

New Hope Community Development Corporation Yolo County, California

October 28, 2020

MINUTES

The New Hope Community Development Corporation met on the 28th day of October 2020 via teleconference at 3:00 p.m. pursuant to the Governor's Executive Order N-29-20 (March 17, 2020), available at the following [link](#).

Present: Will Arnold; Richard Lansburgh; Pierre Neu; Babs Sandeen; Gary Sandy; Karen Vanderford; Joe Walters

Staff Present: Sandra Sigrist, Interim CEO
Megan Stedtfeld, Agency Counsel
Janis Holt, General Director
Julie Dachtler, Clerk

3:00 P.M. CALL TO ORDER

1. Pledge of Allegiance
2. Roll Call
3. Consider approval of the agenda.

Minute Order No. 20-12: Approved agenda as submitted.

MOTION: Neu. SECOND: Walters. AYES: Arnold, Lansburgh, Neu, Sandeen, Sandy, Vanderford, Walters.

4. Public Comment: Opportunity for members of the public to address the New Hope Development Corporation on subjects not otherwise on the agenda relating to New Hope Development Corporation business. The Board reserves the right to impose a reasonable limit on time afforded to any topic or to any individual speaker.

There was no public comment.

CONSENT AGENDA

Minute Order No. 20-13: Approved Consent Agenda Item No. 4.

MOTION: Neu. SECOND: Sandy. AYES: Arnold, Lansburgh, Neu, Sandeen, Sandy, Vanderford, Walters.

5. Review, Approve and Adopt Revised New Hope CDC Utility Assistance Loan for Outstanding Utility Charges March 1, 2019 – April 30, 2020 (Financial Impact) (Sigrist)

Approved recommended action on Consent.

ADJOURNMENT

Next meeting to be determined

NEW HOPE COMMUNITY DEVELOPMENT CORPORATION

AGENDA

SPECIAL MEETING

October 28, 2020



NOTE: This meeting is being agendized to allow Board Members, staff and the public to participate in the meeting via teleconference, pursuant to the Governor's Executive Order N-29-20 (March 17, 2020), available at the following [link](#).

**Teleconference Options to join Zoom meeting:
By PC: <https://yolocounty.zoom.us/j/98323929030>**

Meeting ID: 983 2392 9030

or

By Phone: (408) 638-0968

Meeting ID: 983 2392 9030

Executive Order N-29-20 authorizes local legislative bodies to hold public meetings via teleconference and to make public meetings accessible telephonically or otherwise electronically to all members of the public. Members of the public are encouraged to observe and participate in the teleconference.

Further instructions on how to electronically participate and submit your public comments can be found in the PUBLIC PARTICIPATION note at the end of this agenda.

SANDRA SIGRIST
INTERIM EXECUTIVE DIRECTOR

MEGAN STEDTFELD
AGENCY COUNSEL

3:00 P.M. CALL TO ORDER

1. Pledge of Allegiance
2. Roll Call
3. Consider approval of the agenda.
4. Public Comment: Opportunity for members of the public to address the New Hope Development Corporation on subjects not otherwise on the agenda relating to New Hope Development Corporation business. The Board reserves the right to impose a reasonable limit on time afforded to any topic or to any individual speaker.

CONSENT AGENDA

5. Review, Approve and Adopt Revised New Hope CDC Utility Assistance Loan for Outstanding Utility Charges March 1, 2019 – April 30, 2020 (Financial Impact) (Sigrist)

ADJOURNMENT

Next meeting to be determined

I declare under penalty of perjury that the foregoing agenda was posted October 27, 2020 by 3:00 p.m. at the following places:

- On the bulletin board at the east entrance of the Erwin W. Meier Administration Building, 625 Court Street, Woodland, California; and

- On the bulletin board outside the Board of Supervisors Chambers, Room 206 in the Erwin W. Meier Administration Building, 625 Court Street, Woodland, California; and
- On the bulletin board of Yolo County Housing, 147 West Main Street, Woodland, California.
- On the Yolo County website: www.yolocounty.org.

Julie Dachtler, Clerk of the Board

By: _____
Clerk

NOTICE

If requested, this agenda can be made available in appropriate alternative formats to persons with a disability, as required by Section 202 of the Americans with Disabilities Act of 1990 and the Federal Rules and Regulations adopted in implementation thereof. Persons seeking an alternative format should contact the Clerk of the Board for further information. In addition, a person with a disability who requires a modification or accommodation, including auxiliary aids or services, in order to participate in a public meeting should telephone or otherwise contact the Clerk of the Board as soon as possible and at least 24 hours prior to the meeting. The Clerk of the Board may be reached at (530) 666-8195 or at the following address:

Clerk of the New Hope Development Corporation
625 Court Street, Room 204
Woodland, CA 95695

PUBLIC PARTICIPATION INSTRUCTIONS:

Based on guidance from the California Department of Public Health and the California Governor's Office, in order to minimize the spread of the COVID 19 virus, please do the following:

1. You are strongly encouraged to participate in the New Hope Community Development Corporation meeting <https://yolocounty.zoom.us/j/98323929030>, Meeting ID: 983 2392 9030 or phone in via 1-408-638-0968 Meeting ID: 983 2392 9030.
2. If you are joining the meeting via zoom and wish to make a comment on an item, press the "raise a hand" button. If you are joining the meeting by phone, press *9 to indicate a desire to make comment. The chair will call you by name or phone number when it is your turn to comment. Speakers will be limited to 3:00 minutes.

New Hope Community
Development Corporation
Yolo County, California

To: Co. Counsel ✓
New Hope CDC ✓

CONSENT CALENDAR

Excerpt of Minute Order No. 20-13: Item No. 5, of the New Hope Community Development Corporation meeting of October 28, 2020.

MOTION: Neu. SECOND: Sandy. AYES: Arnold, Lansburgh, Neu, Sandeen, Sandy, Vanderford, Walters.

5.

Review, Approve and Adopt Revised New Hope CDC Utility Assistance Loan for Outstanding Utility Charges March 1, 2019 – April 30, 2020 (Financial Impact) (Sigrist)

Approved recommended action on Consent.



New Hope Community Development Corporation

Meeting Date: October 28, 2020
Brief Title: Utility Assistance Loan Program
From: Sandra Sigrist, Interim Executive Director
Staff Contact: Janis Holt, Operations Director

Subject: Review, Approve and Adopt Revised New Hope CDC Utility Assistance Loan for Outstanding Utility Charges March 1, 2019 – April 30, 2020

(Financial Impact) (Sigrist)

Recommended Action

1. Review, Approve and Adopt the Revised New Hope CDC Utility Assistance Loan Program
2. Authorize the New Hope CDC Interim Executive Director to execute the Revised Program

Strategic Plan Goal(s)

Strategic Priority 1: Building Up our Communities

Reason for Recommended Action/Background

Following the New Hope CDC Board's original approval of this program on May 13, 2020, only five (5) households have opted into the program, while over 170 additional eligible households have not applied. Further, many of these same households are accruing continuing utility debt beyond the period of the approved loan program. Today's revisions to the program aim to address tenant concerns with requirements and structure, support full implementation of the program with all interested and eligible tenants, and set a framework for stability and independence by tenants in taking responsibility for their utility payments moving forward.

History

Solar panels were installed at four (4) Public Housing sites (Yolano Village, Donnelly Circle, El Rio Villas I, II, III, IV and Riverbend Manor). Subsequent issues in the rate setting and claiming processes, as reviewed at the May 13, 2020 meeting, lead to the request for a New Hope CDC financial support program for households affected during the transition period of March 1, 2019 through April 30, 2020. However, few households are engaging in the program due to concerns and confusion regarding requirements, such as having to complete the eligibility process for the Home Energy Assistance Program (HEAP), and worry that leasing-based requirements listed on the Loan Process document may somehow contribute to restricting their tenancy.

In addition, since Yolo County Housing (YCH) transitioned the actual PGE bill for all solar households to be sent to YCH, so that YCH could send one combined PGE/Solar statement of charges to each household, tenants no longer receive the low-income discount (CARES program) applied against their PGE charges. Over the past several months, many tenants have not been responsive to the combined PGE/Solar statement of charges compiled by YCH and sent to the tenant, further compounding the problem as YCH has continued to pay PGE, without recompense from many tenants.

The following changes to the program are now proposed:

- Applying for HEAP assistance is optional (versus required)
- The loan will be forgiven in 12 equal installments (rather than 24)
- Specific lease requirements are not detailed in the Program Overview, rather it now states, “If the loan is revoked because the tenant does not adhere to the terms of their lease and the tenant vacates the unit during the 12 month period of the loan agreement, the remaining balance may be deducted from the tenant’s security deposit at move out.”
- Language on the Request Form is streamlined
- YCH staff will reach out to every affected household by telephone, and offer an in-person meeting as well as an information packet which will include:
 - Cover Letter from YCH Interim CEO
 - Loan Information Flyer
 - Lease Agreement Addendum
 - Request for Utility Assistance Form
 - Hand-out with Tips for Decreasing Your Utility Bill
 - PGE Deposit Payment Options
 - PGE CARES Application

Fiscal Information

Financial impact of this program was approved at the May 13, 2020 meeting in the amount of \$70,000 from the unallocated Operating Reserves of New Hope CDC.

Attachments

New Hope CDC Utility Assistance Loan Information Flyer (rev. 10.28.2020)

Request Form New Hope CDC Utility Assistance Loan (rev. 10.28.2020)



New Hope Community Development Corporation

Sandra Sigrist, Interim Executive Director

147 W. Main Street

Woodland, CA 95695

Woodland: (530) 662-5428

Sacramento: (916) 444-8982

NEW HOPE CDC UTILITY ASSISTANCE LOAN FOR OUTSTANDING UTILITY CHARGES March 1, 2019 - April 30, 2020 FOR RESIDENTS RESIDING AT YOLANO VILLAGE, DONNELLY CIRCLE, EL RIO VILLAS I, II, III, IV, AND RIVERBEND MANOR

New Hope CDC is offering utility assistance through a forgivable 0% interest loan to public housing tenants residing at the following Yolo County Housing (YCH) apartment communities: Yolano Village, Donnelly Circle, El Rio Villas I, El Rio Villas II, El Rio Villas III, El Rio Villas IV, and Riverbend Manor.

This loan is established as a safety net for tenants who are financially unable to pay their outstanding YCH utility charges and owed balances that accrued March 1, 2019 through April 30, 2020 **only**. It does not apply to any prior PGE owed balances, or to costs incurred after April 30, 2020. Helpful facts associated with receiving the New Hope CDC forgivable 0% interest loan:

1. If it is determined that the household income will most likely qualify for the Home Energy Assistance Program (HEAP), you may want to apply for assistance. YCH client services staff is available and ready to assist you with this process.
2. If the household does not qualify for HEAP **or** only receives partial assistance that does not pay their entire utility balance, **or** does not choose to utilize HEAP assistance to pay down owed utility debt, you may complete the New Hope CDC Utility Assistance Loan Request Form to request the forgivable 0% interest loan.
3. The amount of loan will be divided into 12 equal installments. Each installment will be forgiven on a monthly basis for households who adhere to the terms of their lease across the term of the agreement.
4. If the loan is revoked because the tenant does not adhere to the terms of their lease and the tenant vacates the unit during the 12 month period of the loan agreement, the remaining balance may be deducted from the tenant's security deposit at move out.
5. The tenant is allowed to make a payment on the loan at any time should the tenant choose to do so.

If your household has had a decrease in income due to COVID-19 or for other reasons, you should report the information to your property manager as soon as possible so that the rent obligation can be adjusted through the interim re-examination process (24 CFR 960.257). You are responsible for your ongoing rent obligation based on the terms of your lease.

A copy of this Utility Assistance Loan information will be provided to every eligible household.



New Hope Community Development Corporation

Sandra Sigrist, Interim Executive Director
147 W. Main Street
Woodland, CA 95695

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REQUEST FORM

NEW HOPE CDC UTILITY ASSISTANCE LOAN FOR PUBLIC HOUSING RESIDENTS

NAME (Head of Household): _____

ADDRESS: _____

I, _____ request a **one-time** loan of \$ _____ to pay for my utilities bill balance resulting from utility charges that accrued between March 1, 2019 and April 30, 2020 while residing in public housing. I understand that the utility assistance loan will be paid directly to Yolo County Housing. I further understand that the loan amount will be divided into twelve (12) equal installments and will be forgiven, without interest, on a monthly basis, with the expectation that I will continue to adhere to the terms of my lease throughout the term of the agreement (12 months). If I move out of public housing during the term of this loan, I understand that a portion of the security deposit may be forfeited to cover any unpaid loan balance, or that I may make one-time payment of the remaining balance. I also understand that there is a continuing expectation that I adhere to the terms of my lease throughout the term of the agreement and that failure to do so may result in revocation of this agreement.

III. I, _____ confirm that I have received a copy of the New Hope CDC Utility Assistance Loan Information Flyer (rev. 10.28.2020) that outlines additional information about the program. I request a copy of this Request Form and the Flyer in the following language:

___ English ___ Spanish

HOH Signature (Requestor)

Date

Co-HOH Signature (if applicable)

Date

YCH Real Estate Services Supervisor Signature (Approval)

Date

New Hope CDC Interim Executive Director Signature

Date

Attachment: New Hope CDC Utility Assistance Loan Information Flyer (rev. 10.28.2020)