHER
PROGRAM ADMINISTRATIVE
PLAN**


Alicia Jones, Housing Director






Summary

The PHA must adopt a written administrative plan that establishes local policies for administration of the program in accordance with HUD requirements. The administrative plan and any revisions of the plan must be formally adopted by the PHA Board of Commissioners or other authorized PHA officials. The administrative plan states PHA policy on matters for which the PHA has discretion to establish local policies. The administrative plan must be in accordance with HUD regulations and requirements.





Background and Discussion

- Administrative Plan
 - Changes to Admissions and Selection Policy
 - Significant Changes (Public Hearing)
 - Project-Based Voucher Site-Based Waiting Lists
 - Project-Based Voucher properties and unit allocations
 - “Set aside units.”
- 



Chapter 17.VI.D


PBV: Selection from the waiting list (24 CFR 983.251)

- Continuum of Care Assisted Units
 - Coordinated Entry System (CES)
 - No Place Like Home
 - Blue Oak Landing





Coordinated Entry System: No Place Like Home

- Resource Connect Solano/Coordinated Entry System (CES) referred applicants with severe mental illness who were experiencing homelessness, at risk of homelessness or chronic homelessness at the time of referral.
 - BLUE OAK LANDING has 23 units designated for the following special targeted populations in accordance with the regulatory agreement and or nature of funding. Waiting List for units in these designations will be maintained by the referring entity
- 



Recommendation

- RECOMMENDATION

Recommend the proposed changes to the Housing Authority of the City of Vallejo's Administrative Plan for its Housing Choice Voucher (HCV) Program and recommend approval of the revisions to the City of Vallejo Housing Authority Board of Directors.

- REASONS FOR RECOMMENDATION

The recommendation will allow changes to the admission and selection method as stated in Chapter 4 of the administrative plan to identify and serve targeted populations.

- The Housing Authority of the City of Vallejo (HACV) will update the policy and list the name of each Project-Based Voucher development and its unit designation.



CONTACT(S)

Alicia Jones

Housing Director

(707) 648-4408

alicia.jones@cityofvallejo.net

	Add(A);Change(C); Delete (D)	Chapter	Current Policy	New discretionary policy
Chapter 17				
17.VI.D. pg. 512	A	PBV: Selection from the waiting list (24 CFR 983.251)	<p>VHA Policy The VHA will provide a selection preference when required by the regulation (e.g., eligible in-place families, elderly families or units with supportive services, or mobility impaired persons for accessible units). The VHA may offer any additional preferences for the PBV program or for particular PBV projects or units (see Exhibit 17-1).</p>	<p>VHA Policy The VHA will provide a selection preference when required by the regulation (e.g., eligible in-place families, elderly families or units with supportive services, or mobility impaired persons for accessible units). The VHA may offer any additional preferences for the PBV program or for particular PBV projects or units (see Exhibit 17-1). Continuum of Care Assisted Units In addition to site-based waiting lists for each PBV property, VHA shall maintain a separate wait list for units designated for assistance through the Continuum of Care's Coordinated Entry System (CES). These units are required to be used to house homeless families that are in the CES for housing assistance referral. When vacancies occur at the PBV properties in these designated units, the owner shall request a suitable referral from the Coordinated Entry System. Once the owner has reviewed the application and accepted the referral for housing assistance, the owner shall refer the family to VHA's initial eligibility team for program eligibility determination and leasing. Families will only be placed on this waiting list if they are deemed suitable for occupancy by the owner and immediately processed for intake. This waiting list will not have a preference designation since all additions to the list will immediately be designated for specific units within the PBV portfolio. The only qualifier will be the date and time of the applicant's addition to the CES wait list. Units eligible for CES assistance and priority are as follows: Vallejo PSH, L.P. Blue Oak Landing property located at 2118 Sacramento Street, Vallejo, CA. This list may be modified from time to time to reflect new units added to the CES portfolio with PBV designations</p>

List of 23 Units designated for the Coordinated Entry System (CES) for Blue Oak Landing

Unit No	Unit Type	Mobility accessible	Communication Accessible
203	UNIT A		
208	UNIT B		
211	UNIT A (END)		
214	UNIT B-2 (END)	Accessible	
217	UNIT A		
220	UNIT B-1		
224	UNIT D-2		
301	UNIT C	Accessible	
306	UNIT B		
307	UNIT A		
312	UNIT B (END)		
314	UNIT B-2 (END)	Accessible	
315	UNIT A-1	Accessible	Communication
318	UNIT B-1		
320	UNIT B-1		
401	UNIT C	Accessible	
403	UNIT A		
408	UNIT B		
411	UNIT A (END)		
415	UNIT A-1	Accessible	Communication
416	UNIT B-2	Accessible	
420	UNIT B-1		
425	UNIT E	Accessible	