



AGENDA
HOUSING AUTHORITY OF THE COUNTY OF MONTEREY
HYBRID PERSONNEL COMMITTEE

DATE: MONDAY, MARCH 20, 2023

TIME: 2:30 P.M.

LINK/PHONE: To join via Zoom, tap link or call (669)900-6833 (*6 to unmute)

https://us02web.zoom.us/j/3501891938?pwd=N3d4QWM3MjRQQUtnYnYwZ3dtekxDbz09

Meeting ID: 841 4226 2200

Passcode: 438419

PLACE: Housing Authority of the County of Monterey
Central Office
123 Rico Street, Salinas, CA 93907

1. CALL TO ORDER (Pledge of Allegiance)

Table with 3 columns: Item, PRESENT, ABSENT. Row 1: ROLL CALL, Commissioner Kathleen Ballesteros, Chair. Row 2: Commissioner Francine Goodwin. Row 3: Commissioner, VACANT.

3. COMMENTS FROM THE PUBLIC

4. MINUTES

A. Approval of the Minutes of The Personnel Meeting held on February 21, 2023.

5. NEW BUSINESS

A. Resolution 3083: Approving the Addition of Position – Director of Asset Management

6. INFORMATION

- A. Schedule for PHA Annual Plan FYB July 2023 – Informational Only
B. HR Report

7. COMMISSIONER COMMENTS

8. ADJOURNMENT

This agenda was posted on the Housing Authority’s Bulletin Boards at 123 Rico Street, Salinas, CA.
The Board of Commissioners will next meet at the Regular Board Meeting on March 27, 2023, at 5:00pm



COMMENTS FROM THE PUBLIC





ACTION
 MINUTES OF THE PERSONNEL COMMITTEE OF
 THE HOUSING AUTHORITY OF THE COUNTY OF MONTEREY
 HELD FEBRUARY 21, 2023

SUMMARY ACTION MINUTES

Based on guidance provided by Centers for Disease Control Prevention, Monterey County Public Health officials and Governor Newsom's Executive Orders, in-person meetings are suspended until further notice. This meeting was conducted via the Zoom video conference platform and by phone.

1. CALL TO ORDER/ROLL CALL (Pledge of Allegiance)

CALL TO ORDER:

Commissioner Ballesteros called the meeting to order at 2:30 p.m.

2. ROLL CALL:

Present:

Commissioner Kathleen Ballesteros, Chair
 Commissioner Francine Goodwin

Absent:

Also, Present: Executive Director, Zulieka Boykin; Carolina Sahagun-Gomez, Director of Development; James Maynard-Cabrera, Interim Director of Human Resources.
 Recorder: Gabriela Rivero

3. COMMENTS FROM THE PUBLIC

None.

4. MINUTES

A. Approval of the Minutes of The Personnel Committee held on December 12, 2022.

Upon motion by Commissioner Goodwin, seconded by Commissioner Ballesteros, the committee approved the Minutes of The Personnel Committee held on December 12, 2022. Motion carried with the following roll-call vote:

AYES: Goodwin, Ballesteros

NOES: None

ABSENT: None

5. DISCUSSION

A. In Person Meetings

In-person meetings will begin in March 2023 as AB 361 expires at the end of the month. We can have hybrid meetings as long as there is a quorum in the central office and commissioners not attending meet certain conditions. We will discuss this at the next full board meeting with all the commissioners.

6. INFORMATION

A. Schedule for PHA Annual Plan FYB July 2023 – Informational Only

The agenda indicates that we will meet all rules and regulations from HUD within a specified timeframe while also accommodating public comments. The expected date for completion is set for April 14. Public hearing will be at the main office at 123 Rico Street, Salina, California.

B. HR Report - Presented by James Maynard-Cabrera, Human Resources Interim Director

The organization is currently prioritizing recruitment efforts for the Director of Finance role but has been facing difficulties in securing a suitable candidate through PHADA and NAHRO. In addition to this, there are several other open positions including Housing Programs Specialist, Family Self Sufficient Coordinator, Maintenance II, and Asset Manager. The position of Director of Housing Management has been filled by Jose Acosta. The organization has also met with the Union to discuss upcoming changes and plans to distribute a newsletter to keep staff informed. To improve employee engagement and streamline the processes, an HR staff member will assist with training. The agency is in the process of updating policies to create a new HACM Employee Handbook.

C. Housing Programs - Presented by Zulieka Boykin, Executive Director

There is a long PBV waiting list, staff is working on reducing the numbers. Working on issuing the 4 and 5-bedrooms units in South County along with focusing on the new One Parkside development. The HCV program is being reviewed to assess its needed changes to help distribute vouchers more quickly. Monthly meetings are being held with HUD to improve its utilization. Recently, HACM was approved for the 120% waivers that ended in December. \$9 million dollars were in jeopardy to be recapped by HUD and after a requirement review, HACM was able to keep the funds. Each HCV Specialist has 400-500 cases, there will be changes to spread those cases out and will go into more detail at the full board meeting. Working with Maria and James to restructure the department.

7. COMMISSIONER COMMENTS

The Commissioners collectively thanked everyone at HACM and look forward to the next meeting.

8. ADJOURNMENT

There being no further business to come before the Board, the meeting was adjourned at 2:53 p.m.

Respectfully submitted,

Gabriela Rivero
Executive Assistant/Clerk of the Board

Chairperson

ATTEST:

Secretary

Date

MEMORANDUM

To: Board of Commissioners

From: Zulieka Boykin, Executive Director/President/CEO

Date: March 20, 2023

Re: Resolution 3083: Authorizing Creation of the Director of Asset Management and Compliance Position



In order to better serve the current needs of the Housing Authority, a new position Director of Asset Management and Compliance is being created.

A job description for the newly created Director of Asset Management and Compliance position is attached for review and approval. The Director of Asset Management and Compliance will have the responsibility of planning, organizing, and directing the day-to-day operations of the department. This will include overseeing all real estate activities, residential properties, and housing programs owned or operated by HACM. Additionally, the Director will provide expert advice to the Executive Director on housing program policy issues and ensure the effective implementation of the Authority's housing policies and procedures in both present and future operations.

Overall, the Director of Asset Management and Compliance will play a key role in optimizing the performance of the Authority's housing programs and ensuring their long-term success. This position is distinct from all others as it solely reports to the Executive Director on the programs' effectiveness, efficiency, and success.

Action: Adopt Resolution

HOUSING AUTHORITY OF THE COUNTY OF MONTEREY
DIRECTOR OF ASSET MANAGEMENT
AND COMPLIANCE

SALARY RANGE: \$72,828 to \$104,040 /Annually
(FLSA Exempt)

HACM's Asset Management and Compliance Department performs Asset Management for HACM on an agency-wide basis which is the planning, recommending, and reporting to HACM about how HACM can maximize its value by optimizing HACM's use, management and allocation of HACM's real property assets in light of the applicable federal, state and local program requirements and the risks and rewards related thereto. This Department is also responsible for HACM's internal independent and objective compliance, testing, fraud prevention, investigation, remediation, and training to further HACM's mission and programs. The Director of Asset Management and Compliance is the head of this department.

DEFINITION/PURPOSE:

Plan, organize, and direct the daily management of the Asset Management and Compliance department including oversight of all Authority owned or operated real estate activity, residential properties, and housing programs. Advise the Executive Director on housing program policy issues and effectively monitor the implementation of Authority housing policies and procedures as those relate to the Authority's present and future operations. Assist in the coordination and implementation of new housing programs to insure a smooth transition to regular operations.

DISTINGUISHING CHARACTERISTICS:

This single position executive management classification is responsible for the success of the Department and the internal monitoring of the Authority's housing programs. It differs from all other classifications in that it is solely responsible to report to the Executive Director the effectiveness, efficiency and success of these programs.

SUPERVISION RECEIVED AND EXERCISED:

Operates under the direct supervision and general administrative direction of the Executive Director with significant independence.

Provides direct supervision and general direction to the Authority's Quality Control Analyst and other staff as assigned.

ESSENTIAL JOB FUNCTIONS: Duties include, but are not limited to, the following:

- Manage all services and activities of the Asset Management and Compliance department, including the monitoring and review of a variety of housing assistance programs and processes.

- Supervise the scheduling of monitoring reviews of all Authority housing programs. Review and evaluate monitoring reports against best practices and suggest corrective actions in order to improve outcomes.
- Ensure periodic program review of waiting list process and tenant files for each housing property and program to ensure compliance with tenant income, rent restrictions and other requirements imposed by regulatory agreements and partnership agreements for all programs and properties.
- Plan and review in arrears regular financial and operational reports for each housing program; analyze performance, track issues, occupancy levels, rental rates and other reports against the best practices base line.
- Review in arrears annual operating and capital budgets for each program with the Housing Management Director and the Director of Finance to ensure that all external financial requirements are budgeted.
- Perform quality control selection on files for HCV including specialized voucher programs.
- Perform process analysis on procedures used in HCV department and report areas of concerns.
- Keep abreast of federal, state, and other laws, regulations and directives issued by HUD and other agencies affecting the properties and programs and propose such changes in written agency policy documents.
- Review and revise both program policy and procedures and train staff on all changes. Monitor implementation.
- Analyze effectiveness and efficiency of agency programs and recommend program changes to the Executive Director.
- Train and/or coordinate the training of assigned personnel on basic program components, new programs, changes, and special programs.
- Monitor agency-wide staff activities relating to program administration; prepare periodic reports to HUD, USDA, the State, local governments and other funders and regulators, the board of Commissioners, and the Executive Director.
- Establish working relationships with local real estate and property management associations, community social service agencies and providers, law enforcement officials, and resident groups. Attend and participate in professional group meetings to stay abreast of new trends within the industry. Network with community resources and initiate collaborative efforts that will supplement ongoing affordable housing and preservation and production.
- Responds to general inquiries and complaints from participants, prospective participants and the general public. Attend resident meetings and encourage and promote resident participation in different programs.
- Conduct periodic agency-wide inspections of housing properties to monitor appearance and conditions.
- Serve as the Asset Management division liaison with other departments and outside agencies. Serve as senior staff member for the department on boards and committees.
- Participate in the planning and development of the department budget. Authorize payment of department invoices and authorize expenditures for items up to procurement policy limits
- Carry out special projects as assigned by the Executive Director.
- Supervise the preparation of monthly activities and status reports for the various programs monitored.

- Respond to and resolve issues pertaining to monitored housing programs. Negotiate and resolve sensitive and controversial issues. Advise the Executive Director, in a timely manner, on necessary actions, problems, or requirements.
- Serve as a policy and program advisor to the Executive Director regarding program, property management, maintenance and other operational issues, and other Authority-wide matters.
- Review and prepare draft Authority comments on proposed Federal, State and local regulations and their prospective impact on any of the housing programs administered by the Authority. Suggest alternative courses of action, as applicable.
- Assist the Executive Director in the development of Authority written policies and procedures implementing Federal, State, and local directives and statutes; and, as applicable, procedures for department activities and programs.
- Coordinate with other Authority departments the transition from construction completion to property management operation for all new properties.
- Maintain adequate monitoring and reporting systems to ensure the adequacy, quality, and timeliness of program work.
- Hold and conduct regular staff meetings.
- Coordinate with the Executive Director's Office the maintenance of a centralized indexed repository for all agency documents including legal documents such as regulatory agreements for the various programs and properties.
- Participate in the selection of department staff. Train, motivate, supervise, and evaluate assigned employees. Recommend employees' salary increases and take disciplinary action as necessary and authorized.
- Make written and verbal reports and presentations to the Board of Commissioners and other bodies, as requested. Maintain regular and consistent attendance.

OTHER JOB FUNCTIONS:

- May represent the Authority at public meetings and conferences.
- Perform related duties as assigned.

SPECIAL REQUIREMENTS:

Knowledge of – Property management, landlord/tenant laws, Federal laws governing public housing operation, Housing Choice Voucher program and affordable housing programs. General administrative planning techniques, contracts, agreements, and basic program management concepts. Principles and practices of budget development and administration, and personnel practices, supervision, training and administration. Public housing laws, program and agency rules, regulations, standards and programs, and the local housing market. Methods and techniques of building maintenance and inspection. Occupational safety program rules and regulations. Computer applications in housing.

Ability to – Plan, organize, direct, and coordinate work in a manner conducive to maximum organizational performance. Effectively train, supervise, and evaluate subordinates and agency departments and operations. Maintain confidentiality. Formulate policy and plan and supervise the work of others. Interpret and apply Federal, State, and local policies, laws and regulations. Exercise independent judgment with compassion, good management sense and creativity. Establish and maintain

effective working relationships with all levels of Authority staff, residents, and the public. Prepare clear, concise recommendations and reports. Communicate complex ideas clearly and effectively both verbally and in writing and speak effectively before groups. Prepare and work within established operating budgets. Maintain the mental capacity for making sound decisions and the physical capability to perform assigned duties. Operate a personal computer using various Windows-based applications programs.

Licenses and Certificates

- Possess within 24 months of employment: a LIHTC certificate, an Assisted Housing Manager certificate, and a USDA-Rural Development certificate. Complete HUD's REAC training.
- Possess and maintain an applicable California Driver License and a driving record acceptable to the Authority.

Physical Abilities and Work Environment – Must have the ability to drive an automobile, sit or stand for lengthy periods of time, climb stairs, stoop, bend, and operate keyboard equipment. The majority of work is conducted in a standard indoor environment.

Other

- Provide an annual Statement of Economic Interest.
- Provide proof of US citizenship or, if an alien, either lawful admission for permanent residence or authorization for appropriate work by the
- Be insurable by the Housing Authority's insurance carriers.

EXPERIENCE AND EDUCATION GUIDELINES:

Any combination of experience and education that would be likely to provide the required knowledge and abilities could be qualifying, as determined by the Authority. A typical way to obtain the knowledge and abilities is:

Education – A Bachelor's Degree from an accredited college or university with a major in urban studies, social science, public or business administration, or a related field is required.

Experience – Five (5) years of increasingly responsible experience in public housing or property management of assisted housing in an administrative professional and/or technical capacity involving program administration and maintenance program implementation. Two (2) years of supervisory experience.

Board Approved:

RESOLUTION 3083

A RESOLUTION OF THE BOARD OF COMMISSIONERS FOR THE HOUSING AUTHORITY OF THE COUNTY OF MONTEREY AUTHORIZING CREATION OF THE DIRECTOR OF ASSET MANAGEMENT AND COMPLIANCE POSITION

WHEREAS, the Bylaws of Housing Authority of the County of Monterey grants authority to the Board Commissioners to authorize the creation of or elimination of positions for the Housing Authority of the County of Monterey; and

WHEREAS, the Housing Authority of the County of Monterey requires the Board of Commissioners to approve organizational changes and salary ranges for all positions; and

WHEREAS, the Board of Commissioners further desires to approve the addition of the position of Director of Asset Management and Compliance for the Housing Authority of the County of Monterey at suggested salary range; and

WHEREAS, the Board of Commissioners wishes to designate the Executive Director as the supervisor of the Director of Asset Management and Compliance; and

NOW, THEREFORE, BE IT RESOLVED that the Board of Commissioners of the Housing Authority of the County of Monterey hereby authorizes the addition of the Director of Asset Management and Compliance.

Chairperson

ATTEST:

Secretary

Date

PASSED AND ADOPTED this 27th day of March 2023, upon motion of _____,
seconded by _____ and carried by the following vote-to-wit:

AYES:
NOES:
ABSENT:



Housing Authority of the County of Monterey

PHA Annual Plan- draft FY July 2023

Board of Commissioners:

- Jon Wizard-Chair
- Hans Buder-Vice Chair
- Vacant-Commissioner
- Viviana Gama-Commissioner
- Francine Goodwin-Commissioner
- Kevin Healy-Commissioner
- Kathleen Ballesteros-Commissioner

Executive Director/ Chief Executive Officer:

Zulieka Boykin



Streamlined Annual PHA Plan (HCV Only PHAs)	U.S. Department of Housing and Urban Development Office of Public and Indian Housing	OMB No. 2577-0226 Expires 03/31/2024
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Purpose. The 5-Year and Annual PHA Plans provide a ready source for interested parties to locate basic PHA policies, rules, and requirements concerning the PHA’s operations, programs, and services, including changes to these policies, and informs HUD, families served by the PHA, and members of the public of the PHA’s mission, goals and objectives for serving the needs of low- income, very low- income, and extremely low- income families

Applicability. The Form HUD-50075-HCV is to be completed annually by **HCV-Only PHAs**. PHAs that meet the definition of a Standard PHA, Troubled PHA, High Performer PHA, Small PHA, or Qualified PHA do not need to submit this form. Where applicable, separate Annual PHA Plan forms are available for each of these types of PHAs.

Definitions.

- (1) **High-Performer PHA** – A PHA that owns or manages more than 550 combined public housing units and housing choice vouchers, and was designated as a high performer on both the most recent Public Housing Assessment System (PHAS) and Section Eight Management Assessment Program (SEMAP) assessments if administering both programs, or PHAS if only administering public housing.
- (2) **Small PHA** - A PHA that is not designated as PHAS or SEMAP troubled, that owns or manages less than 250 public housing units and any number of vouchers where the total combined units exceed 550.
- (3) **Housing Choice Voucher (HCV) Only PHA** - A PHA that administers more than 550 HCVs, was not designated as troubled in its most recent SEMAP assessment and does not own or manage public housing.
- (4) **Standard PHA** - A PHA that owns or manages 250 or more public housing units and any number of vouchers where the total combined units exceed 550, and that was designated as a standard performer in the most recent PHAS and SEMAP assessments.
- (5) **Troubled PHA** - A PHA that achieves an overall PHAS or SEMAP score of less than 60 percent.
- (6) **Qualified PHA** - A PHA with 550 or fewer public housing dwelling units and/or housing choice vouchers combined and is not PHAS or SEMAP troubled.

A.	PHA Information.
A.1	<p> PHA Name: <u>Housing Authority of the County of Monterey</u> PHA Code: <u>CA033</u> PHA Plan for Fiscal Year Beginning: (MM/YYYY): <u>07/2023</u> PHA Inventory (Based on Annual Contributions Contract (ACC) units at time of FY beginning, above) Number of Housing Choice Vouchers (HCVs) <u>4,793</u> PHA Plan Submission Type: <input checked="" type="checkbox"/> Annual Submission <input type="checkbox"/> Revised Annual Submission </p> <p> Availability of Information. In addition to the items listed in this form, PHAs must have the elements listed below readily available to the public. A PHA must identify the specific location(s) where the proposed PHA Plan, PHA Plan Elements, and all information relevant to the public hearing and proposed PHA Plan are available for inspection by the public. Additionally, the PHA must provide information on how the public may reasonably obtain additional information of the PHA policies contained in the standard Annual Plan but excluded from their streamlined submissions. At a minimum, PHAs must post PHA Plans, including updates, at the main office or central office of the PHA. PHAs are strongly encouraged to post complete PHA Plans on their official website. </p> <p> <i>The Annual Plan and supporting documents and the agency Administrative Plan are available for review at Housing Authority of the County of Monterey, 123 Rico St, Salinas, CA 93907 and on the agency website at www.hamonterey.org. The agency has also posted a public notice with information on how to request a copy of the plan by mail or email.</i> </p>

PHA Consortia: (Check box if submitting a joint Plan and complete table below)

Participating PHAs	PHA Code	Program(s) in the Consortia	Program(s) not in the Consortia	No. of Units in Each Program
Lead HA:				

B. Plan Elements.

B.1 Revision of Existing PHA Plan Elements.

a) Have the following PHA Plan elements been revised by the PHA since its last Annual Plan submission?

Y N

- Statement of Housing Needs and Strategy for Addressing Housing Needs.
- Deconcentration and Other Policies that Govern Eligibility, Selection, and Admissions.
- Financial Resources.
- Rent Determination.
- Operation and Management.
- Informal Review and Hearing Procedures.
- Homeownership Programs.
- Self Sufficiency Programs and Treatment of Income Changes Resulting from Welfare Program Requirements.
- Substantial Deviation.
- Significant Amendment/Modification.

(b) If the PHA answered yes for any element, describe the revisions for each element(s):

B.2 New Activities.

The Housing Authority of the County of Monterey (HACM) continues to expand its use of Project-Based Vouchers (PBV) in supporting the development and expansion of affordable housing throughout Monterey County.

The agency continues to work in partnership with housing developers by providing project-based vouchers. The following projects have completed their requirements or have entered a Housing Assistance Payment (HAP) contract with the agency or are pending PBV requirements; Villa Del Monte, Catalyst A-E and Casanova Plaza Apartments, East Garrison Apartments and Nuevo Amanecer, Salinas Homekey, Greenfield Commons I, Greenfield Commons II, Lightfighter Village, One Parkside Manor and Magnolia Place Senior Apartments.

Project Based Voucher Allocation			
Agency/Property	# of Units	Location	Status *
Salinas Homekey	85	Salinas, CA	Pending
Greenfield Commons I	27	Greenfield, CA	Pending
Greenfield Commons II	27	Greenfield, CA	Pending
VTC-Lightfighter Village	17	Marina, CA	Pending
Magnolia Place Senior Apartments	32	Greenfield, CA	Pending
East Garrison Apartments	15	Marina, CA	Executed AHAP
Nuevo Amanecer	15	Pajaro, CA	HAP
Catalyst A-E	5	Salinas, CA	HAP
Villa del Monte Apartments	62	Seaside, CA	HAP
Casanova Plaza Apartments	17	Monterey, CA	HAP
One Parkside Manor	80	Salinas, CA	HAP

**AHAP: Agreement to Housing Assistance Payment (Contract)*

HAP: Housing Agreement Payment (Contract)

Housing Agreement Payment (HAP) contracts are in place for Nuevo Amanecer, Catalyst A-E, Villa del Monte Apartments, One Parkside Manor and Casanova Plaza Apartments. The agency continues to work through the contract stages with the remaining pending properties.

The agency is committed to actively promote project-based partnerships with community housing developers to provide affordable housing. Project-Based Vouchers are made available to new housing developments to continue to increase the supply of affordable housing and expansion of housing opportunities to individuals and families living in Monterey County.

B.3 Progress Report.

Provide a description of the PHA's progress in meeting its Mission and Goals described in its 5-Year PHA Plan.

The Housing Authority of the County of Monterey has made the following progress in meeting the goals of the 5-Year plan:

- The agency continues to explore competitive funding opportunities as they become available to increase affordable housing to residents of Monterey County.
- The agency continues its partnership with the Department of Veterans Affairs by working with homeless veterans and their families in Monterey County to sustain permanent housing through the HUD-VASH voucher program.
- The agency continues to work with partnering community organizations that refer qualifying youth to the Foster Youth to Independence (FYI) Initiative Program. The agency continues its commitment to promote supportive services to foster youth who are seeking stable permanent housing in Monterey County.
- The agency continues collaboration with the Coalition of Homeless Services Providers, Continuum of Care (CoC) and community partnering agencies to provide qualifying individuals and families that are homeless or at risk of becoming homeless, opportunities to obtain permanent housing through the Emergency Housing Voucher Program (EHV). Services such as assistance with housing search, application fees and security deposits and utility arrears are in place as supportive measures for qualified participants. The agency increased its landlord incentive program to \$1,500.00 as a measure to secure and encourage landlords in Monterey County to become participants of the EHV program. Additionally, the agency removed the \$3,500.00 cap on service fees for EHV participants, this allows the agency flexibility when determining on a case-by-case basis, how they can financially assist EHV families with service fees.
- The agency has been awarded renewal funding by HUD, the Renewal Funding Inflation Factor (RFIF) for the Housing Authority of the County of Monterey has been determined to be 33.1%. RFIFs are used to adjust the allocation of Housing Choice Voucher (HCV) program renewal funds to PHAs for local changes in rents, utility costs, and tenant incomes. The additional renewal funding will benefit existing Housing Choice Voucher participants and applicants by decreasing rental burden.
- The agency passed new Payment Standards to reflect the current rental market increase in the area. The agency used an exception payment standard waiver at the higher of 120% of Small Area Fair Market Rent or 110 percent of the 50th percentile FMR that was effective September 1, 2022, for current voucher-assisted households with lease anniversaries effective October 1, 2022, as well as other applicable action types including but not limited to: transfers of unit/relocations, new lease-ups for newly admitted households and port-ins. The increase allows participants of the Housing Choice Voucher program opportunities to rent in higher opportunity areas and promotes accessibility to equitable services and resources for families in Monterey County.

- The agency has retained a SEMAP score of 98%, high performer status in the Housing Choice Voucher (HCV) program.
- The agency will be expanding opportunities to participants of the Housing Choice Voucher program by adding an additional Family Self Sufficiency Coordinator. This will allow the agency the ability to increase support for HCV participants desiring to participate in the Family Self Sufficiency Program.
- The agency provides community and program information to participants during briefings, informing them of available opportunities in the HCV program, including agency partnerships that offer supportive services, information on current rental opportunities, supportive services for the disabled, veterans and homeless individuals and families to expand opportunities to all participants of its programs.
- The agency continues to set aside 200 Homeless Set-Aside housing choice vouchers, 114 of which are currently leased. The agency continues to work with local service providers and community agencies to assist homeless families and individuals with affordable housing and supportive services.
- The agency is committed to providing support to Project Homekey in Salinas, California. The project has 85 project-based vouchers in pending status and is currently working with the City of Salinas in a collaborative partnership to finalize the housing assistance payment contract. Project Homekey provides affordable housing to one of the most vulnerable populations of Monterey County.
- The agency was part of a collaborative redevelopment project that provides affordable housing for the elderly. One Parkside Manor, in Salinas, California has recently been completed and has 80 project-based vouchers in place. The project provides affordable housing to the elderly community members of Monterey County.
- The agency is committed to meeting reasonable accommodation requests that provide equal opportunity and access to disabled families or individuals. Agency staff participate in annual Fair Housing Training provided by the Office of Fair Housing and Equal Opportunity.
- The agency is currently working on upgrading its internal software programs to maximize technological support that benefits the agency, participants, and landlords by providing expedited services and improving internal functions.
- The agency is continually working to establish partnerships with community agencies and local city jurisdictions to increase affordable housing opportunities in Monterey County. Additionally, the agency continues its current vital partnerships with community agencies that offer supportive services for homeless individuals and families, seniors, and disabled individuals to continue meeting its goals outlined in its 5-Year PHA Plan and mission statement.

B.4 Capital Improvements.

N/A

B.5 Most Recent Fiscal Year Audit.

(a) Were there any findings in the most recent FY Audit?

Y N N/A

(b) If yes, please describe:

Financial Statement findings are as follows:

The Housing Authority had deficiencies with internal financial reporting:

The agency is in the process of assessing and modifying internal controls to avoid issues by implementing accounting checklists on a periodic basis and has increased finance department staff and instituted backup protocols for all processes and roles.

The Housing Authority had unclaimed property in the form of checks:

The agency accepted the recommendation of the auditor and has made arrangements to comply with regulations from the California State Controller's Office.

The Housing Authority did not properly consider regulations related to sealed bids and competitive proposals:

The agency recognized the deficiencies related to procurement and will implement internal control procedures to ensure compliance with its procurement policy and Federal & State procurement regulations.

Federal Award Findings and Questioned Costs are as follows:

Inspection of files revealed unavailable documents at the time of audit examination:

The agency accepts the recommendation to implement a directive that will be issued to staff that ensures that when files are archived, original documents are transferred and maintained in current files.

C.	Other Document and/or Certification Requirements.
C.1	<p>Resident Advisory Board (RAB) Comments.</p> <p>(a) Did the RAB(s) have comments to the PHA Plan?</p> <p>Y N <input type="checkbox"/> <input type="checkbox"/></p> <p>(b) If yes, comments must be submitted by the PHA as an attachment to the PHA Plan. PHAs must also include a narrative describing their analysis of the RAB recommendations and the decisions made on these recommendations.</p> <p><i>*Pending scheduled meeting</i></p>
C.2	<p>Certification by State or Local Officials.</p> <p>Form HUD 50077-SL, <i>Certification by State or Local Officials of PHA Plans Consistency with the Consolidated Plan</i>, must be submitted by the PHA as an electronic attachment to the PHA Plan.</p> <p><i>*Pending</i></p>
C.3	<p>Civil Rights Certification/ Certification Listing Policies and Programs that the PHA has Revised since Submission of its Last Annual Plan.</p> <p>Form HUD-50077-ST-HCV-HP, <i>PHA Certifications of Compliance with PHA Plan, Civil Rights, and Related Laws and Regulations Including PHA Plan Elements that Have Changed</i>, must be submitted by the PHA as an electronic attachment to the PHA Plan.</p> <p><i>*Pending</i></p>

C.4	<p>Challenged Elements. If any element of the PHA Plan is challenged, a PHA must include such information as an attachment with a description of any challenges to Plan elements, the source of the challenge, and the PHA’s response to the public.</p> <p>(a) Did the public challenge any elements of the Plan?</p> <p style="padding-left: 40px;">Y N</p> <p style="padding-left: 40px;"><input type="checkbox"/> <input type="checkbox"/></p> <p>If yes, include Challenged Elements.</p> <p><i>*Pending</i></p>
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D.	Affirmatively Furthering Fair Housing (AFFH).
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D.1	<p>Affirmatively Furthering Fair Housing (AFFH).</p> <p>Provide a statement of the PHA’s strategies and actions to achieve fair housing goals outlined in an accepted Assessment of Fair Housing (AFH) consistent with 24 CFR § 5.154(d)(5). Use the chart provided below. (PHAs should add as many goals as necessary to overcome fair housing issues and contributing factors.) Until such time as the PHA is required to submit an AFH, the PHA is not obligated to complete this chart. The PHA will fulfill, nevertheless, the requirements at 24 CFR § 903.7(o) enacted prior to August 17, 2015. See Instructions for further detail on completing this item.</p> <table border="1" style="width: 100%; margin-top: 10px;"> <tr> <td style="background-color: #cccccc;">Fair Housing Goal: Ensuring Fair Housing for all Americans</td> </tr> <tr> <td style="background-color: #cccccc;"><u>Describe fair housing strategies and actions to achieve the goal:</u></td> </tr> <tr> <td>HACM has established and ensured equal opportunity in housing for all Americans as a strategic goal. To implement this goal, HACM continues to affirmatively market its housing programs to make them accessible to families with special needs or disabilities. HACM remains strongly committed to meeting reasonable accommodation or modification requests that support and promote affordable housing opportunities to disabled families or individuals.</td> </tr> </table> <table border="1" style="width: 100%; margin-top: 10px;"> <tr> <td style="background-color: #cccccc;">Fair Housing Goal: Furthering Fair Housing Opportunities</td> </tr> <tr> <td style="background-color: #cccccc;"><u>Describe fair housing strategies and actions to achieve the goal:</u></td> </tr> <tr> <td>HACM works with the entitlement jurisdictions to integrate outreach and fair housing training opportunities into existing plans which are developed by each jurisdiction. HACM participates in community forums and events to market the Housing Choice Voucher Program and to expand further fair housing opportunities for families.</td> </tr> </table>	Fair Housing Goal: Ensuring Fair Housing for all Americans	<u>Describe fair housing strategies and actions to achieve the goal:</u>	HACM has established and ensured equal opportunity in housing for all Americans as a strategic goal. To implement this goal, HACM continues to affirmatively market its housing programs to make them accessible to families with special needs or disabilities. HACM remains strongly committed to meeting reasonable accommodation or modification requests that support and promote affordable housing opportunities to disabled families or individuals.	Fair Housing Goal: Furthering Fair Housing Opportunities	<u>Describe fair housing strategies and actions to achieve the goal:</u>	HACM works with the entitlement jurisdictions to integrate outreach and fair housing training opportunities into existing plans which are developed by each jurisdiction. HACM participates in community forums and events to market the Housing Choice Voucher Program and to expand further fair housing opportunities for families.
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Fair Housing Goal: Improving Equitable Housing Opportunities for Participants

Describe fair housing strategies and actions to achieve the goal:

Housing Program Specialists work with families to promote portability and relocation to neighborhoods of opportunity. During briefings, applicants are informed of available units and their location, emphasizing communities that are underutilized. This information is given to the voucher holders to allow them to make housing choices that can provide greater social amenities and greater educational and economic opportunities for their families. The housing specialists describe fair housing and discrimination laws and provide information regarding the process of filing complaints.

Fair Housing Goal: Ensuring Access to Safe and Sanitary Affordable Housing

Describe fair housing strategies and actions to achieve the goal:

HACM’s annual and long-range goals will result in greater housing choices for families by allowing families to acquire housing that is of adequate size by reducing overcrowded conditions. All potential rental units must meet Housing Quality Standards and are inspected prior to move-in and are subject to annual inspections to assure these standards are maintained. Participants are assisted in securing housing that meets the needs of their families and are assisted in leasing negotiations with landlords. These factors promote fair housing choices by eliminating blighted properties from federal housing subsidies and improves the wellbeing of the community and its members overall.

Fair Housing Goal: Furthering Opportunities for Participants in Higher Opportunity Areas

Describe fair housing strategies and actions to achieve the goal:

The HACM conducts analysis of local fair market conditions in its jurisdiction to help eliminate barriers for applicants of the Housing Choice Voucher Program. With approval of the success rate payment standard amounts at the 50th percentile, the HACM is able to increase the number of voucher holders who become participants. Additionally, it affords participants opportunities to secure housing in higher opportunity neighborhoods and areas.

Instructions for Preparation of Form HUD-50075-HCV

Annual PHA Plan for HCV-Only PHAs

A. PHA Information. All PHAs must complete this section. (24 CFR §903.4)

A.1 Include the full **PHA Name**, **PHA Code**, **PHA Type**, **PHA Fiscal Year Beginning** (MM/YYYY), **Number of Housing Choice Vouchers (HCVs)**, **PHA Plan Submission Type**, and the **Availability of Information**, specific location(s) of all information relevant to the public hearing and proposed PHA Plan.

PHA Consortia: Check box if submitting a Joint PHA Plan and complete the table. ([24 CFR §943.128\(a\)](#))

B. Plan Elements. All PHAs must complete this section. ([24 CFR §903.11\(c\)\(3\)](#))

B.1 Revision of Existing PHA Plan Elements. PHAs must:

Identify specifically which plan elements listed below that have been revised by the PHA. To specify which elements have been revised, mark the “yes” box. If an element has not been revised, mark “no.”

Statement of Housing Needs and Strategy for Addressing Housing Needs. Provide a statement addressing the housing needs of low-income, very low-income and extremely low-income families and a brief description of the PHA’s strategy for addressing the housing needs of families who reside in the jurisdiction served by the PHA and other families who are on the Section 8 tenant-based assistance waiting lists. The statement must identify the housing needs of (i) families with incomes below 30 percent of area median income (extremely low-income); (ii) elderly families (iii) households with individuals with disabilities, and households of various races and ethnic groups residing in the jurisdiction or on the public housing and Section 8 tenant-based assistance waiting lists. The statement of housing needs shall be based on information provided by the applicable Consolidated Plan, information provided by HUD, and generally available data. The identification of housing needs must address issues of affordability, supply, quality, accessibility, size of units, and location. Once the PHA has submitted an Assessment of Fair Housing (AFH), which includes an assessment of disproportionate housing needs in accordance with 24 CFR 5.154(d)(2)(iv), information on households with individuals with disabilities and households of various races and ethnic groups residing in the jurisdiction or on the waiting lists no longer needs to be included in the Statement of Housing Needs and Strategy for Addressing Housing Needs. (24 CFR § 903.7(a)).

The identification of housing needs must address issues of affordability, supply, quality, accessibility, size of units, and location. ([24 CFR §903.7\(a\)\(2\)\(i\)](#)) Provide a description of the ways in which the PHA intends, to the maximum extent practicable, to address those housing needs in the upcoming year and the PHA’s reasons for choosing its strategy. ([24 CFR §903.7\(a\)\(2\)\(ii\)](#))

Deconcentration and Other Policies that Govern Eligibility, Selection, and Admissions. A statement of the PHA’s policies that govern resident or tenant eligibility, selection and admission including admission preferences for HCV. ([24 CFR §903.7\(b\)](#))

Financial Resources. A statement of financial resources, including a listing by general categories, of the PHA’s anticipated resources, such as PHA HCV funding and other anticipated Federal resources available to the PHA, as well as tenant rents and other income available to support tenant-based assistance. The statement also should include the non-Federal sources of funds supporting each Federal program, and state the planned use for the resources. ([24 CFR §903.7\(c\)](#))

Rent Determination. A statement of the policies of the PHA governing rental contributions of families receiving tenant-based assistance, discretionary minimum tenant rents, and payment standard policies. ([24 CFR §903.7\(d\)](#))

Operation and Management. A statement that includes a description of PHA management organization, and a listing of the programs administered by the PHA. ([24 CFR §903.7\(e\)](#)).

Informal Review and Hearing Procedures. A description of the informal hearing and review procedures that the PHA makes available to its applicants. ([24 CFR §903.7\(f\)](#))

Homeownership Programs. A statement describing any homeownership programs (including project number and unit count) administered by the agency under section 8y of the 1937 Act, or for which the PHA has applied or will apply for approval. ([24 CFR §903.7\(k\)](#))

Self Sufficiency Programs and Treatment of Income Changes Resulting from Welfare Program Requirements. A description of any PHA programs relating to services and amenities coordinated, promoted, or provided by the PHA for assisted families, including those resulting from the PHA’s partnership with other entities, for the enhancement of the economic and social self-sufficiency of assisted families, including programs provided or offered as a result of the PHA’s partnerships with other entities, and activities subject to Section 3 of the Housing and Community Development Act of 1968 (24 CFR Part 135) and under requirements for the Family Self-Sufficiency Program and others. Include the program’s size (including required and actual size of the FSS program) and means of allocating assistance to households. ([24 CFR §903.7\(l\)\(i\)](#)) Describe how the PHA will comply with the requirements of section 12(c) and (d) of the 1937 Act that relate to treatment of income changes resulting from welfare program requirements. ([24 CFR §903.7\(l\)\(iii\)](#)).

Substantial Deviation. PHA must provide its criteria for determining a “substantial deviation” to its 5-Year Plan. ([24 CFR §903.7\(r\)\(2\)\(i\)](#))

Significant Amendment/Modification. PHA must provide its criteria for determining a “Significant Amendment or Modification” to its 5-Year and Annual Plan.

If any boxes are marked “yes”, describe the revision(s) to those element(s) in the space provided.

- B.2 New Activities.** This section refers to new capital activities which is not applicable for HCV-Only PHAs.
- B.3 Progress Report.** For all Annual Plans following submission of the first Annual Plan, a PHA must include a brief statement of the PHA’s progress in meeting the mission and goals described in the 5-Year PHA Plan. ([24 CFR §903.11\(c\)\(3\)](#), [24 CFR §903.7\(r\)\(1\)](#))
- B.4 Capital Improvements.** This section refers to PHAs that receive funding from the Capital Fund Program (CFP) which is not applicable for HCV-Only PHAs
- B.5 Most Recent Fiscal Year Audit.** If the results of the most recent fiscal year audit for the PHA included any findings, mark “yes” and describe those findings in the space provided. ([24 CFR §903.7\(p\)](#))

C. Other Document and/or Certification Requirements.

- C.1 Resident Advisory Board (RAB) comments.** If the RAB had comments on the annual plan, mark “yes,” submit the comments as an attachment to the Plan and describe the analysis of the comments and the PHA’s decision made on these recommendations. ([24 CFR §903.13\(c\)](#), [24 CFR §903.19](#))
- C.2 Certification by State of Local Officials.** Form HUD-50077-SL, *Certification by State or Local Officials of PHA Plans Consistency with the Consolidated Plan*, must be submitted by the PHA as an electronic attachment to the PHA Plan. ([24 CFR §903.15](#)). Note: A PHA may request to change its fiscal year to better coordinate its planning with planning done under the Consolidated Plan process by State or local officials as applicable.
- C.3 Civil Rights Certification/ Certification Listing Policies and Programs that the PHA has Revised since Submission of its Last Annual Plan.** Provide a certification that the following plan elements have been revised, provided to the RAB for comment before implementation, approved by the PHA board, and made available for review and inspection by the public. This requirement is satisfied by completing and submitting form HUD-50077 ST-HCV-HP, *PHA Certifications of Compliance with PHA Plan, Civil Rights, and Related Laws and Regulations Including PHA Plan Elements that Have Changed*. Form HUD-50077-ST-HCV-HP, *PHA Certifications of Compliance with PHA Plan, Civil Rights, and Related Laws and Regulations Including PHA Plan Elements that Have Changed* must be submitted by the PHA as an electronic attachment to the PHA Plan. This includes all certifications relating to Civil Rights and related regulations. A PHA will be considered in compliance with the certification requirement to affirmatively further fair housing if the PHA fulfills the requirements of §§ 903.7(o)(1) and 903.15(d) and: (i) examines its programs or proposed programs; (ii) identifies any fair housing issues and contributing factors within those programs, in accordance with 24 CFR 5.154; or 24 CFR 5.160(a)(3) as applicable (iii) specifies actions and strategies designed to address contributing factors, related fair housing issues, and goals in the applicable Assessment of Fair Housing consistent with 24 CFR 5.154 in a reasonable manner in view of the resources available; (iv) works with jurisdictions to implement any of the jurisdiction's initiatives to affirmatively further fair housing that require the PHA's involvement; (v) operates programs in a manner consistent with any applicable consolidated plan under 24 CFR part 91, and with any order or agreement, to comply with the authorities specified in paragraph (o)(1) of this section; (vi) complies with any contribution or consultation requirement with respect to any applicable AFH, in accordance with 24 CFR 5.150 through 5.180; (vii) maintains records reflecting these analyses, actions, and the results of these actions; and (viii) takes steps acceptable to HUD to remedy known fair housing or civil rights violations. impediments to fair housing choice within those programs; addresses those impediments in a reasonable fashion in view of the resources available; works with the local jurisdiction to implement any of the jurisdiction’s initiatives to affirmatively further fair housing; and assures that the annual plan is consistent with any applicable Consolidated Plan for its jurisdiction. ([24 CFR §903.7\(o\)](#)).
- C.4 Challenged Elements.** If any element of the Annual PHA Plan or 5-Year PHA Plan is challenged, a PHA must include such information as an attachment to the Annual PHA Plan or 5-Year PHA Plan with a description of any challenges to Plan elements, the source of the challenge, and the PHA’s response to the public.

D. Affirmatively Furthering Fair Housing (AFFH).

D.1 Affirmatively Furthering Fair Housing. The PHA will use the answer blocks in item D.1 to provide a statement of its strategies and actions to implement each fair housing goal outlined in its accepted Assessment of Fair Housing (AFH) consistent with 24 CFR § 5.154(d)(5) that states, in relevant part: “To implement goals and priorities in an AFH, strategies and actions shall be included in program participants’ ... PHA Plans (including any plans incorporated therein) Strategies and actions must affirmatively further fair housing” Use the chart provided to specify each fair housing goal from the PHA’s AFH for which the PHA is the responsible program participant – whether the AFH was prepared solely by the PHA, jointly with one or more other PHAs, or in collaboration with a state or local jurisdiction – and specify the fair housing strategies and actions to be implemented by the PHA during the period covered by this PHA Plan. If there are more than three fair housing goals, add answer blocks as necessary.

Until such time as the PHA is required to submit an AFH, the PHA will not have to complete section D., nevertheless, the PHA will address its obligation to affirmatively further fair housing in part by fulfilling the requirements at 24 CFR 903.7(o)(3) enacted prior to August 17, 2015, which means that it examines its own programs or proposed programs; identifies any impediments to fair housing choice within those programs; addresses those impediments in a reasonable fashion in view of the resources available; works with local jurisdictions to implement any of the jurisdiction’s initiatives to affirmatively further fair housing that require the PHA’s involvement; and maintain records reflecting these analyses and actions. Furthermore, under Section 5A(d)(15) of the U.S. Housing Act of 1937, as amended, a PHA must submit a civil rights certification with its Annual PHA Plan, which is described at 24 CFR 903.7(o)(1) except for qualified PHAs who submit the Form HUD-50077-CR as a standalone document.

This information collection is authorized by Section 511 of the Quality Housing and Work Responsibility Act, which added a new section 5A to the U.S. Housing Act of 1937, as amended, which introduced the Annual PHA Plan. The Annual PHA Plan provides a ready source for interested parties to locate basic PHA policies, rules, and requirements concerning the PHA’s operations, programs, and services, and informs HUD, families served by the PHA, and members of the public for serving the needs of low- income, very low- income, and extremely low- income families.

Public reporting burden for this information collection is estimated to average 6.02 hour per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. HUD may not collect this information, and respondents are not required to complete this form, unless it displays a currently valid OMB Control Number.

Privacy Act Notice. The United States Department of Housing and Urban Development is authorized to solicit the information requested in this form by virtue of Title 12, U.S. Code, Section 1701 et seq., and regulations promulgated thereunder at Title 12, Code of Federal Regulations. Responses to the collection of information are required to obtain a benefit or to retain a benefit. The information requested does not lend itself to confidentiality

Civil Rights Certification
(Qualified PHAs)

U.S. Department of Housing and Urban Development
Office of Public and Indian Housing
OMB Approval No. 2577-0226
Expires 3/31/2024

Civil Rights Certification

Annual Certification and Board Resolution

Acting on behalf of the Board of Commissioners of the Public Housing Agency (PHA) listed below, as its Chairperson or other authorized PHA official if there is no Board of Commissioners, I approve the submission of the 5-Year PHA Plan, hereinafter referred to as "the Plan", of which this document is a part, and make the following certification and agreements with the Department of Housing and Urban Development (HUD) for the fiscal year beginning _____ July 2023 _____ in which the PHA receives assistance under 42 U.S.C. 1437f and/or 1437g in connection with the mission, goals, and objectives of the public housing agency and implementation thereof:

The PHA certifies that it will carry out the public housing program of the agency in conformity with title VI of the Civil Rights Act of 1964 (42 U.S.C. 2000d-2000d—4), the Fair Housing Act (42 U.S.C. 3601-19), Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. 794), title II of the Americans with Disabilities Act (42 U.S.C. 12101 et seq.), and other applicable civil rights requirements and that it will affirmatively further fair housing in the administration of the program. In addition, if it administers a Housing Choice Voucher Program, the PHA certifies that it will administer the program in conformity with the Fair Housing Act, title VI of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, title II of the Americans with Disabilities Act, and other applicable civil rights requirements, and that it will affirmatively further fair housing in the administration of the program. The PHA will affirmatively further fair housing, which means that it will take meaningful actions to further the goals identified in the Assessment of Fair Housing (AFH) conducted in accordance with the requirements of 24 CFR § 5.150 through 5.180, that it will take no action that is materially inconsistent with its obligation to affirmatively further fair housing, and that it will address fair housing issues and contributing factors in its programs, in accordance with 24 CFR § 903.7(o)(3). The PHA will fulfill the requirements at 24 CFR § 903.7(o) and 24 CFR § 903.15(d). Until such time as the PHA is required to submit an AFH, the PHA will fulfill the requirements at 24 CFR § 903.7(o) promulgated prior to August 17, 2015, which means that it examines its programs or proposed programs; identifies any impediments to fair housing choice within those programs; addresses those impediments in a reasonable fashion in view of the resources available; works with local jurisdictions to implement any of the jurisdiction’s initiatives to affirmatively further fair housing that require the PHA’s involvement; and maintains records reflecting these analyses and actions.

Housing Authority of the County of Monterey
PHA Name

CA033
PHA Number/HA Code

I hereby certify that all the statement above, as well as any information provided in the accompaniment herewith, is true and accurate. **Warning:** HUD will prosecute false claims and statements. Conviction may result in criminal and/or civil penalties. (18 U.S.C. 1001, 1010, 1012; 31 U.S.C. 3729, 3802)

Name of Executive Director:		Name of Board Chairperson:	
Zulieka Boykin, Executive Director/Chief Executive Officer		Jon Wizard, Board Chair	
Signature	Date	Signature	Date

The United States Department of Housing and Urban Development is authorized to collect the information requested in this form by virtue of Title 12, U.S. Code, Section 1701 et seq., and regulations promulgated thereunder at Title 12, Code of Federal Regulations. Responses to the collection of information are required to obtain a benefit or to retain a benefit. The information requested does not lend itself to confidentiality. The information is collected to ensure that PHAs carry out applicable civil rights requirements.

Public reporting burden for this information collection is estimated to average 0.16 hours per response, including the time for reviewing instructions, searching existing data sources, gathering, and maintaining the data needed, and completing and reviewing the collection of information. HUD may not collect this information, and respondents are not required to complete this form, unless it displays a currently valid OMB Control Number. 0

**Certifications of Compliance with
PHA Plan and Related Regulations
(Standard, Troubled, HCV-Only, and
High Performer PHAs)**

U.S. Department of Housing and Urban Development
Office of Public and Indian Housing
OMB No. 2577-0226
Expires 3/31/2024

**PHA Certifications of Compliance with PHA Plan, Civil Rights, and Related Laws and Regulations
including PHA Plan Elements that Have Changed**

Acting on behalf of the Board of Commissioners of the Public Housing Agency (PHA) listed below, as its Chairperson or other authorized PHA official if there is no Board of Commissioners, I approve the submission of the ___ 5-Year and/or _X_ Annual PHA Plan, hereinafter referred to as "the Plan", of which this document is a part, and make the following certification and agreements with the Department of Housing and Urban Development (HUD) for the PHA fiscal year beginning July 2023, in connection with the submission of the Plan and implementation thereof:

1. The Plan is consistent with the applicable comprehensive housing affordability strategy (or any plan incorporating such strategy) for the jurisdiction in which the PHA is located (24 CFR § 91.2).
2. The Plan contains a certification by the appropriate State or local officials that the Plan is consistent with the applicable Consolidated Plan, which includes a certification that requires the preparation of an Analysis of Impediments (AI) to Fair Housing Choice, or Assessment of Fair Housing (AFH) when applicable, for the PHA's jurisdiction and a description of the manner in which the PHA Plan is consistent with the applicable Consolidated Plan (24 CFR §§ 91.2, 91.225, 91.325, and 91.425).
3. The PHA has established a Resident Advisory Board or Boards, the membership of which represents the residents assisted by the PHA, consulted with this Resident Advisory Board or Boards in developing the Plan, including any changes or revisions to the policies and programs identified in the Plan before they were implemented, and considered the recommendations of the RAB (24 CFR 903.13). The PHA has included in the Plan submission a copy of the recommendations made by the Resident Advisory Board or Boards and a description of the manner in which the Plan addresses these recommendations.
4. The PHA provides assurance as part of this certification that:
 - (i) The Resident Advisory Board had an opportunity to review and comment on the changes to the policies and programs before implementation by the PHA;
 - (ii) The changes were duly approved by the PHA Board of Directors (or similar governing body); and
 - (iii) The revised policies and programs are available for review and inspection, at the principal office of the PHA during normal business hours.
5. The PHA made the proposed Plan and all information relevant to the public hearing available for public inspection at least 45 days before the hearing, published a notice that a hearing would be held and conducted a hearing to discuss the Plan and invited public comment.
6. The PHA certifies that it will carry out the public housing program of the agency in conformity with title VI of the Civil Rights Act of 1964 (42 U.S.C. 2000d-2000d-4), the Fair Housing Act (42 U.S.C. 3601-19), Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. 794), title II of the Americans with Disabilities Act (42 U.S.C. 12101 et seq.), and other applicable civil rights requirements and that it will affirmatively further fair housing in the administration of the program. In addition, if it administers a Housing Choice Voucher Program, the PHA certifies that it will administer the program in conformity with the Fair Housing Act, title VI of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, title II of the Americans with Disabilities Act, and other applicable civil rights requirements, and that it will affirmatively further fair housing in the administration of the program.
7. The PHA will affirmatively further fair housing, which means that it will take meaningful actions to further the goals identified in the Assessment of Fair Housing (AFH) conducted in accordance with the requirements of 24 CFR § 5.150 through 5.180, that it will take no action that is materially inconsistent with its obligation to affirmatively further fair housing, and that it will address fair housing issues and contributing factors in its programs, in accordance with 24 CFR § 903.7(o)(3). The PHA will fulfill the requirements at 24 CFR § 903.7(o) and 24 CFR § 903.15(d). Until such time as the PHA is required to submit an AFH, the PHA will fulfill the requirements at 24 CFR § 903.7(o) promulgated prior to August 17, 2015, which means that it examines its programs or proposed programs; identifies any impediments to fair housing choice within those programs; addresses those impediments in a reasonable fashion in view of the resources available; works with local jurisdictions to implement any of the jurisdiction's initiatives to affirmatively further fair housing that require the PHA's involvement; and maintains records reflecting these analyses and actions.
8. For PHA Plans that include a policy for site-based waiting lists:
 - The PHA regularly submits required data to HUD's 50058 PIC/IMS Module in an accurate, complete and timely manner (as specified in PIH Notice 2011-65);

- The system of site-based waiting lists provides for full disclosure to each applicant in the selection of the development in which to reside, including basic information about available sites; and an estimate of the period of time the applicant would likely have to wait to be admitted to units of different sizes and types at each site;
 - Adoption of a site-based waiting list would not violate any court order or settlement agreement or be inconsistent with a pending complaint brought by HUD;
 - The PHA shall take reasonable measures to assure that such a waiting list is consistent with affirmatively furthering fair housing; and
 - The PHA provides for review of its site-based waiting list policy to determine if it is consistent with civil rights laws and certifications, as specified in 24 CFR 903.7(o)(1).
9. The PHA will comply with the prohibitions against discrimination on the basis of age pursuant to the Age Discrimination Act of 1975.
 10. In accordance with 24 CFR § 5.105(a)(2), HUD's Equal Access Rule, the PHA will not make a determination of eligibility for housing based on sexual orientation, gender identify, or marital status and will make no inquiries concerning the gender identification or sexual orientation of an applicant for or occupant of HUD-assisted housing.
 11. The PHA will comply with the Architectural Barriers Act of 1968 and 24 CFR Part 41, Policies and Procedures for the Enforcement of Standards and Requirements for Accessibility by the Physically Handicapped.
 12. The PHA will comply with the requirements of Section 3 of the Housing and Urban Development Act of 1968, Employment Opportunities for Low-or Very-Low Income Persons, and with its implementing regulation at 24 CFR Part 135.
 13. The PHA will comply with acquisition and relocation requirements of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 and implementing regulations at 49 CFR Part 24 as applicable.
 14. The PHA will take appropriate affirmative action to award contracts to minority and women's business enterprises under 24 CFR 5.105(a).
 15. The PHA will provide the responsible entity or HUD any documentation that the responsible entity or HUD needs to carry out its review under the National Environmental Policy Act and other related authorities in accordance with 24 CFR Part 58 or Part 50, respectively.
 16. With respect to public housing the PHA will comply with Davis-Bacon or HUD determined wage rate requirements under Section 12 of the United States Housing Act of 1937 and the Contract Work Hours and Safety Standards Act.
 17. The PHA will keep records in accordance with 2 CFR 200.333 and facilitate an effective audit to determine compliance with program requirements.
 18. The PHA will comply with the Lead-Based Paint Poisoning Prevention Act, the Residential Lead-Based Paint Hazard Reduction Act of 1992, and 24 CFR Part 35.
 19. The PHA will comply with the policies, guidelines, and requirements of 2 CFR Part 200, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Financial Assistance, including but not limited to submitting the assurances required under 24 CFR §§ 1.5, 3.115, 8.50, and 107.25 by submitting an SF-424, including the required assurances in SF-424B or D, as applicable.
 20. The PHA will undertake only activities and programs covered by the Plan in a manner consistent with its Plan and will utilize covered grant funds only for activities that are approvable under the regulations and included in its Plan.
 21. All attachments to the Plan have been and will continue to be available at all times and all locations that the PHA Plan is available for public inspection. All required supporting documents have been made available for public inspection along with the Plan and additional requirements at the primary business office of the PHA and at all other times and locations identified by the PHA in its PHA Plan and will continue to be made available at least at the primary business office of the PHA.
 22. The PHA certifies that it is in compliance with applicable Federal statutory and regulatory requirements, including the Declaration of Trust(s).

Housing Authority of the County of Monterey
PHA Name

CA033
PHA Number/HA Code

Annual PHA Plan for Fiscal Year July 2023

5-Year PHA Plan for Fiscal Years 20 - 20

I hereby certify that all the information stated herein, as well as any information provided in the accompaniment herewith, is true and accurate. **Warning:** HUD will prosecute false claims and statements. Conviction may result in criminal and/or civil penalties. (18 U.S.C. 1001, 1010, 1012; 31 U.S.C. 3729, 3802).

Name of Executive Director:		Name Board Chairman	
Zulieka Boykin, Executive Director/Chief Executive Officer		Jon Wizard, Board Chair	
Signature	Date	Signature	Date

The United States Department of Housing and Urban Development is authorized to solicit the information requested in this form by virtue of Title 12, U.S. Code, Section 1701 et seq., and regulations promulgated thereunder at Title 12, Code of Federal Regulations. Responses to the collection of information are required to obtain a benefit or to retain a benefit. The information requested does not lend itself to confidentiality. This information is collected to ensure compliance with PHA Plan, Civil Rights, and related laws and regulations including PHA plan elements that have changed.

Public reporting burden for this information collection is estimated to average 0.16 hours per year per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. HUD may not collect this information, and respondents are not required to complete this form, unless it displays a currently valid OMB Control Number.

RESOLUTION #####

**PHA CERTIFICATION OF COMPLIANCE WITH THE
2023 AGENCY ANNUAL PLAN AND RELATED REGULATIONS**

WHEREAS the Housing Authority of the County of Monterey certified that the Agency Annual Plan is consistent with the applicable comprehensive housing affordability strategy of all entitlement cities in the County of Monterey where the PHA is located; and

WHEREAS the Housing Authority of the County of Monterey certified that it complied with and incorporated all the requirements of the Department of Housing and Urban Development into the Agency Annual Plan FYB July 2023: and

NOW, THEREFORE BE IT RESOLVED, that the Board of Commissioners hereby authorizes the Executive Director to submit the plan to the U.S. Department of Housing and Urban Development and to execute any and all documents to implement said plan.

Chairman

ATTEST:

Secretary

Date

PASSED AND ADOPTED, this _____, upon motion of _____, seconded by _____ and carried by the following vote-to-wit:

A YES:

NOES:

ABSENT:

MEMORANDUM

TO: Board of Commissioners

THRU: Zuliaka Boykin
Executive Director/CEO

FROM: James Maynard-Cabrera
Interim Director of Human Resources

RE: **Human Resources Report**

DATE: March 14, 2023



The mission of the human resources department is to support the goals and challenges of the Housing Authority of the County of Monterey by providing services that promote a work environment that is characterized by fair treatment of employees, open communication, personal accountability, trust and mutual respect. We will seek and provide solutions to workplace issues that support and optimize the operating principles of the organization.

It is our mission to:

- **Develop** an attitude of teamwork and quality in our day-to-day operations.
- **Create** an atmosphere that fosters challenges, fun, safety and cleanliness.
- **Seize** opportunities that demonstrate excellent execution, a caring attitude and a sense of urgency.
- **Reduce** waste by vigorously pursuing continuous improvement activities.
- **Commit** to doing and to acting openly, equitably and consistently in our pursuit of uncompromising quality.
- **Increase** participation in company and community activities while seeking knowledge, enthusiasm and an improved quality of life for ourselves, our co-workers and the community.
- **Respect** team member values that may be different from our own.
- **Accept** responsibility for promoting ethical and legal conduct in personal and business practices.
- **Communicate** in a candid and fair manner with the diverse workforce from whom our company derives its strength.

Objective: Strengthen recruiting and hiring selection

Actions:

- Identify key attributes of working successfully at HACM
- Integrate HACM branding efforts into recruiting

Performance Measures:

- Quality applicants
- HR/Talent metrics via Paylocity

Status:

- Aggressively monitoring and filtering candidates as they apply
- Partnered up with Monterey County Workforce Development Board to create a specialized recruiting event for current vacancies
- Currently interviewing CFO candidates
- Promoted Jason Sotelo from a MW1 to an MWII
- **CURRENT VACANCIES:** Director of Finance | Director of Human Resources | Housing Program Specialist | (2) Family Sufficiency Coordinator | Maintenance I

Objective: Improve employee satisfaction with HACM as an employer

Actions:

- Develop practices that support an engaging and accountable culture
- Promote and foster HACM as a great place to work
- Identify areas to increase trust and effective working relationships between employees and management

Performance Measures:

- Employee performance Reviews
- Mitigate employee litigations
- HR/Talent metrics

Status:

- Continue to work closely with supervisors and managers on employee relations issues in order to set our employees up for success
- Monthly birthday and briefing meetings for all employees
- Launched company newsletter to strengthen communication across agency

Objective: Reduce risk related to non-compliance with laws, policies, and labor contracts

Actions:

- Update Personnel Policies
- Continue to work with labor union to ensure compliance with the MOU

Performance Measures:

- Employee claims
- OSHA/DFEH findings
- Feedback from labor union

Status:

- Developing HACM employee handbook (Ongoing)
- Established reoccurring monthly meetings with union representatives (Ongoing)
- Meeting with Union on 03/15 to discuss upcoming agency changes
- Partnered up with legal regarding (2) pending employee relation claims; was able to close 1 claim
- COVID-19 State of Emergency ended 02/28. Mask wearing is now OPTIONAL for both clients and employees

Company Newsletter

March Edition *Internal Employee Newsletter, Confidential*



HR News & Updates

Flexible Spending Account (FSA) with

HealthEquity: If you have an account there is a carryover feature that allows you to carryover unused funds to the next plan year. If applicable, these unused carryover dollars will be available 4/1/23. HealthEquity holds the funds through 03/31/23 so any claims you may need to submit for the previous year can be submitted and processed during this time. Any balances will be carried over as of 4/1/23 and available for use. They have increased the amount of carryover to \$570.00.

You can log into the site to see a list of eligible expenses for your FSA. If you've lost your HealthEquity card you can call and request a new one.

Website: <https://www.wageworks.com/> you can register and access your account here. Click on the "Log In/Register" button and select "Employee Registration" to create your account. If you already have an account, you can click on the "LogIn/Register" button and select "Employee LogIn".

Member Services 877-924-3967

Payroll and Timecards

Please be sure your timecards are complete each pay period so your supervisor can review and approve in a timely manner. If you have time off requests for sick or vacation, please be sure to submit them in [Paylocity](#) so they can be approved as well. If you have vacation buybacks, etc. please be sure they are all approved and turned in on **Monday by 10:00am of payroll week** for timely processing. If you have any questions, please feel free to reach out to Jeri Parish in Payroll.

Wishing a Happy Birthday or Belated Birthday to:

- Sandy R. 3/02
- Ricardo Calderon 3/06
- Mary Lou Raya 3/09
- Michelle Verdin 3/10
- Marcus Gill 3/16
- Mihir Patel 3/19
- Giovanna Daigle 3/22
- Adrianna Sosa 3/25
- Nora Ruvacalba 3/26
- Delayna Cambunga 3/27

Positions Available!!!

Applications and job descriptions are available in the HR office or may be requested by emailing recruitment@hamonterey.org. Applications will be accepted no later than 5:00 pm on the date noted.

<u>Title</u>	<u>Application Deadline</u>
FSS Coordinator	3/10/2023
Housing Program Specialist	3/10/2023
Maintenance Worker II	3/10/2023



Happy Anniversary!

**This March, Andrew Palacios is celebrating 5 years with HACM!
Thank you for being a valuable member of our team. Wishing you
the best for continued success!**



*“Every job is a self-portrait of the person who did it. Autograph your work
with **excellence.**”*

-Jessica Guidobono

Employee Assistance Program

HACM employees have free, confidential access to Anthem's Employee Assistance Program (EAP), in case you are feeling overwhelmed or overcome with grief. Services include 24 hour, 7 day a week toll free telephone access to licensed mental health professionals for consultation, information, assistance and resources for a variety of concerns.



To access the EAP, visit <https://www.anthem.com/employer/eap/employee/>, click on the orange "Log In" button and enter "hamonterey" in the Company Name field or call 800-999-7222.

Anthem Find Care Search Anthem.com

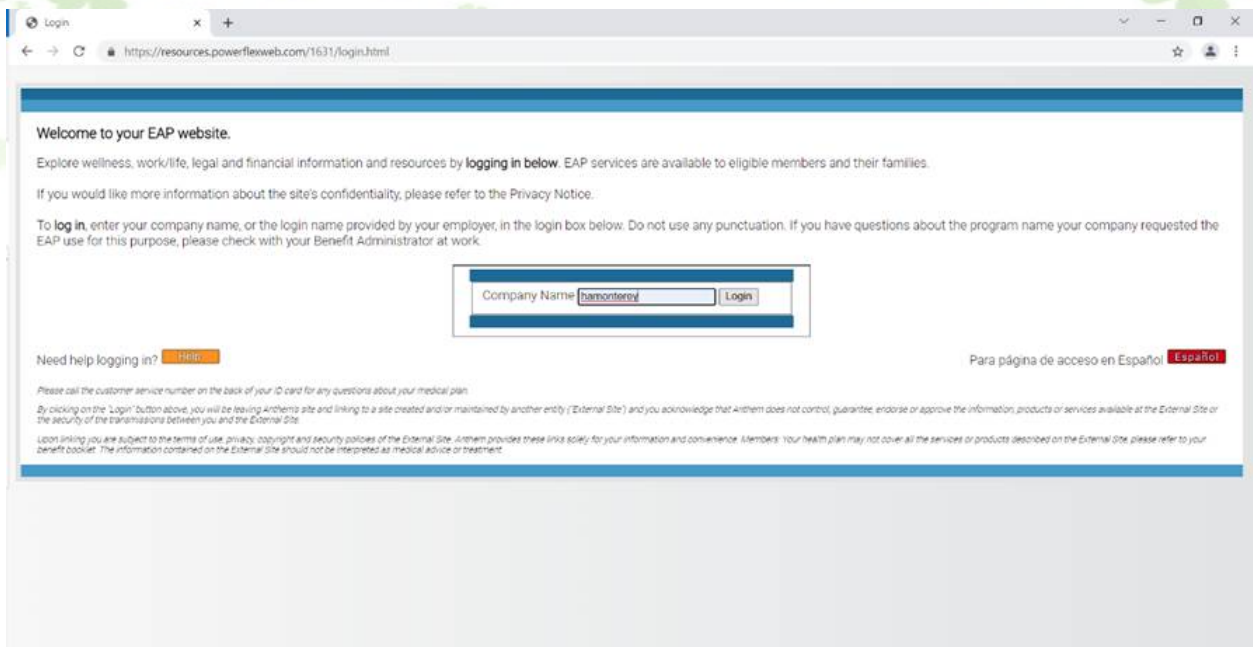
Individual & Family Medicare Medicaid Employers Producers Providers COVID-19 Info **Log In**

Where do you have or need coverage?
Select a state for information that's relevant to you. **Select a State**

Welcome to EAP
If you're a member looking for access to employee assistance resources, please log in. **Log In**

If you're a provider, [learn more about EAP.](#)

If you're an employer, broker or producer, visit [your EAP page.](#)



What is the Anthem Employee Assistance Program (EAP)?

EAP provides you and eligible family members with a no-cost, confidential and user-friendly resource for life management concerns such as:

- Emotional and mental health well-being
- Maintaining a healthy lifestyle
- Critical Event Support
- Addiction and Recovery
- Relationship issues
- Domestic Violence
- Legal concerns
- Financial concerns
- Dependent adult care
- Childcare needs
- Everyday concerns and resources



In addition to counseling services, the EAP site contains a Coronavirus/vaccination Resources page

https://www.advantageengagement.com/p_content_detail.php?id_division=d25&id_module=m9130&id_cr=578055



Confidentiality

Your EAP is a professional and confidential service. All contact with EAP is confidential in keeping with federal and state laws and professional guidelines.



SAFETY COMMITTEE

NEEDED!



HACM is looking for members for our Safety Committee and our Event Committee. Both committees will meet on a monthly basis. We will be putting up a sign up sheet in the HR department (*Outside James' office*). If interested please feel free to add your name!

CAUTION!

CAUTION!

CAUTION!

CAUTION!



COMMISSIONER COMMENTS

&

ADJOURNMENT