

**Regular Meeting of the
Housing Trust Fund and Homelessness Solutions Committee
(HTFHSC) October 8, 2020, 1:30 p.m.
Teleconference**

AGENDA

In accordance with Executive Order N-29-20 the HTFHSC meetings will be held virtually until further notice. You may access the meeting by calling (669) 900-6833. Meeting ID: 656 611 0112 Password: 077011

The Chair will give the public opportunities to comment on each agenda item over the phone.

If you are a person with a disability, and you need disability-related modifications or accommodations to participate in this meeting, please contact the Clerk of the Board at (707) 476-2384, or (707) 445-7299 (fax). Requests for such modifications or accommodations must be made at least three full business days before the start of the meeting.

I.	Call to Order
II.	Roll Call
III.	Agenda Modifications
IV.	Public Comment for Non-Agenda Items
V.	Status of Governance Documents
VI.	Permanent Local Housing Allocation Funds and Process
VII.	Media/Press Release Discussion
VIII.	Announcements
IX.	Agenda Items for Next Meeting
X.	Adjourn

To: Housing Trust Fund and Homelessness Solutions Committee members
From: Lynn Martinez, Chair
Date: October 1, 2020
Re: Permanent Local Housing Allocation Year 2019 Funding Process

This memorandum is for consideration at our next regular meeting on October 8, 2020. The memo proposes a procedure for recommending how to spend the \$146,000 PLHA set-aside.

On July 14, 2020, the Board of Supervisors made the following resolution:

Planning and Building Department (Agenda Item – Public Hearing)

Consider and Adopt the Permanent Local Housing Allocation (“PLHA”) 5-Year Plan and Resolution authorizing the Submittal of a Department of Housing and Community Development (“HCD”) Grant Application for the 2019 Permanent Local Housing Allocation

The Board of Supervisors:

- (1) Directed that \$146,000 of the PLHA Year 2019 funds be set aside for an eligible homelessness solutions activity(ies) to be recommended by the Housing Trust Fund and Homelessness Solutions Committee ("Committee"); and
- (2) Adopted Resolution 20-__ that:
 - a) Authorized and adopted the Permanent Local Housing Allocation 5-Year Plan;
 - b) Authorized an application to be submitted to the Department of Housing and Community Development ("HCD") for the 2019 Permanent Local Housing Allocation ("PLHA") Funding Allocation Year 2019 for up to \$344,448; and
 - c) Authorized and directed the Planning and Building Department Director to execute in the name of the County of Humboldt the application, the Standard Agreement, and all other documents required by HCD for participation in the PLHA Program, and any amendments.

(Motion was made by Supervisor Wilson, and seconded by Supervisor Bass. The motion carried by unanimous vote.)

The County is in the process of applying for the 2019 PLHA funds. Once the funds are received, and pursuant to the Board of Supervisors direction, the HTFHSC will move forward with its recommendation for spending the \$146,000.00 set aside. Importantly, the set aside is separate from the “Housing Trust Fund” and therefore, is not subject to the HTFHSC’s Policies and Procedures Manual (PPM).¹ Accordingly, the HTFHSC should develop a PLHA Funding Process to govern recommended expenditure of the PLHA set-aside.

Please note: The following is a *starting place* for our discussion at the October 8, 2020 meeting. A sample motion is below.

PLHA Funding Process

1. Update, if necessary, the HTFHSC recommendation for use of the PLHA set-aside. Our recommendation made to the Board of Supervisors on July 10, 2020 was:

The HTFHSC recommends that the County of Humboldt PLHA funding be set aside for sanitation and other supportive services to countywide sanctioned areas for sheltering in place to fund such things as temporary structures, food and other basic needs

2. Develop a proposed Request for Proposal (RFP) in collaboration with Planning and Building staff.
3. Remain available to County staff, as necessary, as a resource during development of the final published RFP.
4. Subject to the conflict of interest policies set forth in the PPM, create a HTFHSC sub-committee to review proposals made for the PLHA set-aside funds.

¹ The PPM was adopted by the HTFHSC on February 26, 2019. This summer, the PPM was revised to address concerns raised by Planning Director John Ford, namely that the document did not clearly state the HTFHSC’s limited role in making funding recommendations. The requested revisions were emailed to the Planning Department for review on September 17, 2020, but we have not heard if the revisions are satisfactory.

5. Bring sub-committee funding award recommendations to the full HTFHSC for ratification and/or revision.
6. Advise the Planning Director (and any interested supervisor) of the HTFHSC's recommended funding selection with a written request to prepare a detailed report of the HTFHSC recommendation to the Board of Supervisors.
7. Assist Planning Director, as necessary to prepare the report to the Board of Supervisors.
8. Provide public comment and/or testimony to Board of Supervisors, as necessary, to ensure that Board fully understands the HTFHSC's recommendation and to request confirmation of the HTFHSC recommendation.
9. Advise Planning Director about any impacts or issues created by any Board modification to the recommendation
10. Ensure that planning staff negotiates the contract terms with the award recipient(s) and develops the final contract(s) to be brought to the Board for approval. Offer to provide assistance if requested.

Sample motion: I move that the HTFHSC adopt the PLHA Funding Process set forth in the October 1, 2020 memorandum from the Chair, [modified as follows:]