



**HOUSING COMMISSION AGENDA**  
**Regular Meeting: November 14, 2018**  
**Time: 8:00 a.m.**

**HACA Board Room, 22941 Atherton Street, Hayward, CA 94541**

*The public is welcome at all Housing Commission meetings. If you wish to speak on a matter NOT on the Agenda, please file a Public Comment card with the Commission Clerk. Upon recognition by the Chairperson during Public Comment, state your name, comments and/or questions. Anyone wishing to address the Commission on an agenda item or on business introduced by the Housing Commission may do so when the Chairperson calls for comments on the agenda item. Please be brief and limit your comments to the specific subject under discussion. NOTE: Only matters within the Housing Commission's jurisdiction may be addressed. To allow the opportunity for all to speak, a time limit of 3 minutes has been set for public speakers wishing to address the Housing Commission. The Chairperson has the discretion to further limit this time if warranted by the number of speakers.*

*The Housing Commission Secretary of the Housing Authority of the County of Alameda has, on Thursday, November 8, 2018, duly distributed this Agenda to the Clerk of the Board of Supervisors for posting in the office of the Alameda County Administration Building and has posted it on the bulletin board of the Housing Authority of the County of Alameda.*

*AMERICANS WITH DISABILITIES: In compliance with the Americans with Disabilities Act, if special assistance to participate in this meeting is needed, please contact the Housing Authority office at (510) 727-8511. Notification at least 48 hours prior to the meeting will enable the Housing Authority to make reasonable arrangements.*

	<u>PAGE</u>
<b>1. CALL TO ORDER / ROLL CALL</b>	
<b>2. CLOSED SESSION</b>	
<i>CONFERENCE WITH LEGAL COUNSEL – EXISTING LITIGATION – 1 CASE</i>	
<i>Philadelphia Indemnity Insurance Co. vs Housing Authority of the County of Alameda,</i>	
<i>San Francisco Superior Court, Case No. CGC-16-555946</i>	
<b>3. APPROVAL OF THE MINUTES OF THE SEPTEMBER 12, 2018 MEETING</b>	<b>ACTION 2</b>
<b>4. PUBLIC COMMENT - On matters not on the Agenda</b>	
<b>5. NEW BUSINESS</b>	
<b>5-1.</b> Approve Revisions to HACA's Injury, Illness and Prevention Program	<b>ACTION 10</b>
<b>5-2.</b> Approve Revisions to HACA's Section 8 Administrative Plan	<b>ACTION 18</b>
<b>5-3</b> Quarterly Investment Portfolio Report for the Quarter Ended September 30, 2018	<b>INFORMATION 32</b>
<b>5-4.</b> Budget Status Report	<b>INFORMATION 34</b>
<b>5-5.</b> Program Activity Report	<b>INFORMATION 36</b>
<b>6. COMMISSIONER REPORTS</b>	
<b>7. COMMITTEE REPORTS</b>	
<b>8. COMMUNICATIONS</b>	
<b>9. ADJOURNMENT</b>	

# **MINUTES**

**September 12, 2018**



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**HOUSING COMMISSION MINUTES  
REGULAR MEETING: SEPTEMBER 12, 2018  
HACA BOARD ROOM, 22941 ATHERTON STREET, HAYWARD, CA 94541**

**SUMMARY ACTION MINUTES**

**1. CALL TO ORDER/ROLL CALL**

**Call to Order**

Vice-chairperson Hannon called the meeting to order at 8:04 a.m.

**Roll Call**

Present: Cmrs. Ballew, Gacoscos, Hannon, Maass, Olson, and Peixoto

Entered after Roll Call: Cmrs. Buckholz, Finley and Patz

Excused: Cmr. Gerry

**2. APPROVAL OF THE MINUTES OF THE AUGUST 8, 2018 MEETING**

Recommendation: Approve the minutes of the August 8, 2018 Housing Commission meeting as presented.

Motion/Second: Peixoto/Olson.

Ayes: All. Motion passed. **APPROVED AS RECOMMENDED.**

**3. PUBLIC COMMENT**

Tom Silva, President of the Rental Housing Association of Southern Alameda County (RHA), invited HACA to host a table at RHA's Tabletop Trade Show and Educational Seminar and offered tickets for HACA's staff to attend. An event flyer was distributed to the Commissioners and to the public.

Monzella Curtis, a member of the public, commented that something must be done to address the issue of landlords who are reluctant to rent to Section 8 program participants. Vice-chairperson Hannon commented that this is a challenge in our region. Christine Gouig, Executive Director, commented that this is an ongoing issue in the Bay Area rental market and that landlords are not legally required to accept Section 8 vouchers.

**4. NEW BUSINESS**

**4-1. PRESENTATION: 2018 HACA SCHOLARSHIP WINNERS**

Daniel Taylor, Special Programs Manager, presented the staff report. Mr. Taylor announced the names of the 2018 HACA scholarship winners who were present at the meeting. Each of the winners described their plans, goals and achievements. The Commission, staff and public applauded the scholarship winners. Mr. Taylor also introduced the winner of the Donald C. Biddle Memorial Scholarship award.

Commission Discussion: Vice-chairperson Hannon requested that staff share a copy of the essay written by the winner of the Donald C. Biddle Memorial Scholarship with Don's family. Cmr. Buckholz,

who participated on the 2018 HACA Scholarship committee, commented on her experience on this year's committee. She also stated that the essays were excellent and congratulated the winner of the Donald D. Biddle Memorial Scholarship. Cmr. Gacoscos, who also participated on this year's committee, commented that she enjoyed reading the essays and that it was nice to meet the applicants in person. Cmr. Patz commented that he also was on this year's committee and that it was a rewarding experience. He further commented that he was impressed by the diversity of the plans and goals described in the scholarship applications. Cmr. Patz stated that education is so important and that he believed it to be the solution to most problems. Vice-chairperson Hannon thanked staff for the work that they do on the HACA Scholarship Program.

*Vice Chairperson Hannon called for a 2 minute break to allow the scholarship winners and their families the opportunity to exit the Board Room.*

**4-2. PRESENTATION: RECOGNIZE CAROL ALVES FOR 45 YEARS OF SERVICE**

Christine Gouig, Executive Director, introduced Carol Alves, an Administrative Clerk in the Procurement Department, and recognized Carol for her 45 years of service at HACA. Ms. Gouig shared some of Carol's history with HACA. Beverly Brewer, Procurement Manager, praised Carol for her negotiating skills, commended her efforts to seek out various opportunities to reduce costs and stated that Carol is instrumental to HACA's procurement process. Carol thanked the Housing Commissioners and Ms. Gouig for the recognition and expressed her appreciation of her fellow staff members.

Commission Discussion: The Commission applauded Carol. Carol McRae-Jones, Administrative Services Secretary, praised Carol's efforts to obtain best pricing on items that she procures for the agency. Cathy Leoncio, Finance Director, commended Carol for her conscientiousness with regard to saving HACA money and stated that Carol has not only saved HACA money but also saved the Dublin Housing Authority money when she was working at the Arroyo Vista Development many years ago. Vice-chairperson Hannon praised Carol for her years of service to HACA and thanked her for the work that she does.

**4-3. RESOLUTION NO. 13-18: APPROVING SIDE LETTER AGREEMENT TO THE MEMORANDUM OF WITH SEIU LOCAL 1021**

Christine Gouig presented the staff report. Ms. Gouig reported that HACA contracts with a call service to field service calls from tenants who call with issues and concerns regarding their units during non-business hours. She described the process that is triggered when the tenant utilizes this call service and summarized the various inefficiencies with this process. Ms. Gouig reported that in an effort to streamline this process, staff met with SEIU Local 1021 (SEIU) and HACA's maintenance workers to discuss standby duty, and that staff is proposing to add a side letter to the current MOU with SEIU to provide for standby duty pay. She described the terms of this proposed provision, the amount of standby duty pay, and the expectations of an employee while he is on standby duty. Ms. Gouig indicated that staff has submitted an inquiry to the Alameda County Employees Retirement Association (ACERA) to find out if this standby duty pay is pensionable and reported that the answer from ACERA is pending. She recommended that the Housing Commission adopt the resolution approving the side letter agreement to the MOU.

Recommendation: Adopt Resolution No. 13-18 approving side letter to the Memorandum of Understanding with SEIU Local 1021 for the 2018-2019 fiscal year.

Commission Discussion: Cmr. Olson asked if this was initiated by HACA management and Ms. Gouig indicated that it was. Cmr. Buckholz and Ms. Gouig discussed how many employees would receive standby duty and Ms. Gouig clarified that the employee on standby duty would be an employee in HACA's Maintenance Worker II classification. Cmr. Ballew and Ms. Gouig discussed which units would be covered by the employee on standby duty and how the standby duty pay would be applied. Cmr. Patz asked if the employees would be using their personal cell phones when they are on standby duty and Ms. Gouig indicated that HACA is going to purchase them a dedicated cell phone. Cmr. Patz asked if HACA will continue to use the call service and Ms. Gouig said yes. She commented that this service would still be needed as the service will answer tenant calls immediately and then field the calls to the person on standby duty. Cmr. Buckholz and Ms. Gouig discussed the 30-minute window that is included in the provision for standby duty. Cmr. Finley and Ms. Gouig discussed how quickly the answering service will contact the Maintenance Worker II. Cmr. Hannon and Ms. Gouig discussed some of the issues that tenants call about after hours or during the holidays. Cmr. Hannon requested that staff report back in the future on the effectiveness and overall cost of this new process. Cmr. Gacoscos and George Smith, Facilities Manager, discussed some of the common issues that tenants will call about during non-business hours. Cmr. Ballew stated that he'd also like to receive a report in the future regarding the effectiveness and cost of this new process. He commented that he'd be interested in finding out if HACA could save costs and eventually eliminate the call service. Cmr. Ballew and Cathy Leoncio, Finance Director, discussed the calculation of the standby duty pay, per pay period, and per employee. Cmr. Gacoscos and Cmr. Buckholz commented that they are in support of this new process.

Recommendation: Adopt Resolution No. 13-18 approving a side letter to the Memorandum of Understanding with SEIU Local 1021 for the 2018-2019 fiscal year.

Motion/Second: Gacoscos/Maass.

Ayes: All. Motion passed. **APPROVED AS RECOMMENDED.**

**4-4. ACTION: APPROVE MANAGEMENT CLASS ANNUAL COMPARABILITY ADJUSTMENT**

Christine Gouig presented the staff report. Ms. Gouig described HACA's Management Compensation Policy and reported that a survey of the housing authorities, cities and counties in HACA's comparability pool was recently conducted to determine the Cost of Living Adjustment (COLA) for HACA's management employees. She stated that based on the results of the survey, the average COLA is 3.2%. Ms. Gouig recommended that the Housing Commission approve a 3.2% COLA for the management employees retroactive to June 15, 2018, the first pay period in the fiscal year.

Recommendation: Approve a cost of living adjustment of 3.2% for HACA's management employees, retroactive to June 15, 2018, and continue the HACA Management Compensation Policy.

Motion/Second: Patz/Buckholz.

Ayes: All. Motion passed. **APPROVED AS RECOMMENDED.**

**4-5. INFORMATION: CONTRACT WITH GOLDFARB & LIPMAN LLC**

Christine Gouig presented the staff report. Ms. Gouig reported that there are instances when HACA is in need of legal services with regard to housing development and that in the past HACA has worked with the law firm Goldfarb & Lipman LLC (G&L). She described some of the projects that G&L has worked on with HACA and stated that HACA's contract with G&L has expired. Ms. Gouig described a provision contained in both HUD's Procurement Handbook and HACA's Procurement Policy that

provides for Cooperative Purchasing/Intergovernmental Agreements (CPIA) that allow one housing authority to use the procurement of another instead of conducting its own. She explained that the Livermore Housing Authority (LHA) recently conducted a procurement for legal services and awarded a contract to G&L and that HACA entered into an Intergovernmental Agreement with LHA that enables HACA to use the LHA procurement to contract with G&L for legal services.

Commission Discussion: Cmr. Olson and Ms. Gouig discussed the timeframe of the Intergovernmental Agreement with LHA. Cmr. Patz and Ms. Gouig discussed the rates in the contract. Vice-chairperson Hannon recognized staff for being strategic and utilizing this provision.

**4-6. ACTION: APPROVE SECTION 8 BENEFIT PAYMENT STANDARDS**

Jennifer Cado, Senior Administrative Analyst, presented the staff report. Ms. Cado explained how housing authorities use the Fair Market Rents (FMRs) that HUD publishes annually to set their Section 8 Benefit Payment Standards (BPS). She described the analysis that staff conducts, summarized the factors that staff analyzes to determine rent reasonableness and set the HACA BPS, and explained the results of the analysis. Ms. Cado also described HUD's methodology for determining the FMRs and explained why this methodology negatively impacts housing authorities that are located in markets with rapidly rising rents, such as the Bay Area rental market. Christine Gouig reported that HACA plans to partner again with other housing authorities in the region to conduct another FMR survey and described how the cost of this survey would be shared among the participating agencies.

Recommendation: Approve the proposed benefit payment standards for the Section 8 Housing Choice Voucher program and authorize staff to conduct a survey of the Fair Market Rents.

Commission Discussion: Cmr. Maass and Ms. Cado discussed how the utility allowance may be factored into the payment standards. Cmr. Hannon asked if HUD has ever considered conducting a different study or using a different methodology to capture more accurate data. Ms. Gouig commented that although there have been discussions within HUD and among other housing authorities about the methodology she is not aware of any plans to change it.

Public Comment: Tom Silva, a member of the public, commented that he supports staff in this matter. He asked the Commission to turn to page 25 of the agenda packet and discussed the data on that page in the packet. He further commented that the FMRs have significantly and negatively impacted landlord participation in the Section 8 program.

Motion/Second: Olson/Buckholz.

Ayes: All. Motion passed. **APPROVED AS RECOMMENDED.**

**4-7. ACTION: APPROVE REVISIONS TO HACA'S SECTION 8 ADMINISTRATIVE PLAN**

Christine Gouig introduced this item. Oscar Macias, Administrative Analyst, presented the staff report. Mr. Macias reported that staff is proposing to amend HACA's Section 8 Administrative Plan (Admin Plan) in order to incorporate various changes to HUD regulations and to provide clarification. Mr. Macias summarized the chapters in the Admin Plan that staff is proposing to amend and described the proposed revisions.

Recommendation: Approve the proposed revision to HACA's Section 8 Administrative Plan.

Motion/Second: Patz/Ballew.

Ayes: All. Motion passed. **APPROVED AS RECOMMENDED.**

**4-8. RESOLUTION NO. 14-18: HACA'S CONTINUITY OF OPERATIONS PLAN**

Oscar Macias presented the staff report. Mr. Macias reported that staff has identified the need to develop a Continuity of Operations Plan to ensure that the agency is capable of conducting its essential functions in the event of an emergency or disaster. He presented a Powerpoint that outlined the various components and framework of the Plan. Mr. Macias also explained the proposed Memorandum of Understanding with the Livermore Housing Authority for the use of office space in the event of an emergency or disaster.

Recommendation: Adopt HACA's Continuity of Operations Plan and adopt Resolution No. 14-18 approving authorization to enter in a Memorandum of Understanding with the Livermore Housing Authority to provide reciprocal office space in the event of a disaster.

Commission Discussion: Cmr. Olson and Mr. Macias discussed the storage of HACA's data and staff's plan to eventually transition the storage of data to cloud-based storage. Mr. Macias indicated that staff has identified some vendors and will be working to determine which of these vendors will meet HACA's needs. Cmr. Hannon and Mr. Macias talked about communicating the Plan to HACA's tenants and how some community-based organizations could be of assistance in this regard.

Motion/Second: Gacoscos/Buckholz.

Ayes: All. Motion passed. **APPROVED AS RECOMMENDED.**

**4-9. INFORMATION: PROGRAM ACTIVITY REPORT**

Daniel Taylor presented the staff report. Mr. Taylor reported that the Family Self-Sufficiency (FSS) Program recently held an FSS Orientation and a Home Ownership workshop that was well attended. He also reported that FSS Coordinators participated in a PCC meeting and met with members of various community-based organizations. Christine Gouig reported on the Housing Quality Standards (HQS) inspections that were completed in the 2<sup>nd</sup> quarter.

Commission Discussion: Cmr. Hannon asked if staff charges a fee when a tenant or landlord is a "no-show" for a scheduled HQS inspection and Ms. Gouig explained that HUD does not allow housing authorities to charge fees for this.

**5. COMMISSIONER REPORTS**

None.

Commission Discussion: Cmr. Buckholz and Mr. Taylor discussed shared housing. Cmr. Finley and Mr. Taylor discussed the processing of income changes and how this impacts the payments to the landlords and the tenant's share of the rent.

**6. COMMITTEE REPORTS**

None.

**7. COMMUNICATIONS**

None.

**CLOSED SESSION**

*Anticipated Litigation Pursuant to Subdivision (d) and (e) of Government Code § 54956.9*

The Commission adjourned into a Closed Session at 9:55 a.m. and reconvened in regular session at 9:58 a.m. Vice-chairperson Hannon reported that there were no reportable actions taken during the Closed Session.

**8. ADJOURNMENT**

There being no further business to discuss, Vice-chairperson Hannon adjourned the meeting at 9:58 a.m.

Respectfully Submitted,

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Melissa Taesali  
Executive Assistant

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Christine Gouig  
Executive Director/Housing Commission Secretary

**Approved:** 

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Mark Gerry  
Housing Commission Chairperson



# **NEW BUSINESS**

**November 14, 2018**

**HOUSING AUTHORITY OF THE COUNTY OF ALAMEDA**

**AGENDA STATEMENT**

Meeting: November 14, 2018

Subject: Revisions to the Injury, Illness and Prevention Program (IIPP)

Exhibits Attached: Revised IIPP

Recommendation: Adopt the Revised IIPP

Financial Statement: None

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**BACKGROUND**


The Housing Authority’s Injury, Illness and Prevention Program (IIPP) was originally adopted in 2009 and revised in 2015. This year the IIPP was due to be reviewed for updates as part of staff’s ongoing periodic review for updating all personnel and safety related policies.

**DISCUSSION and ANALYSIS**

California employers are required to have an IIPP in accordance with Title 8, California Code of Regulations, Section 3203, of the General Industry Safety Orders. The IIPP sets forth an employer’s policies and procedures for maintaining a safe work place, reporting any injuries and investigating accidents that occur in the work place. As reflected in the IIPP, it is the policy of HACA to maintain a work environment for all employees that will not adversely affect their health and safety or subject them to avoidable risks of accidental injury. Periodic facility inspections are conducted to evaluate physical hazards, use of hazardous materials, and safe work practices. All employees at every level and position are required to comply with HACA’s safety and health policies and practices.

The recommended changes are to keep the IIPP updated as operational and procedural changes occur from time to time.

Staff recommends that your Commission adopt the attached IIPP.

	<h2 style="margin: 0;">INJURY &amp; ILLNESS PREVENTION PROGRAM</h2>
<h3 style="margin: 0;">HOUSING AUTHORITY OF THE COUNTY OF ALAMEDA</h3>	

**I. ~~Policy Statement~~ POLICY STATEMENT PURPOSE**

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~~The Housing Authority of the County of Alameda (HACA) has established this written Injury and Illness Prevention Program (IIPP) in accordance with Title 8, California Code of Regulations, Section 3203, of the General Industry Safety Orders. It is the policy of HACA to maintain a work environment for all employees that will not adversely affect their health and safety nor subject them to avoidable risks of accidental injury.~~

~~To be successful, the Housing Authority of the County of Alameda (HACA) must have proactive attitudes toward injury and illness prevention on the part of managers and staff. Cooperation in all safety and health matters is required not only between supervisor and employee but also between co-workers is required. Only through such a cooperative effort can a safety program be in the best interest of all. All employees are required to comply with our safety and health policies and practices. This includes employees at every level and in all positions.~~

**II. PURPOSE**

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~~However, to be successful our program must embody proper attitudes toward injury and illness prevention on the part of managers, supervisors, and employees. It also requires cooperation in all safety and health matters, not only between supervisor and employee, but also between co-workers. Only through such a cooperative effort can a safety program in the best interest of all be established and preserved. All employees are required to comply with our safety and health policies and practices. This includes employees at every level and in all positions.~~

~~HACA has established this written Injury and Illness Prevention Program (IIPP) in accordance with Title 8, California Code of Regulations, Section 3203 of the General Industry Safety Orders. It is the policy of HACA to maintain a work place environment for all employees that will not adversely affect their health and safety nor subject them to avoidable risks of accidental injury.~~

~~All employees are required to comply with our health and safety policies and practices. This includes employees at every level and in all positions.~~

This IIPP includes the following elements:

- Responsibility and Authority
- Compliance
- Communication
- Hazard Assessment
- Accident Investigation
- Hazard Correction
- Training and Instruction
- Record Keeping

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III. RESPONSIBILITY AND AUTHORITY

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A. Human Resources

The Human Resources (HR) ~~Analyst~~ Manager is the designated IIPP Administrator and has the authority and responsibility for implementing and maintaining this IIPP. The HR ~~uman~~ Resources Manager may serve as an ~~an~~ ad hoc Safety Committee member and may provide oversight and assistance. The HR Manager will serve as the primary contact with risk management administrators on matters relating to safety.

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Managers are responsible for implementing and maintaining the IIPP in their work areas and for answering employee questions about the IIPP.

Employees are responsible for understanding and following the requirements of the IIPP and for asking questions when direction is unclear.

Employees will immediately notify their ~~director or~~ manager when an injury or illness occurs on the job.

B. Safety Committee

The Safety Committee is available to assist managers in their responsibilities regarding accident prevention. The Safety Coordinator is responsible for:

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- Serving as chair and member of the Safety Committee
- Coordinating the agency's safety inspections
- ~~Serving as primary contact with risk management administrators on all matters relating to safety~~
- Scheduling and monitoring the correction of identified safety issues
- Establishing and maintaining the agency's record system
- Scheduling and conducting regular Safety Committee meetings

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Safety Committee members represent the following HACA operational areas:


- Human Resources
- Administration (Executive Director)
- Accounting
- Facilities
- Housing Programs
- Special Programs
- Management at Large

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Appointments to the Safety Committee are generally rotated every 2 or 3 years to allow all employees ~~the~~ an opportunity to participate in the Safety Committee experience.

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<h3 style="margin: 0;">HOUSING AUTHORITY OF THE COUNTY OF ALAMEDA</h3>	

C. Reporting

Serious occupational injuries and illnesses must be reported to Cal/OSHA within eight (8) hours after they have become known to an agency representative. This includes, but is not limited to, permanent disfigurement or hospitalization. Cal/OSHA notification will be the responsibility of the Executive Director or designee. Further reporting information can be found on the CHWCA website: [www.chwca.org](http://www.chwca.org)

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All other injury claims are reported by the HR Human Resources Manager or designee to HACA's claims administrator within twenty-four (24) hours of receipt of the claim form. Incident-only claims are reported internally to HACA.

A copy of ~~HACA's~~ IIPP is available for review in Human Resources and on ~~HACA's~~ intranet.

III-IV. COMPLIANCE

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All employees, including ~~members of the HACA management team~~, are responsible for using safe work practices; following all verbal or written safety directives, policies, and procedures; and assisting in maintaining a safe work environment.

The system to ensure all employees comply with these practices includes the following:

- Informing employees of the requirements within our IIPP in a readily understandable language;
- Training all employees on general safety policies, rules, and work practices;
- Positively recognizing employees who perform safe and healthful work practices;
- Providing additional training to employees whose safety performance is deficient; and
- Disciplining employees for failure to comply with safe and healthful work practices, according to the AHA disciplinary action policy.

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IV-V. COMMUNICATION

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Managers and supervisors are responsible for communicating with all employees about occupational safety and health in a form readily understandable by all employees. ~~Our communication system~~ HACA encourages all employees to inform ~~their manager~~ management about workplace hazards without fear of reprisal. Employees can report workplace hazards ~~anonymously~~ by submitting their concern ~~into the employee suggestion box located in the employee break room or by informing the~~ Safety Committee.

HACA has developed specific safety policies and/or guidelines entitled:

~~Adopted by Housing Commission – 10/ /18~~ Adopted by Housing Commission – 11/14/18

 **INJURY & ILLNESS PREVENTION PROGRAM**  
**HOUSING AUTHORITY OF THE COUNTY OF ALAMEDA**

- [Active Shooter Guidelines](#)
- [Anti-Bullying Policy](#)
- [Bloodborne Pathogens Exposure Control Plan](#)
- [Drug-Free Workplace Policy](#)
- [General Safety Rules & Practices](#)
- [Heat Illness Prevention Program](#)
- [Lockout/Tagout Program](#)
- [Vehicle Safety & Defensive Driver Program](#)
- [Workplace Violence Prevention](#)

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Other ~~W~~ritten safety rules and procedures will be developed as the need for them is identified.

HACA's ~~Our~~ communication ~~system outreach~~ includes:

- New employee orientation including a discussion of safety and health policies and procedures;
- Review of ~~the our~~ IIPP;
- Safety training programs;
- Regularly scheduled safety meetings; and
- Posted or distributed safety information.

~~V~~**VI. HAZARD ASSESSMENT**

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Periodic facility inspections will be conducted to evaluate physical hazards, use of hazardous materials, and safe work practices. ~~The inspections may be~~ are generally performed by the Safety Committee employees or management personnel.

In addition to ~~the~~ periodic inspections, inspections will be conducted as required in the following situations:

- ~~Upon initial implementation of HACA's~~~~When we initially established our~~ IIPP;
- When new substances, processes, procedures, or equipment that present potential new hazards are introduced into ~~the our~~ workplace;
- When new, previously unidentified hazards are recognized;
- When occupational injuries and illnesses occur; and
- Whenever workplace conditions warrant an inspection.

~~V~~**VII. HAZARD CORRECTION**

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## INJURY & ILLNESS PREVENTION PROGRAM

### HOUSING AUTHORITY OF THE COUNTY OF ALAMEDA

When unsafe or unhealthy work conditions, practices, or procedures are observed or discovered, they will be corrected in a timely manner based on the severity of the hazards. When an imminent hazard exists that cannot be immediately corrected, the exposed employees will be removed from the immediate hazard except those needed to correct the condition and to address security issues. Employees who are required to correct the hazardous condition will be provided with the necessary protection.

#### ~~VIII.~~ **ACCIDENT/INCIDENT INVESTIGATIONS**

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~~The Housing Authority HACA~~ will conduct accident investigations for all workplace injuries, regardless of their severity. These investigations will be performed by the ~~managers and supervisors~~ **Human Resources Department and a manager from the department/unit where the incident occurred.** Procedures for investigating workplace accidents and hazardous substance exposures include:

- Interviewing injured employees and witnesses;
- Examining the workplace for factors associated with the accident/exposure;
- Determining the cause(s) of the accident/exposure;
- Taking corrective action to prevent the accident/exposure from reoccurring; and
- Recording the findings and actions taken.

#### ~~IX.~~ **TRAINING AND INSTRUCTION**

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All employees will participate in safety training on general and job-specific hazards and safe work practices. Managers and supervisors will be trained on all health and safety hazards to which employees under their immediate direction and control are exposed.

In addition to hazard-specific safety training, training will be provided when:

- The IIPP is first established;
- New employees are hired;
- Employees are reassigned to a new area or task with no prior training; and
- New substances, operations, or equipment are introduced.

Training topics may include, but are not limited to, the following subjects:

- General safety
- Fire prevention
- Emergency action procedures
- Office ergonomics
- Housekeeping

	<h2>INJURY &amp; ILLNESS PREVENTION PROGRAM</h2>
<h3>HOUSING AUTHORITY OF THE COUNTY OF ALAMEDA</h3>	

- Safe lifting
- Defensive driving
- Workplace violence prevention
- Heat Illness Prevention
- Bloodborne Pathogens
- Job specific training
- Other topics based on interest and organizational need

~~IX.~~ **RECORD KEEPING**

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All the following IIPP documentation will be maintained for a minimum of three (3) years in accordance with Cal-OSHA regulations:

- Safety training for each employee, including the employee's name, training dates, type of training, and training providers;
- Inspections, including the person(s) conducting the inspection; the unsafe conditions and work practices identified; corrective action, and follow up;
- Accidents, illnesses, and near-miss inspections that identify the root cause(s) and corrective action taken; and
- Annual/Periodic program reviews.

OSHA 300 logs will be maintained for the current year, plus the last five (5) years.

**XI. DISSEMINATION OF IIPP**

All employees shall receive a copy of this Injury and Illness Prevention Plan when they are hired. The IIPP may be updated from time to time and redistributed with a form for the employee to sign and return, acknowledging that the employee has received, read and understands this IIPP. ~~In addition this~~

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**INJURY & ILLNESS PREVENTION PROGRAM**

**HOUSING AUTHORITY OF THE COUNTY OF ALAMEDA**

*rev. Injury & Illness Prevention Program – 9/09; 12/12; 1/15; 10/1/18*

**ACKNOWLEDGEMENT OF RECEIPT AND UNDERSTANDING  
“INJURY & ILLNESS PREVENTION PLAN”**

I acknowledge the receipt of a copy of the Housing Authority of the County of Alameda’s “Injury & Illness Prevention ~~Program~~.” I have read and understand my responsibilities under the ~~Program~~ and I agree to abide by my responsibilities as outlined. I understand that I ~~may~~ will be subject to discipline for violating this ~~Program~~ or subject to other appropriate sanctions for failing to fulfill my responsibilities as outlined in the IIPP.

Dated: \_\_\_\_\_

Print Name: \_\_\_\_\_

Signature: \_\_\_\_\_

**HOUSING AUTHORITY OF THE COUNTY OF ALAMEDA**

**AGENDA STATEMENT**

Meeting: November 14, 2018

Subject: Section 8 Administrative Plan Policy Revisions

Exhibits: Redline of Policy Revisions

Recommendation: Approve Proposed Policy Revisions

Financial Statement: None

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**BACKGROUND**

HACA’s Section 8 Housing Choice Voucher (HCV) Program Administrative Plan (Admin Plan) sets forth HACA’s policies for administering the Section 8 Program in a manner consistent with HUD requirements and HACA’s HUD-required Agency Plan. HACA’s Admin Plan is available for public review.

From time to time it becomes necessary to amend the Admin Plan in order to incorporate new or changed HUD regulations, new or revised HACA practices or program initiatives, or to make clarifications or corrections. Staff also periodically revises the Admin Plan for citation changes and grammatical or non-substantive edits. Only amendments that change HACA policy are brought to your Housing Commission for approval. Today, revisions to Chapter 4 and the Glossary are being submitted for your approval.

**DISCUSSION and ANALYSIS**

At your June Commission meeting staff introduced you to HUD’s Mainstream Voucher Program. This program assists non-elderly persons with disabilities. Additionally, it may be targeted to such persons who are 1) homeless, 2) at risk of becoming homeless, 3) transitioning from an institution or 4) at risk of institutionalization, and who could become housed in the community if they could locate stable, affordable housing. A housing authority can choose to serve any or all of these four categories or choose not to target these populations. However, housing authorities that agreed to target one or more of these categories were more likely to receive Mainstream Voucher funding.

HACA applied for 150 Mainstream vouchers and was awarded 83. We partnered with nine local supportive services agencies to provide a well-rounded service package and will serve all four of these populations. The changes to HACA’s Admin Plan before you today allow us to implement the Mainstream Voucher Program.

**CHAPTER 4 – APPLICATIONS, WAITING LIST AND TENANT SELECTION**

**Section 4-III.B.: SELECTION AND HCV FUNDING SOURCES-Targeted Funding (pages 4-13 and 4-14)**

Language is added to indicate HACA is operating the Mainstream Voucher Program with targeted funding from HUD.

Language is also updated to clarify that HACA’s HCV waiting list is used for the Rental Assistance for Non-Elderly Disabled (NED) Families Transitioning from MediCal Funded Facilities Program.

**Section 4-III.C.: SELECTION METHOD-Local Preferences (pages 4-15 to 4-20)**

Preference language is added to serve the four categories of non-elderly persons with disabilities served through the Mainstream Voucher Program. HACA is taking the approach of serving both applicants from the public at large as well as those referred by our supportive service agency partners. These partners will prioritize their clients with the most need, as directed by their funding. Some applicants will be referred from Alameda County’s Coordinated Entry System (CES), the County’s intake and database system for the homeless. Homeless persons and families enrolled in the CES receive supportive services to meet their needs, including ‘navigation’ services to help them locate housing and landlords who accept Section 8.

Staff is also taking this opportunity to recommend a preference for families ‘moving up’ from Permanent Supportive Housing (PSH). These are persons that were homeless prior to their entry into the PSH program but who no longer need the level of supportive services provided by the PSH program. While these persons would not necessarily be considered homeless any longer, creating this preference will contribute to the County’s overall efforts to end homelessness by freeing up units for currently homeless families and individuals with disabilities who need housing combined with services. It is our understanding that these moving up families can be assisted through the Mainstream Voucher Program; however, we have requested clarification from HUD and will wait for further guidance before serving this population with Mainstream Vouchers. HACA will begin by serving these families through its regular HCV program, which is clearly permitted.

You will notice that after the title of each preference there is a number of points shown. This is the method used to operationalize the preference—a larger number of points will move an applicant higher on the waiting list.

**GLOSSARY**

*At Risk of Becoming Homeless-Mainstream (page GL-4) and Homeless-Mainstream (page GL-11)*  
The Mainstream Voucher Program definitions for At Risk of Becoming Homeless and Homeless, which HACA is required to use, have been added to the Glossary.

## PART III: SELECTION FOR HCV ASSISTANCE

### 4-III.A. OVERVIEW

As vouchers become available, families on the waiting list must be selected for assistance in accordance with the policies described in this part.

The order in which families are selected from the waiting list depends on the selection method chosen by the PHA and is impacted in part by any selection preferences for which the family qualifies. The availability of targeted funding also may affect the order in which families are selected from the waiting list.

The PHA must maintain a clear record of all information required to verify that the family is selected from the waiting list according to the PHA's selection policies [24 CFR 982.204(b) and 982.207(e)].

### 4-III.B. SELECTION AND HCV FUNDING SOURCES

#### Special Admissions [24 CFR 982.203]

HUD may award funding for specifically-designated families living in specified types of units (e.g., a family that is displaced by demolition or disposition of public housing; a non-purchasing family residing in a HOPE 1 or 2 project). In these cases, the PHA may admit such families whether or not they are on the waiting list, and, if they are on the waiting list, without considering the family's position on the waiting list. These families are considered non-waiting list selections. The PHA must maintain records showing that such families were admitted with special program funding.

#### Targeted Funding [24 CFR 982.204(e)]

HUD may award a PHA funding, and/or designate assistance, for a specified category of families on the waiting list. The PHA must use this funding only to assist the families within the specified category. In order to assist families within a targeted funding category, the PHA may skip families that do not qualify within the targeted funding category.

#### HACA Policy

For any specified category of families for which HUD may award funding to HACA, and/or designate assistance for, HACA will select the applicant for assistance in the following order:

- If set forth by the HUD funding award, in that order;
- If not set forth by the HUD funding award, in the order of first come, first served.

Categories of Families for which HUD Has Designated Assistance or Awarded Funding to HACA, or for which HUD May Award Funding to HACA in Response to an Application From HACA, include, but are not limited to:

- **HUD Office of Policy Development and Research, Impact of Housing and Services Interventions on Homeless Families Study**  
For up to a maximum of 10 permanent vouchers that HACA has agreed to

dedicate to the study, the waiting list is always open to an otherwise eligible homeless applicant referred to HACA by the research project.

- **Rental Assistance for Non-Elderly Disabled (NED) Families Transitioning from MediCal Funded Facilities**

HACA has executed an MOU dated June 17, 2010, with East Bay Innovations, the applicable Lead Organization (LO). HACA, upon receipt of the LO's list of families or individuals eligible for NED, will compare the names with those of families already on HACA's HCV waiting list. Any family on HACA's HCV waiting list that matches with the LO's list will be assisted in order of their position on the HCV waiting list in accordance with HACA admission policies. Any family certified by the LO as eligible and not on the HCV waiting list will be placed on the ~~NED-HCV~~ waiting list when it is open. If HACA has closed the ~~NED-HCV~~ waiting list, it will reopen the waiting list to accept a NED applicant family who is not currently on the ~~NED~~ ~~or~~ HCV waiting list when the estimated waiting period for housing assistance for applicants on the list is less than 24 months for the most current applicants.

- **Veterans Affairs Supportive Housing (VASH)**

HACA does not maintain a waiting list or apply preferences/priority for this program in accordance with Federal Register Vol. 73, No. 88, May 6, 2008 (Docket No. FR-5213-N-01), as participants are referred for assistance directly from the Veterans Administration.

- **Mainstream Voucher Program**

HACA will utilize its HCV waiting list for this program. If HACA has closed its HCV waiting list, it will reopen the waiting list to accept Mainstream applicant families when the estimated waiting period for housing assistance for applicants on the list is less than 24 months for the most current applicants.

### Regular HCV Funding

Regular HCV funding may be used to assist any eligible family on the waiting list. Families are selected from the waiting list according to the policies provided in Section 4-III.C.

#### 4-III.C. SELECTION METHOD

PHAs must describe the method for selecting applicant families from the waiting list, including the system of admission preferences that the PHA will use [24 CFR 982.202(d)].

#### **Local Preferences [24 CFR 982.207; HCV p. 4-16; CA Health & Safety Code Section 34322.2(a) and (b)]**

PHAs are permitted to establish local preferences, and to give priority to serving families that meet those criteria. HUD specifically authorizes and places restrictions on certain types of local preferences. HUD also permits the PHA to establish other local preferences, at its discretion. Any local preferences established must be consistent with the PHA plan and the consolidated plan, and must be based on local housing needs and priorities that can be documented by generally accepted data sources.

##### HACA Policy

#### **Section 8 Housing Choice Voucher Program (HCV)**

HACA applies the following preferences and priority:

- Shortfall Terminated (250 points): Participants of HACA's HCV program that were terminated due to insufficient funding.
- Shortfall Recalled (130 points): Applicants on HACA's HCV waiting list who received a voucher but had not yet utilized the voucher when it was recalled and were returned to the waiting list due to insufficient funding.
- CHOICES or FACT Graduates (40 points): Participants of the CHOICES or FACT programs sponsored by the Alameda County Behavioral Health Care Services Agency (BHCS), who, as determined by BHCS, are in good standing; are nearing the end of their participation; will soon graduate from the program; and, have been referred to HACA by BHCS. Applicants may not receive both the CHOICES or FACT Graduates preference and the MHSA Graduates preference.
- Displaced-HACA (50 points): *Displaced family—HACA-owned or HACA-managed housing* as set forth in the *Glossary*.
- Displaced-Other (10 points): *Displaced family* as set forth in the *Glossary*.
- MHSA Graduates(40 points): Participants of the State of California Mental Health Services Act (MHSA) shelter and services program sponsored by the Alameda County Behavioral Health Care Services Agency (BHCS), who, as determined by BHCS, are in good standing; are nearing the end of their participation; will soon graduate from the program; and, have been referred to HACA by BHCS.
- Homeless (20 points): Individual applicants or applicant families that verifiably lack housing, including one whose primary residence during the night is a supervised public or private facility that provides temporary living accommodations; an individual who is a resident in transitional housing; or an individual who has as a primary residence a public or private place not designed for, or ordinarily used as, a regular sleeping accommodation for human beings as

confirmed by the applicant's local homeless service organization or consortia of organizations.

- Limited Preference for Non-Elderly Disabled Homeless Individuals and/or Families (25 points): HACA has set aside Mainstream vouchers targeted for this population. Individuals and/or families that meet the Mainstream definition of Homeless as defined in the glossary under *Homeless-Mainstream* as confirmed by the applicant's local homeless service organization or consortia of organizations or HACA's Mainstream program partners. In addition, the household must be composed of one or more persons with disabilities who are between the ages of 18 and 61 (non-elderly). The household may include additional household members who are not non-elderly persons with disabilities. A household where the sole member is an emancipated minor is not an eligible household. Persons receiving this preference who upon verification are found not to qualify for the preference as set forth above will lose the preference points and if they were admitted to the waiting list when only applications for this preference were being taken they will be removed from the waiting list.
- Limited Preference for Non-Elderly Disabled Homeless Individuals and/or Families Referred by Homeless Service Organization (25 points): HACA has set aside Mainstream vouchers targeted for this population. Individuals and/or families referred by the applicant's local homeless service organization or consortia of organizations that meet the mainstream definition of Homeless as defined in the glossary under *Homeless-Mainstream*. In addition, the household must be composed of one or more persons with disabilities who are between the ages of 18 and 61 (non-elderly). The household may include additional household members who are not non-elderly persons with disabilities. A household where the sole member is an emancipated minor is not an eligible household. Persons receiving this preference who upon verification are found not to qualify for the preference as set forth above will lose the preference points and if they were admitted to the waiting list when only applications for this preference were being taken they will be removed from the waiting list.
- Limited Preference for Non-Elderly Disabled Individuals and/or Families At Risk of Becoming Homeless (25 points): HACA has set aside Mainstream vouchers targeted for this population. Individuals and/or families that meet the Mainstream definition of At Risk of Becoming Homeless as defined in the glossary under *At Risk of Becoming Homeless-Mainstream* as confirmed by the applicant's local homeless service organization or consortia of organizations or HACA's Mainstream program partners. In addition, the household must be composed of one or more persons with disabilities who are between the ages of 18 and 61 (non-elderly). The household may include additional household members who are not non-elderly persons with disabilities. A household where the sole member is an emancipated minor is not an eligible household. Persons receiving this preference who upon verification are found not to qualify for the preference as set forth above will lose the preference points and if they were admitted to the waiting list when only applications for this preference were being taken they will be removed from the waiting list.

- Limited Preference for Non-Elderly Disabled Individuals and/or Families At Risk of Becoming Homeless Referred by Homeless Service Organization (25 points): HACA has set aside Mainstream vouchers targeted for this population. Individuals and/or families referred by the applicant's local homeless service organization or consortia of organizations that meet the mainstream definition of At Risk of Becoming Homeless as defined in the glossary under *At Risk of Becoming Homeless-Mainstream*. In addition, the household must be composed of one or more persons with disabilities who are between the ages of 18 and 61 (non-elderly). The household may include additional household members who are not non-elderly persons with disabilities. A household where the sole member is an emancipated minor is not an eligible household. Persons receiving this preference who upon verification are found not to qualify for the preference as set forth above will lose the preference points and if they were admitted to the waiting list when only applications for this preference were being taken they will be removed from the waiting list.
- Limited Preference for Non-Elderly Disabled Individuals and/or Families who are CCT Participants (25 points): HACA has set aside Mainstream vouchers targeted for this population. Individuals and/or families that include at least one household member who is a person with a disability and a MediCal recipient who has resided in an institution for at least 90 days and is transitioning into the community as confirmed by the Non-Elderly Disabled (NED) program Lead Organization. In addition, the household must be composed of one or more persons with disabilities who are between the ages of 18 and 61 (non-elderly). The household may include additional household members who are not non-elderly persons with disabilities. A household where the sole member is an emancipated minor is not an eligible household. Persons receiving this preference who upon verification are found not to qualify for the preference as set forth above will lose the preference points and if they were admitted to the waiting list when only applications for this preference were being taken they will be removed from the waiting list.
- Limited Preference for Non-Elderly Disabled Individuals and/or Families who are at Serious Risk of Institutionalization (25 points): HACA has set aside Mainstream vouchers targeted for this population. Individuals and/or families that include an individual with a disability who as a result of a public entity's failure to provide community services or its cut to such services will likely cause a decline in health, safety, or welfare that would lead to the individual's eventual placement in an institution as confirmed by the NED program Lead Organization. This includes individuals experiencing lack of access to supportive services for independent living, long waiting lists for or lack of access to housing combined with community based services, individuals currently living under poor housing conditions (including a rent burden of 60% or more) or homeless with barriers to geographic mobility, and/or currently living alone but requiring supportive services for independent living. In addition, the household must be composed of one or more persons with disabilities who are between the ages of 18 and 61 (non-elderly). The household may include additional household members who are not



non-elderly persons with disabilities. A household where the sole member is an emancipated minor is not an eligible household. Persons receiving this preference who upon verification are found not to qualify for the preference as set forth above will lose the preference points and if they were admitted to the waiting list when only applications for this preference were being taken they will be removed from the waiting list.

- Limited Preference for Non-Elderly Disabled Individuals and/or Families who are at Serious Risk of Institutionalization Referred by the NED program Lead Organization or Alameda County Care Connect or its equivalent in other jurisdictions (25 points): HACA has set aside Mainstream vouchers targeted for this population. Individuals and/or families referred by the NED program Lead Organization that include an individual with a disability who as a result of a public entity's failure to provide community services or its cut to such services will likely cause a decline in health, safety, or welfare that would lead to the individual's eventual placement in an institution. This includes individuals experiencing lack of access to supportive services for independent living, long waiting lists for or lack of access to housing combined with community based services, individuals currently living under poor housing conditions (including a rent burden of 60% or more) or homeless with barriers to geographic mobility, and/or currently living alone but requiring supportive services for independent living. In addition, the household must be composed of one or more persons with disabilities who are between the ages of 18 and 61 (non-elderly). The household may include additional household members who are not non-elderly persons with disabilities. A household where the sole member is an emancipated minor is not an eligible household. Persons receiving this preference who upon verification are found not to qualify for the preference as set forth above will lose the preference points and if they were admitted to the waiting list when only applications for this preference were being taken they will be removed from the waiting list.
- Limited Preference for Individuals and/or Families Who Have Successfully Participated in or are a Current Participant in a Supportive Housing Program for Disabled Homeless Persons (25 points): HACA has set aside five Housing Choice Vouchers annually for this limited preference.

This preference is only available to individuals or families with disabilities who have successfully participated in or are a current participant in good standing in a supportive housing program for disabled homeless person(s). Persons receiving this preference who upon verification are found not to qualify for the preference as set forth below will lose the preference points and if they were admitted to the waiting list when only applications for this preference were being taken they will be removed from the waiting list. If the applicant was placed on the waiting list while applications for all preferences were being accepted the applicant's points will be adjusted and the application will remain on the waiting list.

In order to qualify for this preference the applicant must be able to supply the

name and address of the supportive housing program. The applicant must attach the following documents to the application in order to qualify for this preference:

- A verification of homeless status and supportive housing participation.

Once the applicant is pulled from the waiting list for processing of eligibility, HACA will contact the supportive housing provider to verify that the program provides the following type of housing services. If the supportive housing program does not meet the criteria listed below the applicant is not eligible for the preference and the application will be withdrawn from the waiting list.

The supportive housing program must be one that is safe and provide well-designed housing that is:

- Affordable to people coming out of homelessness, and
- Independent, with each tenant in their/his/her own apartment, holding their/his/her own lease, and responsible for paying their/his/her own rent, and
- Permanent, a tenant can stay as long as they/he/she pays their/his/her rent and complies with the terms of their/his/her lease.

HACA will contact the supportive housing provider to verify that the program provides the following supportive services. If the program does not meet the criteria listed below the applicant is not eligible for the preference.

Supportive services are provided by staff trained in working with people who are homeless and people with disabilities. The supportive services must be:

- Designed to maximize independence, and
- Flexible and responsive to tenant needs, and
- Available as and when needed, and
- Accessible where the tenant lives.

HACA will contact the supportive housing provider to verify that the applicant was homeless prior to entering the supportive housing program and that the person has a disability, as defined by HUD. If the program does not provide verification of homeless status and disability prior to entering the supportive housing program the applicant is not eligible for the preference and the application will be withdrawn from the waiting list.

To be classified as homeless, the applicant must meet HUD's definition of homeless.

HACA will contact the supportive housing provider to verify that the applicant is no longer in need of case management services in order to maintain an independent housing situation. If the program does not provide this verification the applicant is not eligible for the preference and the application will be withdrawn from the waiting list.

- Veteran (1 point): Priority will be given to veterans or servicepersons as set forth in the *Glossary* within each preference category.

HACA will select applicants from its waiting list for HCV assistance in the following order:

1. Applicants for Targeted Funding as set forth in Section 4-III.B above
2. Shortfall Terminated families
3. Shortfall Recalled families
4. CHOICES, FACT or MHSA Program Graduates
5. ~~Prior to assisting further applicants on the waiting list, HACA will assist the following families, in the following order:~~
  - ~~a. Current HCV participants whose moves have been denied due to insufficient funding.~~
5. ~~C~~urrently housed Project-Based Voucher holders who have priority to receive the next available opportunity for continued tenant-based assistance as outlined in Section 17VII.C.
6. Applicants for the Limited Preference for Individuals and/or Families “Moving Up” from Permanent Supportive Housing
- ~~6.7.~~HACA will select remaining applicants on the waiting list.

Note #1: HACA will limit the number of applicants that may qualify for the Displaced-Other and Homeless preferences such that no more than five applicants from these preferences will be selected in any calendar month.

Note #2: For CHOICES, FACT, or MHSA Program Graduates:

- a. HACA will conduct a lottery of MHSA, CHOICES and FACT Program graduates referred by BHCS and assist applicants in order of ascending lottery “tiebreaker” number (that is, applicants with a lower lottery “tiebreaker” number are selected before applicants with a higher one) except that veterans or servicepersons as set forth in the *Glossary* will be assisted before applicants who are not veterans or servicepersons.
- b. HACA will limit the number of applicants that may qualify for this preference such that no more than 75 applicants of the combined MHSA, CHOICES and FACT graduates from this preference will be selected annually.

Preference points are aggregated to produce the total preference points for each applicant. Applicants with the same total preference points will then be sorted by the method in which they were selected to be placed on the waiting list (i.e., date and time of application or order of random selection).

## **Section 8 Project-Based Voucher Program (PBV)**

HACA selectively applies the following preferences and priorities as set forth in the individual waiting lists listed below:

## **B. GLOSSARY OF SUBSIDIZED HOUSING TERMS**

***Absorption.*** In portability (under subpart H of this part 982): the point at which a receiving PHA stops billing the initial PHA for assistance on behalf of a portability family. The receiving PHA uses funds available under the receiving PHA consolidated ACC.

***Accessible.*** The facility or portion of the facility can be approached, entered, and used by persons with disabilities.

***Adjusted income.*** Annual income, less allowable HUD deductions and allowances.

***Administrative fee.*** Fee paid by HUD to HACA for administration of the program. See §982.152.

***Administrative plan.*** The plan that describes HACA's policies for administration of the tenant-based programs. The Administrative Plan and any revisions must be approved by HACA's board and included as a supporting document to HACA's PHA Plan. See §982.54.

***Admission.*** The point when the family becomes a participant in the program. The date used for this purpose is the effective date of the first HAP contract for a family (first day of initial lease term) in a tenant-based program.

***Affiliated individual.*** With respect to an individual, a spouse, parent, brother, sister, or child of that individual, or an individual to whom that individual stands in loco parentis (in the place of a parent), or any individual, tenant, or lawful occupant living in the household of that individual

***Amortization payment.*** In a manufactured home space rental: The monthly debt service payment by the family to amortize the purchase price of the manufactured home.

***Annual.*** Happening once a year.

***Annual contributions contract (ACC).*** The written contract between HUD and HACA under which HUD agrees to provide funding for a program under the 1937 Act, and HACA agrees to comply with HUD requirements for the program.

***Annual income.*** The anticipated total income of an eligible family from all sources for the 12-month period following the date of determination of income, computed in accordance with the regulations.

***Applicant (applicant family).*** A family that has applied for admission to a program but is not yet a participant in the program.

***Area exception rent.*** An amount that exceeds the published FMR. See 24 CFR 982.504(b).

***As-paid states.*** States where the welfare agency adjusts the shelter and utility component of the welfare grant in accordance with actual housing costs.

***Assets.*** (See *net family assets.*)

***At Risk of Becoming Homeless-Mainstream.*** An individual or family who:

**(i) Does not have sufficient resources or support links, e.g., family, friends, faith-based or other social networks, immediately available to prevent them from moving to an emergency shelter or other place described in paragraph (1) of the "Homeless-Mainstream"**

definition in this glossary; and

(ii) Meets one of the following conditions:

(A) Has moved because of economic reasons two or more times during the 60 days immediately preceding the application for homelessness prevention assistance;

(B) Is living in the home of another because of economic hardship;

(C) Has been notified in writing that their right to occupy their current housing or living situation will be terminated within 21 days of the date of application for assistance;

(D) Lives in a hotel or motel and the cost of the hotel or motel stay is not paid by charitable organizations or by federal, State, or local government programs for low-income individuals;

(E) Lives in a single-room occupancy or efficiency apartment unit in which there reside more than two persons, or lives in a larger housing unit in which there reside more than 1.5 people per room, as defined by the U.S. Census Bureau;

(F) Is exiting a publicly funded institution, or system of care (such as a health-care facility, a mental health facility, foster care or other youth facility, or correction program or institution);  
or

(G) Otherwise lives in housing that has characteristics associated with instability and an increased risk of homelessness.

***Auxiliary aids.*** Services or devices that enable persons with impaired sensory, manual, or speaking skills to have an equal opportunity to participate in, and enjoy the benefits of, programs or activities receiving federal financial assistance.

***Biennial.*** Happening every two years.

***Bifurcate.*** With respect to a public housing or Section 8 lease, to divide a lease as a matter of law such that certain tenants can be evicted or removed while the remaining family members' lease and occupancy rights are allowed to remain intact.

***Budget authority.*** An amount authorized and appropriated by the Congress for payment to PHAs under the program. For each funding increment in a PHA program, budget authority is the maximum amount that may be paid by HUD to the PHA over the ACC term of the funding increment.

**Handicap.** Any condition or characteristic that renders a person an individual with handicaps.  
(See *person with disabilities*.)

**HAP contract.** The housing assistance payments contract. A written contract between the HACA and an owner for the purpose of providing housing assistance payments to the owner on behalf of an eligible family.

**Hate Crime.** Actual or threatened physical violence or intimidation that is directed against a person or his/her property and is based on the person's race, color, religion, sex, national origin, disability or familial status, including sexual orientation, and occurred within the last 30 days or is of a continuing nature.

**Head of household.** The adult member of the family who is the head of the household for purposes of determining income eligibility and rent.

**Homeless-Mainstream.** *Homeless means:*

(1) An individual or family who lacks a fixed, regular, and adequate nighttime residence, meaning:

(i) An individual or family with a primary nighttime residence that is a public or private place not designated for or ordinarily used as a regular sleeping accommodation for human beings, including a car, park, abandoned building, bus or train station, airport, or camping ground;

(ii) An individual or family living in a supervised publicly or privately operated shelter designated to provide temporary living arrangements (including congregate shelters, transitional housing, and hotels and motels paid for by charitable organizations or by federal, State, or local government programs for low-income individuals); or

(iii) An individual who is exiting an institution where he or she resided for 90 days or less and who resided in an emergency shelter or place not meant for human habitation immediately before entering that institution;

(2) An individual or family who will imminently lose their primary nighttime residence, provided that:

(i) The primary nighttime residence will be lost within 14 days of the date of application for homeless assistance;

(ii) No subsequent residence has been identified; and

(iii) The individual or family lacks the resources or support networks, e.g., family, friends, faith-based or other social networks, needed to obtain other permanent housing;

(3) Unaccompanied youth under 25 years of age, or families with children and youth, who do not otherwise qualify as homeless under this definition, but who:

(i) Are defined as homeless under section 387 of the Runaway and Homeless Youth Act (42 U.S.C. 5732a), section 637 of the Head Start Act (42 U.S.C. 9832), section 41403 of the

Violence Against Women Act of 1994 (42 U.S.C. 14043 e-2), section 330(h) of the Public Health Service Act (42 U.S.C. 254b(h)), section 3 of the Food and Nutrition Act of 2008 (7 U.S.C. 2012, section 17(b) of the Child Nutrition Act of 1966 (42 U.S.C. 1786(b)), or section 725 of the McKinney-Vento Homeless Assistance Act (42 U.S.C. 11434a):

(ii) Have not had a lease, ownership interest, or occupancy agreement in permanent housing at any time during the 60 days immediately preceding the date of application for homeless assistance;

(iii) Have experienced persistent instability as measured by two moves or more during the 60-day period immediately preceding the date of applying for homeless assistance; and

(iv) Can be expected to continue in such status for an extended period of time because of chronic disabilities; chronic physical health or mental health conditions; substance addiction; histories of domestic violence or childhood abuse (including neglect); the presence of a child or youth with a disability; or two or more barriers to employment, which include the lack of a high school degree or General Education Diploma (GED), illiteracy, low English proficiency, a history of incarceration or detention for criminal activity, and a history of unstable employment; or

(4) Any individual or family who:

(i) Is fleeing, or is attempting to flee, domestic violence, dating violence, sexual assault, stalking, or other dangerous or life-threatening conditions that relate to violence against the individual or a family member, including a child, that has either taken place within the individual's or family's primary nighttime residence or has made the individual or family afraid to return to their primary nighttime residence;

(ii) Has no other residence; and

(iii) Lacks the resources or support networks, e.g. family, friends, and faith-based or other social networks, to obtain other permanent housing.

**Household.** A family, foster children, foster adults, and, if approved in writing by HACA, a *live-in aide*, including family members of the *live-in aide* approved in writing by HACA.

**HOUSING AUTHORITY OF THE COUNTY OF ALAMEDA**

**AGENDA STATEMENT**

Meeting: November 14, 2018

Subject: Quarterly Investment Portfolio Report

Exhibits Attached: Investment Portfolio Report for Quarter ended September 30, 2018

Recommendation: Receive Report

Financial Statement: \$11,085,422 invested at an Average Annual Yield ranging from 2.06% to 2.16% (excluding FSS Escrow Participant Accounts)

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**BACKGROUND**

Public agencies are required to file an investment policy with their governing boards and to provide quarterly financial reports on the status of the agency's investments and to certify to their compliance with the approved investment policy.

**DISCUSSION AND ANALYSIS**

The investment portfolio report that is attached reflects the investments at the quarter ending September 30, 2018 for each program that HACA administers. \$5.41M, or 49% of the total portfolio, is invested in Union Bank commercial paper, \$2.45M, or 22% of the total, in various issuers' certificates of deposit (CD) and \$3.23M, or 29% of the total, in the State of California Local Agency Investment Fund (LAIF).

The Housing Choice Voucher program had no funds invested at the end of the reported quarter. The re-establishment of HUD-held program reserves combined with HACA being in shortfall and the dwindling balance of Unrestricted Net Position (UNP) has made even short-term investment not feasible.

The Housing Development Fund has a total investment of \$3.23M, which is 29% of the total investment portfolio and entirely in LAIF.

PACH has a total investment of about \$6.52M, which is 59% of the total investment portfolio. Funds for replacement reserves in the amount of \$2.45M are invested in laddered long-term CDs (maturities in 2-5 years).

Ocean Avenue and Park Terrace investments are 2% and 10% of the total investment, respectively.

The FSS Participant Escrow Accounts are maintained in a savings account, in accordance with HUD regulations, at Union Bank.



**Housing Authority of Alameda County  
Investment Portfolio  
For the Quarter Ended September 30, 2018**

PROGRAM NAME	TYPE OF ACCOUNT	AMOUNT	INTEREST RATE	MATURITY DATE
PACH	Union Bank N.A. Commercial Paper	\$ 4,075,590.84	2.06198%	10/16/18
PACH- RAD	Certificate of Deposits (various issuers)	\$ 2,445,000.00	various	2-5 years
Ocean Avenue	Union Bank N.A. Commercial Paper	\$ 183,925.46	2.06198%	10/16/18
Park Terrace	Union Bank N.A. Commercial Paper	\$ 1,153,262.33	2.06198%	10/16/18
	Sub-total	\$ 7,857,778.63		
Housing Dev Fund	State of CA - Local Agency Investment Fund	\$ 3,227,643.19	2.16000%	N/A
<b>TOTAL</b>		<b>\$ 11,085,421.82</b>		

The above investment portfolio is in compliance with the policy approved by the Housing Commission.



Christine Gouig  
Executive Director

11-07-2018

Date

# **BUDGET STATUS** **REPORT**

**Housing Authority of Alameda County  
HOUSING CHOICE VOUCHER  
Administrative Budget Status Report FYE June 30, 2019  
September 2018**

FY 2019 - HCV OPERATING BUDGET	Budgeted @ 9/30/2018	Actual @ 9/30/2018	OVER (UNDER)	PROJECTED 6/30/2019	SCH. NO.	2018 BUDGET	2019 BUDGET	DIFFERENCE
<b>INCOME</b>								
Investment Income	125	0	(125)	0	A1	500	500	0
Misc. Income	81,880	259,774	177,894	1,006,095	A1	326,000	327,518	1,518
Grant Income	0	0	0	0				0
Administrative Fee Income	1,736,514	1,761,713	25,199	6,927,736	A	6,634,582	6,946,058	311,476
<b>TOTAL INCOME</b>	<b>1,818,519</b>	<b>2,021,487</b>	<b>202,968</b>	<b>7,933,832</b>		<b>6,961,082</b>	<b>7,274,076</b>	<b>312,994</b>
<b>EXPENSES</b>								
<b>Administration</b>								
Salaries	(992,273)	(1,058,137)	(65,864)	(4,585,261)	B-1&2	(3,759,964)	(3,969,090)	(209,126)
Other Admin.	(423,888)	(300,903)	122,985	(1,203,612)	C-1&2	(1,593,691)	(1,695,551)	(101,860)
<b>Total</b>	<b>(1,416,160)</b>	<b>(1,359,040)</b>	<b>57,120</b>	<b>(5,788,873)</b>		<b>(5,353,655)</b>	<b>(5,664,641)</b>	<b>(310,986)</b>
<b>General</b>								
Insurance	(56,128)	(31,795)	24,333	(127,181)	E	(224,697)	(224,511)	186
Employee Benefits	(565,595)	(572,810)	(7,215)	(2,291,241)		(2,143,179)	(2,262,381)	(119,202)
Miscellaneous	0	0	0	0		0	0	0
<b>Total</b>	<b>(621,723)</b>	<b>(604,605)</b>	<b>17,118</b>	<b>(2,418,422)</b>		<b>(2,367,876)</b>	<b>(2,486,893)</b>	<b>(119,017)</b>
<b>Total Routine Expenses</b>	<b>(2,037,884)</b>	<b>(1,963,646)</b>	<b>74,238</b>	<b>(8,207,295)</b>		<b>(7,721,531)</b>	<b>(8,151,534)</b>	<b>(430,003)</b>
<b>Capital Expenditures</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	D2	<b>0</b>	<b>0</b>	<b>0</b>
<b>TOTAL EXPENSES</b>	<b>(2,037,884)</b>	<b>(1,963,646)</b>	<b>74,238</b>	<b>(8,207,295)</b>		<b>(7,721,531)</b>	<b>(8,151,534)</b>	<b>(430,003)</b>
<b>Income (Deficit)</b>						<b>(760,449)</b>	<b>(877,458)</b>	
<b>NET INCOME (DEFICIT)</b>	<b>(219,365)</b>	<b>57,841</b>	<b>277,206</b>	<b>(273,463)</b>		<b>(760,449)</b>	<b>(877,458)</b>	<b>(117,010)</b>

Unrestricted Net Position @ 6/30/18  
 Budgeted Income (Deficit) FYE 6/30/19  
 Projected Unrestricted Net Assets @ 6/30/19

\$ (7,764,393)  
 (877,458)  
\$ (8,641,852)

	Op. Res w/o GASB 68 - pension	GASB 68 - Pension	Total
UNP @ 6/30/17	1,144,448	(7,569,654)	(6,425,207)
Loss @ 6/30/18-unaudited	(219,165)	(1,120,022)	(1,339,187)
UNP @ 7/1/18-unaudited	925,282	(8,689,676)	(7,764,393)
Budgeted Loss @ 6/30/19	(877,458)	(1,100,000)	(1,977,458)
Est. UNP @ 6/30/19	47,824	(9,789,676)	(9,741,852)

# **PROGRAM ACTIVITY**

# **REPORT**

**HOUSING AUTHORITY OF THE COUNTY OF ALAMEDA**

**AGENDA STATEMENT**

Meeting: November 14, 2018

Subject: Programs Activity Report

Exhibits Attached: Section 8 and Housing Assistance Payments (HAP) Report; Section 8 Average Contract Rent Report; Landlord Rental Listing Report; FSS Program Monthly Report

Recommendation: Receive Report

Financial Statement: None

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**SECTION 8 HOUSING CHOICE VOUCHERS**

- **Lease-Up:** As of October 1, 2018, the Section 8 Housing Choice Voucher program had 6,071 units under contract. We are reducing the number of vouchers as required by the HUD shortfall team.
- **HCV Program Utilization:** As of October 1, 2018, the average HAP subsidy was \$1,625 and the average tenant-paid rent portion was \$509 for an average Contract Rent of \$2,134.
  - ❖ As of October 1, 2018, HACA had 131 outgoing billed portability contracts (i.e., HACA voucher holders who are housed in another housing authority's jurisdiction).
  - ❖ As of October 1, 2018, HACA billed other housing authorities for 480 incoming portability contracts.
  - ❖ As of October 1, 2018, 223 of PACH's 230 project-based voucher (PBV) units are leased. These are HACA's former public housing units converted under HUD's Section 18 or Rental Assistance Demonstration programs and transferred to PACH, HACA's instrumentality.
- **Section 8 Contract Report:** A copy of the Contract Report is attached.
- **Landlord Rental Listings:** As of October 1, 2018, there were 52 active properties listed. The number of new landlords added to the Section 8 program in September will be provided at your next meeting.

- **HCV Housing Quality Standards (HQS) Abatements:** During the third quarter of 2018, HACA scheduled 1,069 annual inspections. Of those, 883 (83%) passed inspection the day they were inspected, 69 (6%) failed inspection, and 117 (11%) were “no shows” that had to be rescheduled. Additionally, HACA did not abate any HAP contracts in Q3 2018 for non-compliance with HQS.

**FAMILY SELF SUFFICIENCY (FSS)**

In September and October, the FSS Department held two workshops. The September workshop provided information on identifying the warning signs and steps to take to help prevent suicide among adolescents. The workshop was presented by the City of Fremont Human Services Department Youth and Family Services. The October workshop was part three of a four-part workshop on homeownership. The goal is to help FSS participants become more self-aware of their readiness to become homeowners and teach them how to become a default-resistant homeowner.

The FSS Department also held its annual *It's Your Time to Shine* celebration on November 1, 2018, at the San Leandro Library. There was a dinner, raffles and presentation of awards for the achievements of FSS families over the last year. Former Commissioner Christine Steiner is scheduled to attend. Staff will provide more details on the event at your meeting.

**HOUSING AUTHORITY OF THE COUNTY OF ALAMEDA**  
**Section 8 Contract and HAP Report for the Month of October 2018**

City	Certificates		Vouchers		OCTOBER 2018 TOTAL		OCTOBER 2017	OCTOBER 2016
	Number	HAP*	Number	HAP**	Number	HAP		
		based on avg \$1,702		based on avg \$1,625				
Albany	0	\$0	15	\$24,375	15	\$24,375	23	25
Castro Valley	6	\$10,212	210	\$341,250	216	\$351,462	206	198
Dublin	3	\$5,106	366	\$594,750	369	\$599,856	367	353
Emeryville	6	\$10,212	137	\$222,625	143	\$232,837	153	157
Fremont	22	\$37,444	986	\$1,602,250	1,008	\$1,639,694	1,061	1,034
Hayward	44	\$74,888	1,766	\$2,869,750	1,810	\$2,944,638	1,989	1,894
Newark	6	\$10,212	192	\$312,000	198	\$322,212	210	205
Pleasanton	3	\$5,106	174	\$282,750	177	\$287,856	183	108
San Leandro	12	\$20,424	1,213	\$1,971,125	1,225	\$1,991,549	1,369	1,414
San Lorenzo	1	\$1,702	186	\$302,250	187	\$303,952	197	191
Union City	4	\$6,808	694	\$1,127,750	698	\$1,134,558	732	755
<b>TOTALS</b>	<b>107</b>	<b>182,114</b>	<b>5,939</b>	<b>9,650,875</b>	<b>6,046</b>	<b>9,832,989</b>	<b>6,490</b>	<b>6,334</b>

\* Based on an average October Housing Assistance Payment (HAP) of \$1,702 per certificate contract

\*\*Based on an average October Housing Assistance Payment (HAP) of \$1,625 per voucher contract

**HOUSING AUTHORITY OF THE COUNTY OF ALAMEDA**

**Section 8 Average Contract Rent Report for the Month of October 2018**

<b>City</b>	<b>Number of HAP Contracts</b>	<b>Average Contract Rent</b>	<b>Average HAP Paid by HACA</b>	<b>Average Rent Paid by Family</b>	<b>Average Family-Paid Rent as a Percentage of Average Contract Rent</b>
Albany	15	\$1,601	\$1,276	\$324	20%
Castro Valley	210	\$2,167	\$1,688	\$479	22%
Dublin	366	\$1,934	\$1,501	\$432	22%
Emeryville	137	\$1,687	\$1,177	\$510	30%
Fremont	986	\$2,308	\$1,793	\$516	22%
Hayward	1766	\$2,053	\$1,558	\$496	24%
Newark	192	\$2,503	\$1,823	\$675	27%
Pleasanton	174	\$1,725	\$1,328	\$397	23%
San Leandro	1213	\$2,061	\$1,547	\$513	25%
San Lorenzo	186	\$2,342	\$1,763	\$579	25%
Union City	694	\$2,364	\$1,823	\$542	23%

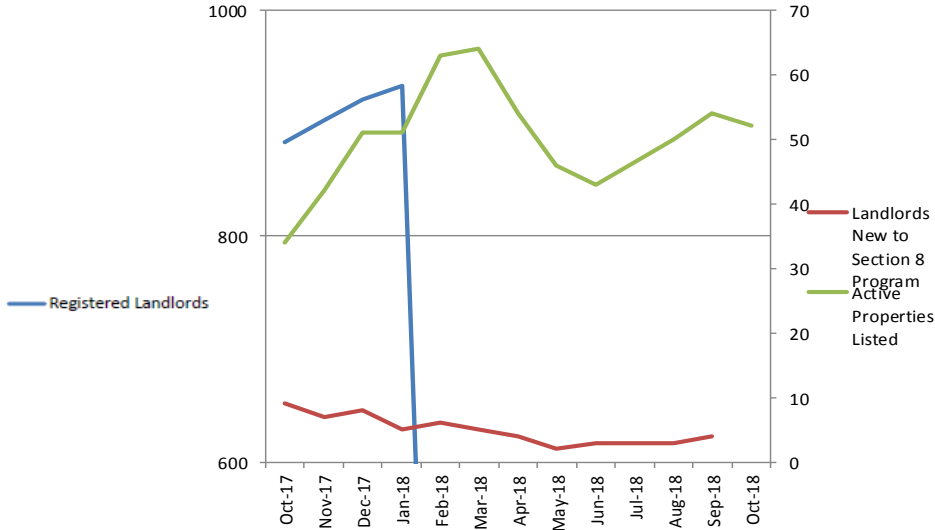
\*Some rents may vary by \$1 due to rounding



## Landlord Rental Listing Report

### Monthly

	10/2/2017	11/1/2017	12/4/2017	1/2/2018	2/5/2018	3/1/2018	4/2/2018	5/1/2018	6/4/2018	8/1/2018	9/4/2018	10/1/2018
<b>Registered Landlords</b>	883	903	921	933	0	0	0	0	0	0	0	
<b>Landlords New to Section 8 Program</b>	9	7	8	5	6	5	4	2	3	3	4	
<b>Active Properties Listed</b>	34	42	51	51	63	64	54	46	43	50	54	52



The blue line on the chart above takes a severe drop in February as the Registered Landlords data is not available at this time. Our rental listing vendor is working toward restoring our ability to access this information. The data is still being tracked but simply isn't currently available to customers.



**To:** Christine Gouig, Executive Director  
**From:** Daniel Taylor, Special Programs Manager  
**Re:** **FSS Program Summary**  
**CC:** Linda Evans, Phyllis Harrison, Mary Sturges  
**Date:** October 2, 2018

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<b>Program Summary</b>	<b>September 2018</b>
Total Clients Under Contract:	189
MDRC:	100
Graduates:	2
Escrow Disbursed:	\$36,898.40
Ports In:	0
Ports Out:	0
Terminations:	0
New Contracts:	1

## **FSS PROGRAM NEWS:**

### **Workshop**

On Saturday, September 15, 2018, the FSS team hosted a workshop entitled *Adolescents & Suicide Risk: A Glimpse into Understanding and Prevention*. Anya Marquez of the City of Fremont Human Services Department Youth and Family Services presented the workshop. Anya shared information on identifying warning signs and the steps to take in order to help prevent suicide.

### **It's Your Time to Shine Celebration**

The FSS team is finalizing the details of our 9<sup>th</sup> annual *It's Your Time to Shine* celebration scheduled for Thursday, November 1, 2018, at 6:00 p.m. The event will be held at the San Leandro Library. Achievements of FSS families over the last year will be recognized. There will be dinner, raffles and the presentation of awards.

**Case Management Referrals = 17**  
Job Referrals = 62



**To:** Christine Gouig, Executive Director  
**From:** Daniel Taylor, Special Programs Manager  
**Re:** **FSS Program Summary**  
**CC:** Linda Evans, Phyllis Harrison, Mary Sturges  
**Date:** October 12, 2018

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<b>Program Summary</b>	<b>October 2018</b>
Total Clients Under Contract:	187
MDRC:	100
Graduates:	1
Escrow Disbursed:	\$9,114.82
Ports In:	0
Ports Out:	2
Terminations:	2
New Contracts:	6

**FSS PROGRAM NEWS:**

**Workshop**

On Saturday, October 13, 2018, the FSS team will host a homeownership workshop entitled *Orientation to Homeownership, Are You Ready?* Sheri Powers of the non-profit San Francisco Housing Development Corporation will be the presenter. This workshop is part three of a four part workshop on homeownership. The goal is to help FSS participants become more self-aware of their readiness to become homeowners and teach them how to become a default-resistant homeowner. Topics include:

- Choosing a Real Estate Agent
- Shopping for a Home
- The Purchase Contract
- Inspections, Contingencies, Taxes & Insurance
- The Closing Process

**Case Management Referrals = 5**  
Job Referrals = 22