



HOUSING COMMISSION AGENDA
Regular Meeting: January 14, 2015

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, January 8, 2015** 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>
1. CALL TO ORDER / ROLL CALL		
2. CLOSED SESSION		
<i>Conference with Legal Counsel – Anticipated Litigation</i>		
<i>Initiation of Litigation Pursuant to Subdivision (c) of Section 54956.9 (one case)</i>		
3. APPROVAL OF THE MINUTES OF THE NOVEMBER 19, 2014 MEETING	ACTION	3
4. PUBLIC COMMENT		
On matters not on the Agenda		
5. NEW BUSINESS		
5-1. Resolution Authorizing Application for 50 Replacement Vouchers for Kottinger Place Public Housing (Pleasanton Housing Authority)	ACTION	9
5-2. Revisions to HACA's Annual Plan for Fiscal Year 2014	ACTION	15
5-3. Revisions to HACA's Injury and Illness Prevention Plan	ACTION	22
5-4. Quarterly Investment Portfolio for the Quarter Ended December 31, 2014	INFORMATION	28
5-5. Budget Status Report	INFORMATION	30
5-6. Program Activity Report	INFORMATION	33
6. COMMITTEE REPORTS		
7. COMMISSIONER REPORTS		
8. COMMUNICATIONS		
2015 NAHRO Washington Legislative Conference March 15-18		
9. ADJOURNMENT		

MINUTES

November 19, 2014



**HOUSING COMMISSION MINUTES
SPECIAL MEETING: NOVEMBER 19, 2014
NIDUS RECREATION ROOM, 2020 NIDUS COURT, UNION CITY, CA 94587**

SUMMARY ACTION MINUTES

1. CALL TO ORDER/ROLL CALL

Call to Order

Chairperson Biddle called the meeting to order at 8:05 a.m.

Roll Call

Present: Cmr. Apodaca, Asher, Biddle, Haddock, Peixoto, Reed and Steiner

Entered after Roll Call: Cmr. Gacoscas and Iosefa

Excused: Cmr. Cashmere and Natarajan

Absent: Cmr. Gerry

2. CLOSED SESSION

Conference with Legal Counsel – Anticipated Litigation

Initiation of Litigation Pursuant to Subdivision (c) of Section 54956.9 (two cases)

The Commission adjourned to closed session at 8:06 a.m. and reconvened in regular session at 8:30 a.m. Chairperson Biddle reported that in the closed session the Housing Commission took action to accept the resignation of Housing Specialist Pamela Holmes-Morton pursuant to an agreement whereby the employee will receive a payment of \$42,000.

Yes: 8; Cmr. Apodaca, Asher, Biddle, Haddock, Peixoto, Reed and Steiner.

No: 0

3. APPROVAL OF THE MINUTES OF THE OCTOBER 8, 2014 HOUSING COMMISSION MEETING

Recommendation: Approve the minutes of October 8, 2014 Housing Commission meeting as presented.

Motion/Second: Reed/Gacoscas.

7 ayes; 1 abstention: Cmr. Steiner.

Motion passed. **APPROVED AS RECOMMENDED.**

4. PUBLIC COMMENT

None.

5. NEW BUSINESS

5-1. PRESENTATION: RECOGNIZE LEAH FULLER AS HACA'S SHINING STAR

Christine Gouig, Executive Director, described HACA's service awards program and announced that Leah Fuller, Eligibility Technician, was selected as HACA's Shining Star for November 2014 - April 2015. Ms. Gouig read some of the comments made by those who nominated Leah. Leah described the work that she does for the Housing Authority, stated that she enjoys her work and expressed appreciation for the award.

Comments from the Public: Daniel Taylor, Special Programs Manager, commented that Leah does excellent work.

Commission Discussion: Chairperson Biddle congratulated Leah on her outstanding work.

5-2. RESOLUTION NO. 12-14: RECOGNIZING MAXINE HADDOCK FOR HER 12 YEARS OF SERVICE ON THE HOUSING COMMISSION

Christine Gouig presented the staff report. Ms. Gouig reported that Maxine Haddock was appointed to the Housing Commission in 2001 to serve as the Senior Tenant Commissioner and has served 12 consecutive years in this role, the maximum number of years that an appointee to a board or commission may serve pursuant to the Alameda County Board Operating Procedures. Ms. Gouig announced that this meeting would be Cmr. Haddock's last meeting and read a resolution recognizing Cmr. Haddock for her years of service on the Commission.

Commission Discussion: Cmr. Haddock thanked the Commission for the recognition and stated that she enjoyed her service on the Commission. The Commission applauded Maxine and Chairperson Biddle expressed appreciation for her service.

Motion/Second: Gacoscoc/Apodaca.

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

5-3. ACTION: AWARD CONTRACT FOR NEW HOUSING SOFTWARE AND RELATED SERVICES

Christine Gouig presented the staff report. Ms. Gouig reported that HACA is the sole user of its current housing software and that staff has determined it would be in HACA's best interests to find another housing software solution. She introduced Beverly Brewer, Procurement Analyst, who described the process that staff used to create and issue HACA's Request for Proposals (RFP) for new housing software. Ms. Brewer named the three national software vendors who responded to HACA's RFP, described the comprehensive evaluation and scoring that staff used to make their selection, and reported that staff is recommending Tenmast Software.

Recommendation: Select Tenmast Software as HACA's housing and financial software vendor and authorize the Executive Director to negotiate and enter into a contract with Tenmast Software for an amount not to exceed \$475,000.

Commission Discussion: Cmr. Asher and Jim McRoberts, Information Technology Manager, discussed software maintenance fees. Chairperson Biddle commented that HUD's regulations are constantly changing and asked if Tenmast will provide the necessary software updates. Mr. McRoberts stated that

Tenmast will provide the software updates and described some of the resources that Tenmast uses to keep their software current. Ms. Gouig commented that staff has allocated some funds in the proposed contract amount in the event HACA requires any software customization. Cmr. Steiner asked about implementation of the new software and training for staff on the new system. Ms. Gouig described the training tools that will be available to staff through Tenmast's training module, Tenmast University. Mr. McRoberts provided an overview of the implementation process. Cmr. Peixoto and Mr. McRoberts discussed the implementation process and Tenmast's customer support and Mr. McRoberts described some of the elements in the housing software RFP that were developed to ensure that the responders were clear on HACA's needs and requirements.

Motion/Second: Reed/Asher.

Ayes: All.

Motion passed. **APPROVED AS RECOMMENDED.**

5-4. ACTION: AMENDMENT TO CONSTRUCTION CONTRACT WITH SAUSAL CORPORATION

Beverly Brewer presented the staff report. Ms. Brewer provided a historical overview of HACA's main office remodel project and reported that the project is approaching completion. She explained that staff is requesting an additional \$60,000 to complete the contract with Sausal Corporation and described the factors that have impacted the overall project costs.

Recommendation: Approve an amendment to the contract with Sausal Corporation in the amount of \$60,000 and authorize the Executive Director to execute the necessary contract amendment.

Commission Discussion: Chairperson Biddle and Tom Makin, Acting Deputy Director of Operations, discussed the status of project.

Motion/Second: Steiner/Gacoscos.

Ayes: All.

Motion passed. **APPROVED AS RECOMMENDED.**

5-5. ACTION: ADDENDUM TO LEED BUILDING COMMISSIONING CONSULTANT CONTRACT

Beverly Brewer presented the staff report. Ms. Brewer described some of the environmentally friendly and energy efficiency features that have been incorporated into HACA's newly renovated office building in order to achieve a Leadership in Energy and Environmental Design (LEED) Silver certification. She reported that in the project's initial design phase it was necessary for staff to change the project's architect which resulted in a change to the project's design. Ms. Brewer explained that as a result of the change in the design staff is proposing to amend the contract with DNV GL for LEED commissioning consultant services, for an additional amount not to exceed \$37,000, in order to complete the LEED certification process.

Recommendation: Approve addendum to LEED building commissioning consultant contract and authorize the Executive Director to execute a contract amendment with DNV GL for LEED Building Commissioning consultant services in an amount not to exceed \$37,000.

Commission Discussion: Chairperson Biddle and Mr. Makin discussed the LEED building commissioning process. Cmr. Peixoto and Mr. Makin discussed the LEED building commissioning agent's authority to certify HACA's main office as a LEED building. Cmr. Apodaca and Mr. Makin discussed HACA's decision to pursue LEED certification for the main office remodel project.

Motion/Second: Peixoto/Haddock.

Ayes: All

Motion passed. **APPROVED AS RECOMMENDED.**

5-6. ACTION: AMEND NEW OFFICE FURNITURE BUDGET

Beverly Brewer presented the staff report. Ms. Brewer reported that in August 2008 the Commission approved a furniture budget to upgrade and replace the office furnishings for HACA's main office remodel project. She explained that as the project nears completion, staff has determined that an additional \$30,000 is required to compensate for pricing changes that have occurred since the furniture budget was initially approved.

Recommendation: Approve an additional \$30,000 to the approved furniture budget.

Commission Discussion: Cmr. Steiner asked what staff did with the old office equipment and furnishings and Ms. Brewer indicated that in addition to holding a public auction staff contacted local governmental and non-profit agencies to see if they'd be interested in the furniture and equipment. Ms. Brewer commented that some items that could not be sold or donated were recycled.

Motion/Second: Peixoto/Reed.

Ayes: All

Motion passed. **APPROVED AS RECOMMENDED.**

5-7. INFORMATION: UPDATED ESTIMATE OF RELOCATION EXPENSES

Tom Makin presented the staff report. Mr. Makin reported that the updated total estimate of the costs to relocate the office during the construction phase of HACA's main office remodel project is \$425,000 and described what the costs include.

Report received with no questions or comments from the Commission.

5-8. INFORMATION: BUDGET STATUS REPORT

Cathy Leoncio, Finance Director, presented the staff report.

Commission Discussion: Cmr. Peixoto and Ms. Leoncio discussed the reserve accounts for the Public Housing and Housing Choice Voucher programs. Ms. Gouig commented that the creation of Preserving Alameda County Housing, Inc. (PACH) was part of a strategy to secure an additional source of funding.

5-9. INFORMATION: PROGRAM ACTIVITY REPORT

Daniel Taylor, Special Programs Manager, presented the staff report. Mr. Taylor reported that the annual *It's Your Time to Shine* event was held on November 4 at the San Leandro Main

Library and thanked Chairperson Biddle and Commissioner Steiner for attending the event.

Commission Discussion: Cmr. Steiner encouraged the Commissioners to attend this annual event. She commented that Pleasanton's Human Services Commission would like a presentation from HACA in early 2015 to feature some of the highlights of HACA's FSS program.

6. COMMITTEE REPORTS

None.

7. COMMISSIONER REPORTS

Chairperson Biddle reported that there will be some new members on the Housing Commission in 2015. He also gave an update on the status of the veterans' housing project in the City of Dublin. Ms. Gouig commented that HACA has secured Veterans Affairs Supportive Housing (VASH) vouchers for the project. Cmr. Steiner reported on her attendance at an event hosted by local housing and non-profit agencies and her participation in a collaboration to help those in poverty become self-sufficient. She also provided an update on the status of the Kottinger Place redevelopment project.

8. COMMUNICATIONS

Christine Gouig reported on the NAHRO National Conference that she attended with Cmr. Natarajan in Baltimore. She announced that the 2015 NAHRO Legislative Conference in Washington, D.C. will be held in March.

Ms. Gouig notified the Commission, in accordance with a recommendation from HACA's auditor, Patel and Associates, that she and Ms. Leoncio will be signatories on the audit contract.

Ms. Gouig provided an update on the status of HACA's Rental Assistance Demonstration (RAD) application and reported that HACA received a letter from HUD indicating that HACA would be eligible for RAD if and when the current 60,000 unit cap is lifted.

Tom Makin announced that this meeting would probably be his last Housing Commission meeting and expressed his appreciation to the Housing Commissioners for their service to HACA. Ms. Gouig commented that HACA's new building is named after Tom.

9. ADJOURNMENT

There being no further business, Chairperson Biddle adjourned the meeting at 9:42 a.m.

Respectfully submitted,

Christine Gouig
Executive Director/Housing Commission Secretary

Melissa Taesali
Executive Assistant

Approved: Don Biddle
Housing Commission Chairperson

NEW BUSINESS

January 14, 2015

HOUSING AUTHORITY OF ALAMEDA COUNTY

AGENDA STATEMENT

Meeting: January 14, 2015

Subject: Resolution authorizing application for 50 replacement vouchers for Kottinger Place Public Housing (Pleasanton Housing Authority)

Exhibits Attached: – Pleasanton Housing Authority Resolution No. HA-2014-5
 – HACA Resolution No. 01-15

Recommendation: Adopt the resolution

Financial Statement: N/A

BACKGROUND

The Pleasanton Housing Authority (PHA) owns only one Public Housing project, Kottinger Place, which consists of 50 units serving the elderly population. The PHA plans to redevelop the site, along with an adjacent property, the 40-unit Pleasanton Gardens, and create 185 affordable units for seniors. The PHA selected Mid-pen Housing, an experienced non-profit affordable housing developer based in Foster City, as the project developer much in the same way the Dublin Housing Authority partnered with Hayward-based Eden Housing for the redevelopment of the Arroyo Vista public housing project.

On October 21, 2014, the PHA authorized submittal of an application to HUD's Special Applications Center to dispose of the project from the public housing program. Mid-pen Housing submitted the application on December 12. Once the disposition application is approved, Mid-Pen Housing will apply to the state for Low Income Housing Tax Credits, finalize its financing, and begin construction of the project. The PHA and Mid-pen Housing are committed to rehousing all current Kottinger Place residents in the new development at the same income-based rents now paid. To do this, the PHA must replace the public housing operating subsidy with Section 8 Housing Choice Vouchers.

DISCUSSION AND ANALYSIS

As HACA operates the Section 8 program in Pleasanton, it is HACA that must make the application for, and administer, the replacement housing vouchers. HUD regulations do not permit a housing authority to apply for replacement vouchers until a disposition application is approved. In preparation for this approval, the PHA Board of Directors, at its meeting of December 16, requested and authorized HACA to apply for replacement housing vouchers for the 50-unit Kottinger Place public housing disposition (see attached Resolution No. HA-2014-5). The resolution before your Commission today authorizes HACA to make such application upon HUD approval of the disposition application.

HACA AGENDA ITEM#: 5-1

To accommodate the PHA's and Mid-pen's request that the replacement vouchers be project-based, i.e., tied to the units instead of the individual tenants, and to address a couple long-standing requests for project-based vouchers in Dublin and Emeryville, including the veterans' project in Dublin for which HACA received 25 VASH vouchers, HACA has issued a Request for Proposals for Project-Based Vouchers (PBV). Mid-pen intends to apply for 50 PBVs for new construction units for the elderly in order to accomplish its affordable rent commitment to the current tenants at the redeveloped Kottinger Place.

PLEASANTON HOUSING AUTHORITY

RESOLUTION NO. HA-2014-5

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE HOUSING AUTHORITY OF THE CITY OF PLEASANTON, ALAMEDA COUNTY, CALIFORNIA, REQUESTING AND AUTHORIZING THE HOUSING AUTHORITY OF THE COUNTY OF ALAMEDA TO MAKE AN APPLICATION FOR REPLACEMENT HOUSING VOUCHERS FOR THE 50-UNIT KOTTINGER PLACE PUBLIC HOUSING DISPOSITION AND REDEVELOPMENT (HUD PROJECT NO. CA081000001)

WHEREAS, the Pleasanton Housing Authority approved the submittal of a Disposition Application to the United States Department of Housing and Urban Development ("HUD") for the redevelopment of its 50-unit Kottinger Place public housing project at its October, 21, 2014 meeting; and

WHEREAS, Housing Choice Vouchers are required to ensure that existing residents of Kottinger Place retain their ability to pay affordable rent at the redeveloped project; and

WHEREAS, the Housing Authority of the County of Alameda operates the Housing Choice Voucher Program in the City of Pleasanton; and

WHEREAS, the Pleasanton Housing Authority desires that the Housing Authority of the County of Alameda make application to HUD for replacement housing vouchers for Kottinger Place and administer such vouchers after they are awarded; and

WHEREAS, the Pleasanton Housing Authority acknowledges that HUD regulations do not permit the Housing Authority of the County of Alameda to apply for replacement housing vouchers until HUD approves the Pleasanton Housing Authority's Disposition Application.

NOW, THEREFORE BE IT RESOLVED THAT THE BOARD OF DIRECTORS OF THE HOUSING AUTHORITY OF THE CITY OF PLEASANTON DOES RESOLVE, DECLARE, DETERMINE AND ORDER THE FOLLOWING:

SECTION 1. The Pleasanton Housing Authority requests and authorizes the Housing Authority of the County of Alameda to submit an application to the U.S. Department of Housing and Urban Development for 50 replacement Housing Choice Vouchers for the Kottinger Place public housing redevelopment project following approval of its Disposition Application.

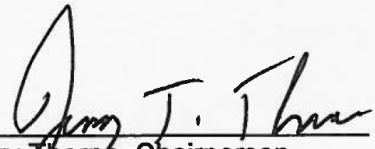
SECTION 2. The Executive Director is authorized to transmit this Resolution to the Housing Authority of the County of Alameda and to submit any and all additional

information that may be requested by the Housing Authority of the County of Alameda in order to process the application for replacement housing vouchers.

PASSED, APPROVED AND ADOPTED by the Board of Directors of the Housing Authority of the City of Pleasanton at a special meeting held on December 16, 2014.

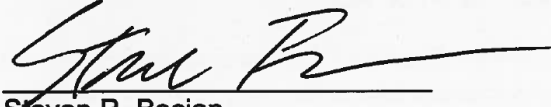
I, Steve Bocian, Executive Director of the Pleasanton Housing Authority, certify that the foregoing resolution was adopted at the Pleasanton Housing Authority special meeting held the 16th day of December, 2014, by the following vote:

Ayes: Directors Brown, Narum, Olson, Pentin, Chair Thorne
Noes: None
Absent: None
Abstain: None



Jerry Thorne, Chairperson
Housing Authority Board of Directors

APPROVED AS TO FORM:



Steven R. Bocian
Executive Director

HOUSING AUTHORITY OF THE COUNTY OF ALAMEDA

RESOLUTION NO. 01-15

**RESOLUTION AUTHORIZING APPLICATION FOR 50 REPLACEMENT HOUSING VOUCHERS
FOR KOTTINGER PLACE (PLEASANTON)**

WHEREAS, in December 2014, the Pleasanton Housing Authority (PHA) submitted a disposition application to the U.S. Department of Housing and Urban Development (HUD) to allow for the disposition and redevelopment of its 50-unit Kottinger Place public housing project; and

WHEREAS, the PHA is committed to rehousing the current residents of Kottinger Place at the redeveloped project once said project is complete; and

WHEREAS, the disposition will remove HUD operating subsidy from the 50 Kottinger Place units, which subsidy allowed residents to pay 30% of their adjusted income for rent; and

WHEREAS, Section 8 Housing Choice Vouchers (HCV) likewise permit residents to pay 30% of their adjusted income for rent and are available, upon application, for redeveloped public housing projects such as Kottinger Place; and

WHEREAS, the Housing Authority of the County of Alameda (HACA) operates the HCV program in the city of Pleasanton and, therefore, must be the entity to make the application for, and administer, the replacement HCVs; and

WHEREAS, on December 14, 2014, the PHA Board of Directors adopted Resolution No. HA-2014-5 authorizing HACA to submit an application to HUD for up to 50 replacement HCVs for Kottinger Place;

NOW THEREFORE BE IT RESOLVED that the Housing Commission does hereby authorize the Housing Authority of the County of Alameda to submit an application to HUD for up to and including 50 replacement housing vouchers upon HUD approval of the PHA's disposition application.

BE IT FURTHER RESOLVED that the Executive Director is authorized to submit any and all additional information and supplements that may be requested or required by HUD in its review and consideration of the application.

PASSED, APPROVED AND ADOPTED by the Commissioners of the Housing Authority of the County of Alameda on January 14, 2015, by the following vote:

AYES:

NOES:

ABSTAIN:

EXCUSED:

ABSENT:

Attest:

Don Biddle
Housing Commission Chairperson

Christine Gouig
Executive Director/Housing Commission Secretary

Adopted: January 14, 2015

HOUSING AUTHORITY OF ALAMEDA COUNTY

AGENDA STATEMENT

Meeting: January 14, 2015

Subject: Revision - Annual Plan for Fiscal Year 2014

Exhibits: Redline Version of Revised Annual Plan for Fiscal Year 2014

Recommendation: Approve Revised Annual Plan for Fiscal Year 2014

Financial Statement: None

BACKGROUND

The HACA Annual Plan is a guide to HACA's policies, programs, operations, and strategies for meeting the local housing needs and goals set forth in HACA's 5-Year Plan for Fiscal Years 2010-2014. HUD regulations require that housing authorities update their Annual Plan each year.

From time to time it becomes necessary to revise the approved Annual Plan to reflect changes in HACA's operating environment.

DISCUSSION and ANALYSIS

HACA's Annual Plan is required to describe HACA's plans for project-basing vouchers and its goals for expanding the supply of assisted housing. Sections 7.5 Project-Based Vouchers, and 10.1.2 Goal, of Form HUD-50075 Annual Plan Attachment, are being revised to provide for expanding the supply of assisted housing to reflect anticipated and potential project-based voucher units. The revisions describe the known anticipated projects and how they will assist HACA achieve its goals of expanding the supply of assisted housing.

As a result of the culmination of a number of separate planning processes that contemplate the use of project-based vouchers, HACA anticipates awarding project-based vouchers to new construction projects serving military veterans, families and the elderly population in the higher cost opportunity areas of Dublin, Emeryville, Fremont and Pleasanton in the coming year.

Additionally, throughout the year, HACA may receive additional requests to project-base vouchers from developers who have recently been awarded funding under other local, state or federal program competitions where project-based vouchers had not previously been contemplated. Project-basing vouchers expands housing opportunities for the population HACA serves by placing affordable housing units in service for 15 or more years and guaranteeing their availability for very low income Section 8 participants.

HUD-50075 Annual Plan Attachment Fiscal Year Beginning: 07/2014

6.0 The following PHA Plan elements have been revised since HACA's last Annual Plan submission:

- 6.1.1 Element #1: Eligibility, Selection and Admission Policies, including Deconcentration and Wait List Procedures;
- 6.1.2 Element #2: Financial Resources;
- 6.1.3 Element #4: Operation and Management; and
- 6.1.4 Element #11: Fiscal Year Audit.

This completed form HUD-50075 with attachments is available at the PHA's Business Office, 1489 Salmon Way, Hayward, CA 94544. It's also available on the HACA website at <http://www.haca.net/index.php/phdownloads/category/9-section-8-housing-choice-voucher-program>.

7.0 Hope VI, Mixed Finance Modernization or Development, Demolition and/or Disposition, Conversion of Public Housing, Homeownership Programs, and Project-based Vouchers.

7.1 Hope VI, Mixed Finance Modernization or Development.

- 7.1.1 Effective March 1, 2011, HACA consolidated with the Dublin Housing Authority (DHA) subsequent to DHA's disposal of the 150-unit Arroyo Vista, its sole public housing project. (DHA did not administer any Section 8 housing or any other federal, state, or local housing program.) HACA now has access to the modest HUD Replacement Housing Factor (RHF) funds from Arroyo Vista and may have access to remaining development funds from DHA, which it may use to create additional public housing units in either a stand-alone or mixed finance project. Were HACA to develop a mixed-finance project, it would seek to partner with an experienced non-profit or for-profit developer to secure a percentage of units as public housing units in a project(s) developed by such developer.
- 7.1.2 HACA may also use the RHF funds resulting from the Arroyo Vista disposition along with RHF funds from disposition of certain of its own public housing units to purchase existing units for conversion to public housing or to develop new units using modular housing.
- 7.1.3 HACA may also use the RHF funds resulting from the Arroyo Vista disposition along with RHF funds from disposition of certain of its own public housing units to support the renovation of its existing public housing units after such units are converted under HUD's Rental Assistance Demonstration (RAD) program for which HACA applied in November 2013.

7.2 Demolition and/or Disposition.

- 7.2.1 Because the combination of tenant rents and fees, HUD Operating Subsidy, and Capital Fund funding is inadequate to finance the long-term viability of HACA's Public Housing units, HACA has disposed of all but 72 units of Public Housing. Should the Rental Assistance Demonstration (RAD) program not be expanded and should HUD open its Section 18 Demolition and/or Disposition program, HACA will apply to dispose of these 72 units pursuant to Section 18.
- 7.2.2 Disposition Timetable for remaining 72 Public Housing units (36 units at the Mission View site and 36 units at the Emery Glen site):
HACA has applied to HUD for approval to include its remaining 72 units of Public Housing in the Rental Assistance Demonstration (RAD) program and is now on the HUD consideration wait list.

7.3 Conversion of Public Housing (to tenant-based assistance). N/A

7.4 Homeownership. N/A

7.5 Project-Based Vouchers.

- 7.5.1 HACA anticipates project-basing additional vouchers for a total, including existing project based vouchers, of up to ~~555~~ 650 units. The cities of Albany, Emeryville, Dublin, Fremont, Hayward, Newark, Pleasanton, San Leandro, and Union City as well as the unincorporated areas of Castro Valley and San Lorenzo are currently-identified locations. ~~Additional locations in Alameda County, such as (but not limited to) Albany and Newark, and Pleasanton are possible.~~
- 7.5.2 HACA is planning to project-base ~~up to~~ 50 units in non-impacted census tracts in Dublin and ~~or~~ Fremont in order to expand housing opportunities for homeless veterans in higher cost opportunity areas. HACA has been awarded 25 VASH vouchers through set-aside funding for the Fremont project. If no additional set-aside funding becomes available for the Dublin project, HACA will apply to HUD to project-base up to and including 25 of its own VASH vouchers. If less than 25 VASH vouchers are available to be project based, HACA will utilize its regular project based vouchers to reach a total of 25 project based vouchers at the Dublin project ~~set-aside~~. If additional VASH set-aside funding becomes available, HACA will apply to HUD and the VA to project base up to and including 45-25 VASH vouchers in the Dublin project ~~to~~ to replace some or all of HACA's regular project based vouchers so as to ensure the veterans in the project receive the supportive services from the VA provided under VASH.
- 7.5.3 HACA is planning to project-base up to and including eight units in central and southern Alameda County to serve the disabled population. It is working with Alameda County and the Neighborhood Stabilization Program on this project.

- 7.5.4 HACA is planning to project-base up to 20-2530 units in the City of Emeryville, a higher cost opportunity area, to support the development of housing for families and the elderly population.
- 7.5.5 The Pleasanton Housing Authority plans to dispose of its 50-unit Kottinger Place project, its sole public housing project that serves elderly families. The public housing project will be demolished and the site redeveloped with 185 affordable units for seniors, of which 103 will be affordable housing units, including 50 units serving the elderly population. HACA is planning to apply for 50 replacement vouchers after the Pleasanton Housing Authority receives HUD approval of its disposition application and then project-base those vouchers in order to preserve the affordable housing serving the elderly population in the city and house the current public housing residents.
- 7.5.6 HACA is planning to project-base up to 205 units in non-impacted census tracts in Pleasanton in order to expand housing opportunities for families in higher cost opportunity areas.

8.0 Capital Improvements

HACA will use 100 percent of funds from the Capital Fund program for activities that are eligible under the Operating Fund, including capital improvements. See HUD Form 50075.2 approved by HUD on 06/01/2010.

- 8.1 Form HUD-50075.1, *Capital Fund Program Annual Statement/Performance and Evaluation Report* has been completed as required and is enclosed.
- 8.2 Form HUD-50075.2, *Capital Fund Program Five-Year Action Plan* has been completed as required and is enclosed.
- 8.3 HACA does not propose to pledge any portion of its CPF/RHF funds to repay debt incurred to finance capital improvements.

9.0 Housing Needs

Housing needs for renters in HACA's jurisdiction are set forth in Part I of the Alameda County HOME Consortium's FY10-14 Consolidated Plan as follows:

Housing Problems of Renter Households

Low, very low and extremely low income households face a broad range of housing problems. At one end are the homeless households living in shelters or those who are in and out of temporary housing. Moving toward the middle of the range are those who have a place to call home, but who have tentative housing situations. These households often live from pay check to pay check and cannot afford to pay for both their housing and other basic necessities, such as food and clothing. They often do not have access to housing near work which is affordable and may face

discrimination in finding affordable housing. Given the above factors, the housing they may find may be overcrowded, unsafe or rundown.

Nature and Extent of Renter Housing Problems

Fifty-one percent (51 %) of all renters in the Consortium had housing cost burdens; of those with cost burdens, 15% had severe cost burdens (paying over 50% of income for rent) and another 36% had moderate cost burdens (paying 30-50% of income) (2000 Census).

Sixty-four percent (64%) of extremely low income households (18,262) are renters. Small related households are the predominant family type among extremely low income renters (35%), followed by elderly one and two member households (27%). Eleven percent (11 %) of the extremely low income renters are in large related households; the remaining 27% are other household types.

Of renters in the Consortium who have housing problems (49%), the extremely low income households have the highest percentage of housing problems. Eighty-one percent (81 %) of extremely low income renters have housing problems. More than 78% of the extremely low income renters spend more than 30% of their incomes on housing, i.e. are "cost-burdened." Sixty-six percent (66%) of the extremely low income renter households spend in excess of 50% of their incomes on housing (severe cost burden). Large related extremely low income renter households have the highest percentage of housing problems (95%).

Low-income renter households (with incomes between 50-80% of median) also have acute housing problems. Fully 88% of these low income renters had severe or moderate housing problems; 33% had severe cost burdens and 80% had moderate cost burdens. According to the National Low Income Housing Coalition, these figures make it clear that creating subsidized housing for renters with incomes above 50% of median will do very little to reduce the number of households with severe problems. Most renters with severe problems were either in Other Not Related Households (48%), in Small Related Households (31 %), or Elderly (38%).

9.1 Strategy for Addressing Housing Needs

- 9.1.1 In addition to the initiatives outlined in Sections 7.5 above and 10.1.2 below, HACA anticipates deploying a

continuously open applicant-accessible waiting list on its website, www.haca.net. With such a waiting list anyone needing housing can apply anytime rather than waiting until the list reopens. HACA is also redoubling its efforts to reduce vacancy loss in its 72-unit public housing program to maximize availability of occupied unit-months. It will do this by changing its procurement of contractors that do unit turnover work from a unit-by-unit procurement to a unit-type procurement through which a contractor eligibility list will be created and units assigned as they become vacant.

10.0 Additional Information

10.1 Progress in Meeting Mission and Goals

10.1.1 **Mission:** HACA's success in meeting its mission is reflected in its High Performing SEMAP designation and its PHAS Standard Performer designation.

10.1.2 **Goal:** Expand the supply of assisted housing

Objectives: Apply for additional rental vouchers; and, depending on available funding, utilize Section 8 HCV project-basing to increase housing opportunities for special needs populations.

Progress: HACA will submit an application in response to [Notice PIH 2014-03](#) issued February 4, 2014, announcing the availability of set-aside funding for project-basing vouchers under the HUD-Veterans Affairs (VA) supportive housing ([HUD-VASH](#)) program.

Re: utilizing Section 8 HCV project-basing to increase housing opportunities for special needs populations, HACA has leased up 32 project-based units at Main Street Village, a Fremont project providing housing and services to the homeless and mentally ill; has leased 5 project-based units at Magnolia Terrace, an Emeryville project providing housing and services to the disabled; has leased 3 project based units at FESCO, a Hayward project providing housing and services to homeless families with children; and has leased 98 project based units at Nidus Court and Dyer Street, HACA's former Union City Public Housing developments for the elderly.

HACA is planning to project base up to [and including 5045](#) VASH units in non-impacted census tracts in Dublin and ~~Lee~~ Fremont in order to expand housing opportunities for homeless veterans [in high cost opportunity areas](#).

HACA is planning to project base 50 units for the elderly in the City of Pleasanton to replace 50 units of public housing that will be demolished. HACA further plans to project base up to 20 units for families in Pleasanton.

Additionally, HACA is planning to project base up to 2520 or more units in the north-county city of Emeryville in order to expand housing opportunities for families and the elderly and up to and including 8 units in central and southern Alameda County for the disabled.

HOUSING AUTHORITY OF THE COUNTY OF ALAMEDA

AGENDA STATEMENT

Meeting: January 14, 2015

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

Exhibits Attached: Revised IIPP

Recommendation: Adopt the Revised IIPP

BACKGROUND

The Housing Authority's current Injury and Illness Prevention Program (IIPP) was adopted in 2009 and was based on a template provided by HACA's risk management administrator, Bickmore Associates. This year, staff began a review of the IIPP because (1) the template was generic in nature and many of the provisions were not applicable to HACA as we are not classified by CalOSHA as a high risk employer; (2) a number of sections in the original IIPP document contain provisions that are more appropriately administered as stand-alone policies – such as HACA's Violence Prevention Plan and Bloodborne Pathogens Policy/Procedure; and (3) there are numerous checklists and other documents included in the current IIPP that should instead be used as ancillary documents to the actual IIPP policy document.

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.

HACA's Safety Committee, comprised of an employee from each department, met and reviewed the IIPP and is in agreement with it.

The recommended changes significantly reduce the number of pages to the document and, therefore, a tracked version comparing the recommended revisions to the current document is not attached. The recommended revisions produce a much simpler and reader-friendly version.

Staff recommends that your Commission adopt the attached IIPP.

Injury and Illness Prevention Program (IIPP)

I. Policy Statement

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.

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.

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

II. Responsibility and Authority

The Human Resources Analyst is the designated IIPP Administrator and has the authority and responsibility for implementing and maintaining this IIPP.

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.

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

- 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

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

A copy of our IIPP is available for review in Human Resources and on our intranet.

III. Compliance

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.

IV. Communication

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 encourages all employees to inform 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.

Written safety rules and procedures will be developed as the need for them is identified.

Our communication system includes:

- New employee orientation including a discussion of safety and health policies and procedures;
- Review of our IIPP;
- Safety training programs;
- Regularly scheduled safety meetings; and

- Posted or distributed safety information.

V. **Hazard Assessment**

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

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

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

VI. **Hazard Correction**

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.

VII. **Accident/Incident Investigations**

The Housing Authority will conduct accident investigations for all workplace injuries, regardless of their severity. These investigations will be performed by the managers and supervisors. 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.

VIII. **Training and Instruction**

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
- Safe lifting
- Defensive driving
- Workplace violence prevention
- Heat Illness Prevention
- Bloodborne Pathogens
- Job specific training

IX. Record Keeping

All the following IIPP documentation will be maintained for a minimum of three (3) years:

- 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 program reviews.

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

SUPERVISOR'S REPORT OF EMPLOYEE INJURY

This form is not to be used for reporting workers' compensation claims. It is intended as a guide to aid management in identifying unsafe acts and/or conditions which caused an injury.

1. GENERAL INFORMATION		PLEASE PRINT - COMPLETE THIS FORM AS SOON AS POSSIBLE			
EMPLOYEE NAME		DATE AND TIME OF INJURY		<input type="checkbox"/>	AM
<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>	PM
PHI NAME	DEPARTMENT	JOB TITLE			
EXACT LOCATION WHERE INJURY OCCURRED		WITNESSES			
2. DESCRIPTION OF INJURY					
TYPE OF INJURY (SPRAIN, CUT, BURN, ETC.)		PART(S) OF BODY INJURED			
3. DESCRIPTION OF INCIDENT					
WHAT HAPPENED?					
WHY DID IT HAPPEN?					
4. CAUSE OF INJURY		FIND OUT WHAT FACTORS CAUSED THE INJURY			
WHAT UNSAFE ACT(S) CAUSED THE INJURY?					
DID AN UNSAFE PHYSICAL CONDITION CONTRIBUTE TO THE INJURY?					
WHAT, IF ANY, SAFETY PROCEDURES WERE NOT FOLLOWED?					
5. PREVENTATIVE / CORRECTIVE ACTION		NO INVESTIGATION IS COMPLETE UNLESS CORRECTIVE ACTION IS TAKEN			
WHAT ACTION CAN BE TAKEN TO PREVENT A SIMILAR INJURY?					
HAS ANYTHING BEEN DONE SO FAR TO PREVENT A RECURRENCE?					
IS IT POSSIBLE THIS INJURY OCCURRED OFF THE JOB? GIVE DETAILS					
PERSON CONDUCTING INVESTIGATION		DATE		CONTACT PHONE #	

Place completed form in OSHA File with Employer's First Report of Injury

HOUSING AUTHORITY OF THE COUNTY OF ALAMEDA

AGENDA STATEMENT

Meeting: January 14, 2015

Subject: Quarterly Investment Portfolio Report

Exhibits Attached: Investment Portfolio Report for Quarter ended December 31, 2014

Recommendation: Receive Report

Financial Statement: \$12,046,642 Invested at an Average Monthly Yield ranging from 0.06% to 0.24% (excluding FSS Escrow Participant Accounts)

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 December 31, 2014 for each program that HACA administers. \$7.3M, or 61% of the total portfolio, is invested in Union Bank commercial paper and \$4.7M, or 39%, is in the State of California Local Agency Investment Fund (LAIF).

The Housing Choice Voucher program has a total investment of \$3,999,622, which is 33% of the total investment portfolio. As HACA uses Net Restricted Assets (NRA) to augment HUD HAP funding and due to the re-establishment of HUD-held program reserves, amounts available for investment continue to decrease and the duration to maturity will become shorter.

The Housing Development Fund has a total investment of \$4,712,452, which is 39% of the total investment portfolio and is invested entirely in LAIF. Progress payments for the building remodel continue to decrease the amount available for future reinvestments.

The Public Housing program has a total investment of \$1,399,902, which is 12% of the total investment portfolio.

PACH, Ocean Avenue and Park Terrace investments are 7%, 1% and 8% of the total investment, respectively.

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

HACA AGENDA ITEM#: 5-4.

Housing Authority of Alameda County
Investment Portfolio
For the Quarter ended December 31, 2014

PROGRAM NAME	TYPE OF ACCOUNT	AMOUNT	INTEREST RATE	MATURITY DATE
Conventional PH	Union Bank N.A. Commercial Paper	\$ 1,399,902.00	0.06100%	1/14/15
PACH	Union Bank N.A. Commercial Paper	\$ 799,862.00	0.09202%	1/8/15
Ocean Avenue	Union Bank N.A. Commercial Paper	\$ 134,976.71	0.09202%	1/8/15
Park Terrace	Union Bank N.A. Commercial Paper	\$ 999,827.50	0.09202%	1/8/15
HCV	Union Bank N.A. Commercial Paper	\$ 1,999,880.00	0.06100%	1/8/15
	Union Bank N.A. Commercial Paper	\$ 1,999,742.22	0.08001%	1/30/15
	Sub-total	\$ 7,334,190.43		
Housing Dev Fund	State of CA - Local Agency Investment Fund	\$ 4,712,451.60	0.24000%	n/a
TOTAL		\$ 12,046,642.03		

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


Christine Gouig
Executive Director

12-30-14
Date

BUDGET STATUS

REPORT

Housing Authority of Alameda County
HOUSING CHOICE VOUCHER
Administrative Budget Status Report FYE 2014-2015
November 2014

FY 2015 - HCV OPERATING BUDGET	Budgeted @ 11/30/2014	Actual @ 11/30/2014	OVER (UNDER)	PROJECTED TO 6/30/15	SCH. NO.	2014 BUDGET	2015 BUDGET	DIFFERENCE
INCOME								
Investment Income	700	0	(700)	0	A1	3,600	1,680	(1,920)
Misc. Income	144,167	133,985	(10,181)	321,565	A1	346,000	346,000	0
Grant Income	145,833		(145,833)	350,000		0	350,000	
Administrative Fee Income	2,790,427	2,894,146	103,719	6,697,025	A	6,582,930	6,697,025	114,095
TOTAL INCOME	3,081,127	3,028,132	(52,996)	7,368,590		6,932,530	7,394,705	462,175
EXPENSES								
Administration								
Salaries	(1,681,581)	(1,486,056)	195,525	(4,035,794)	B-1&2	(3,857,494)	(4,035,794)	(178,300)
Other Admin.	(557,134)	(482,708)	74,426	(1,158,500)	C-1&2	(1,313,499)	(1,337,122)	(23,623)
Total	(2,238,715)	(1,968,764)	269,951	(5,194,294)		(5,170,993)	(5,372,915)	(201,923)
General								
Insurance	(84,689)	(62,215)	22,473	(149,317)	E	(182,340)	(203,253)	(20,913)
Employee Benefits	(874,422)	(849,048)	25,373	(2,098,613)		(2,005,897)	(2,098,613)	(92,716)
Miscellaneous	0	0	0	0		0	0	0
Total	(959,111)	(911,264)	47,847	(2,247,929)		(2,188,237)	(2,301,865)	(113,629)
Total Routine Expenses	(3,197,825)	(2,880,028)	317,797	(7,442,223)		(7,359,229)	(7,674,781)	(315,551)
Capital Expenditures	0	0	0	0	D2	0	0	0
TOTAL EXPENSES	(3,197,825)	(2,880,028)	317,797	(7,442,223)		(7,359,229)	(7,674,781)	(315,551)
Income (Deficit) UNSPECIFIED BUDGET REDUCTION						(426,699)	(280,075)	
NET INCOME (DEFICIT)	(116,698)	148,104	264,802	(73,633)		(426,699)	(280,075)	146,624

Unrestricted Net Assets @ 6/30/14
Projected Income (Deficit) @ 6/30/15
Projected Unrestricted Net Assets @ 6/30/15

\$1,950,964
(73,633)
\$1,877,331

Housing Authority of Alameda County
PUBLIC HOUSING
Budget Status Report FYE 2014-2015
November 2014

FY 2015 - PH OPERATING BUDGET	YTD BUDGET 11/30/2014	YTD ACTUALS 11/30/14	OVER/ (UNDER) BUDGET	Projected to 6/30/15	SCH. NO.	2014 BUDGET	2015 BUDGET	Difference
INCOME								
Dwelling Rentals	145,512	143,937	(1,575)	345,448	A-1	390,545	349,229	(41,316)
Office Rental (Mission Blvd-net)	0	0	0	0	A	46,688	0	(46,688)
Investment Income	277	161	(116)	386	A	2,200	665	(1,535)
Misc. Income	29,688	33,131	3,443	71,250	A-1	71,250	71,250	0
Operating Subsidy	67,429	231,024	163,594	161,830	A-1	205,974	161,830	(44,144)
Asset Reposition Fee	73,154	0	(73,154)	175,568	A-1	185,237	175,568	(9,669)
Capital Grant	85,000	0	(85,000)	170,000	A-1	29,559	204,000	174,441
TOTAL INCOME	401,059	408,252	7,192	924,483		931,454	962,542	31,088
EXPENSES								
Administration								
Salaries	(87,487)	(85,854)	1,633	(202,927)	B-1&2	(226,217)	(209,968)	16,249
Other Admin.	(40,214)	(21,551)	18,663	(51,723)	C-1	(28,830)	(96,513)	(67,683)
Total	(127,701)	(107,405)	20,296	(254,649)		(255,047)	(306,481)	(51,435)
Tenant Services								
Resident Managers	(2,292)	(250)	2,042	(5,500)		(5,500)	(5,500)	0
Recreation	(3,125)	0	3,125	(7,500)		(7,500)	(7,500)	0
Total	(5,417)	(250)	5,167	(13,000)		(13,000)	(13,000)	0
Utilities								
Water	(20,867)	(12,385)	8,482	(29,723)		(50,081)	(50,081)	0
Electricity	(7,917)	(4,226)	3,691	(10,142)		(19,000)	(19,000)	0
Gas	(583)	(504)	80	(1,211)		(1,400)	(1,400)	0
Sewage	(11,000)	(4,729)	6,271	(11,349)		(26,400)	(26,400)	0
Total	(40,367)	(21,844)	18,525	(52,425)		(96,881)	(96,881)	0
Maintenance								
Salaries	(29,509)	(29,995)	(486)	(70,898)	B-2	(69,983)	(70,822)	(839)
Materials	(18,293)	(6,370)	11,924	(45,686)	D	(51,942)	(43,904)	8,038
Contract Costs	(149,514)	(104,215)	45,299	(300,116)	D	(368,818)	(358,834)	9,984
Total	(197,317)	(140,580)	56,737	(416,700)		(490,743)	(473,560)	17,183
General								
Insurance	(11,844)	(8,534)	3,311	(39,328)	E	(41,081)	(28,426)	12,656
Tax-In Lieu Of	(10,514)	(10,515)	(0)	(25,235)		(29,366)	(25,235)	4,132
Employee Benefits	(60,838)	(36,472)	24,367	(142,389)		(154,024)	(146,011)	8,013
Collection Loss	(417)	0	417	0		(1,000)	(1,000)	0
Miscellaneous	(417)	0	417	0		(1,000)	(1,000)	0
Total	(84,030)	(55,520)	28,510	(206,952)		(226,472)	(201,672)	24,800
Total Routine Expenses	(454,831)	(325,599)	129,234	(943,726)		(1,082,143)	(1,091,594)	(9,452)
TOTAL EXPENSES	(454,831)	(325,599)	129,234	(943,726)		(1,082,143)	(1,091,594)	(9,452)
NET INCOME (DEFICIT)	(53,772)	82,654	136,426	(19,243)		(150,688)	(129,052)	21,636

Unrestricted Net Assets @ 6/30/14

\$1,452,594

Projected Income/(Deficit) @ 6/30/15

(19,243)

Projected Unrestricted Net Assets Balance @ 6/30/15

\$1,433,351

PROGRAM ACTIVITY

REPORT

HOUSING AUTHORITY OF THE COUNTY OF ALAMEDA

AGENDA STATEMENT

Meeting: January 14, 2015

Subject: Programs Activity Report

Exhibits Attached: Section 8 Contract Report; Section 8 Average Contract Rent Report; Fraud Payments Report; Landlord Rental Listing Report; FSS Program Monthly Report

Recommendation: Receive Report

Financial Statement: None

SECTION 8 HOUSING CHOICE VOUCHERS

- **Lease-Up:** As of December 1, 2014, the Section 8 Housing Choice Voucher program had 5,877 units under contract. The fiscal year-to-date lease-up average is 96.26% units as of December 1, 2014. The budget authority use average through October 2014 is 93%.
- **Program Utilization:** As of December 1, 2014, the average HAP subsidy was \$1,047 and the average tenant-paid rent portion was \$443 for an average Contract Rent of \$1,490. Amounts vary by \$1 due to rounding.
 - ❖ As of December 1, 2014, HACA had 75 outgoing billed portability contracts (i.e., HACA voucher holders who are housed in another housing authority's jurisdiction).
 - ❖ As of December 1, 2014, HACA billed other housing authorities, primarily the Oakland Housing Authority, for 1,093 incoming portability contracts. HACA receives only 80% of the HUD-authorized Administrative Fee for billed incoming portability contracts.
- **Section 8 Contract Report:** A copy of the Contract Report is attached.
- **Fraud / Debt Recovery:** HACA retained \$3,075.76 in fraud and debt recovery payments for the month of November 2014. A total of \$27,899.23 was retained over the last six months.
- **Landlord Rental Listings:** As of December 1, 2014, there were 1,643 landlords with properties in HACA's jurisdiction utilizing the *GoSection8* rental listing service. There were no new landlords added to the Section 8 program this month. There were 19 active properties listed as of December 1, 2014.

FAMILY SELF SUFFICIENCY (FSS)

In November, the FSS Department partnered with the River of Life Christian Fellowship to distribute food baskets and grocery gift cards to FSS participants for the holidays. Some FSS participants were so grateful that they sent thank you cards to River of Life.

The FSS Department also received a grant from the United Methodist Foundation and donations from a HACA Commissioner, a Section 8 landlord, the Hayward Fire Department, HACA management employees, FSS participants and the community for its annual Giving Connection. This year the Giving Connection was able to distribute approximately \$5,000 in grocery gift cards and toys to 109 FSS families. FSS participants expressed their gratitude to the supporters of the Giving Connection.

PUBLIC HOUSING

- **Occupancy:** As of December 1, 2014, the Public Housing program had 69 of 72 units leased and had a 94.91% fiscal year-to-date lease up rate.

HOUSING AUTHORITY OF THE COUNTY OF ALAMEDA
Section 8 Contract and HAP Report for the month of: November 2014

	Certificates		Vouchers		November 2014 TOTAL			
City	Number	HAP*	Number	HAP**	Number	HAP	November 2013	November 2012
Albany	0	\$0	29	\$30,334	29	\$30,334	33	37
Castro Valley	11	\$9,691	215	\$224,890	226	\$234,581	225	244
Dublin	2	\$1,762	357	\$373,422	359	\$375,184	361	282
Emeryville	6	\$5,286	112	\$117,152	118	\$122,438	111	115
Fremont	25	\$22,025	1,142	\$1,194,532	1,167	\$1,216,557	1,272	1,371
Hayward	117	\$103,077	2,152	\$2,250,992	2,269	\$2,354,069	2,460	2,581
Newark	3	\$2,643	236	\$246,856	239	\$249,499	262	278
Pleasanton	4	\$3,524	115	\$120,290	119	\$123,814	128	142
San Leandro	19	\$16,739	1,496	\$1,564,816	1,515	\$1,581,555	1,506	1,436
San Lorenzo	2	\$1,762	216	\$225,936	218	\$227,698	235	226
Union City	6	\$5,286	767	\$802,282	773	\$807,568	832	870
TOTALS	195	\$171,795.00	6,837	\$7,151,502.00	7,032	\$7,323,297.00	7,425	7,582

**Based on an average November Housing Assistance Payment (HAP) of \$881 per certificate contract*

***Based on an average November Housing Assistance Payment (HAP) of \$1046 per voucher contract*

HOUSING AUTHORITY OF THE COUNTY OF ALAMEDA
Section 8 Average Contract Rent Report for the Month of: November 2014

City	Number of HAP Contracts	Average Contract Rent	Average HAP Paid by HACA	Average Rent Paid by Family	Average Family-Paid Rent as a Percentage of Average Contract Rent
Albany	28	\$1,346	\$1,011	\$335	25%
Castro Valley	197	\$1,409	\$967	\$442	31%
Dublin	277	\$1,679	\$1,218	\$461	27%
Emeryville	109	\$1,241	\$863	\$378	30%
Fremont	1106	\$1,635	\$1,109	\$526	32%
Hayward	2141	\$1,414	\$998	\$416	29%
Newark	241	\$1,863	\$1,259	\$604	32%
Pleasanton	116	\$1,357	\$959	\$397	29%
San Leandro	1511	\$1,389	\$967	\$422	30%
San Lorenzo	218	\$1,708	\$1,229	\$479	28%
Union City	603	\$1,678	\$1,163	\$515	31%

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

HACA AGENDA ITEM#: 5-6.

DEBT COLLECTIONS

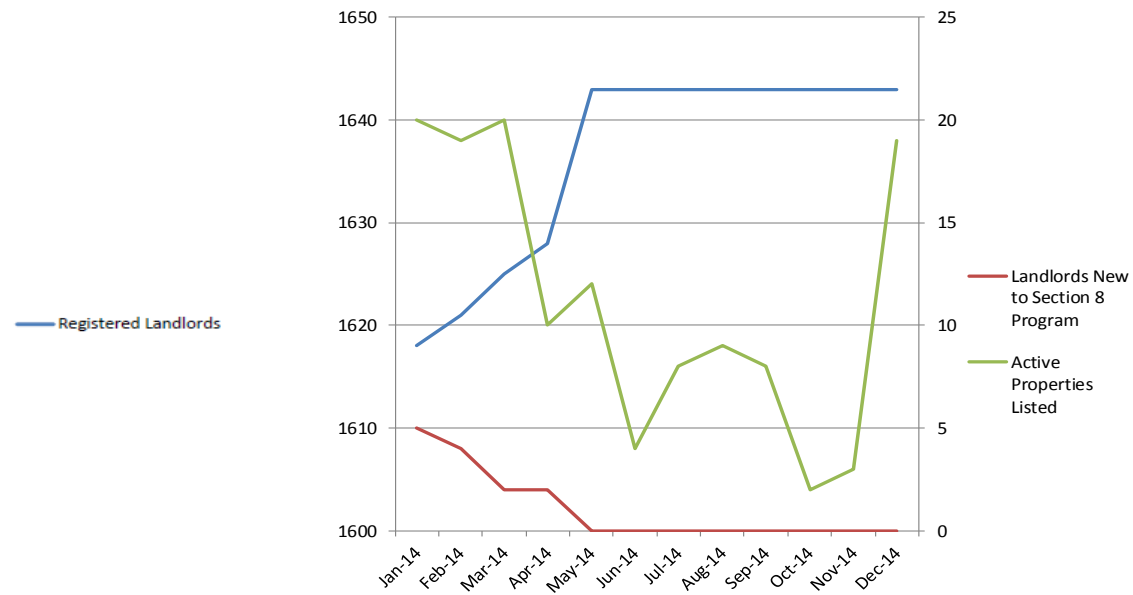
2014-2015
FYE 06/30/15

	JULY	AUGUST	SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER	JANUARY	FEBRUARY	MARCH	APRIL	MAY	JUNE	GRAND
													TOTALS
<i>DAMAGE CLAIMS</i>	\$170.00	\$125.00	\$170.00	\$136.00	\$50.00								\$651.00
<i>FRAUD REPAYMENTS</i>	\$2,820.43	\$3,557.50	\$3,986.71	\$7,315.00	\$3,075.76								\$20,755.40
TOTALS	\$2,990.43	\$3,682.50	\$4,156.71	\$7,451.00	\$3,125.76	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$21,406.40

Landlord Rental Listing Report

Monthly

	1/2/2014	2/3/2014	3/3/2014	4/1/2014	5/1/2014	6/2/2014	7/1/2014	8/1/2014	9/2/2014	10/1/2014	11/3/2014	12/1/2014
Registered Landlords	1618	1621	1625	1628	1643	1643	1643	1643	1643	1643	1643	1643
Landlords New to Section 8 Program	5	4	2	2	0	0	0	0	0	0	0	0
Active Properties Listed	20	19	20	10	12	4	8	9	8	2	3	19





to: Christine Gouig, Executive Director
From: Daniel Taylor, Special Programs Manager
Re: **FSS Program Summary**
CC: Ron Dion, Linda Evans, Phyllis Harrison, Mary Sturges, Eli Isaacs
Date: November 26, 2014

Program Summary	November 2014
Total Clients Under Contract:	155
MDRC:	100
Graduates:	1
Escrow Disbursed:	\$ 10,351.86
Ports In:	0
Ports Out:	1
Terminations:	1
New Contracts:	13

FSS PROGRAM NEWS:

It's Your Time to Shine Event

On Thursday, November 6, 2014, the FSS team held its annual "It's Your Time to Shine" event at the San Leandro Main Library. The evening was hosted by HACA's Executive Director, Christine Gouig. Over 90 FSS participants and their family members attended. The accomplishments of FSS participants and graduates were recognized and HACA's "NAHRO What Home Means to Me" poster contest agency winners were also acknowledged. FSS program graduates encouraged participants to dream big and take advantage of all the program has to offer. Supporters of the FSS program were also acknowledged and we had 7 HACA staff members that generously volunteered their time. The celebration was an uplifting and successful event.

Holiday Baskets

The FSS team partnered with the River of Life Christian Fellowship to distribute food baskets to 19 families, along with grocery gift cards for the holidays. Each participant was exceptionally grateful. River of Life Fellowship informed the FSS team that they received several thank you cards from our FSS participants.

Referrals= Case Management =51



To: Christine Gouig, Executive Director
From: Daniel Taylor, Special Programs Manager
Re: **FSS Program Summary**
CC: Ron Dion, Linda Evans, Phyllis Harrison, Mary Sturges, Eli Isaacs
Date: December 17, 2014

Program Summary	December 2014
Total Clients Under Contract:	158
MDRC:	100
Graduates:	0
Escrow Disbursed:	\$0
Ports In:	1
Ports Out:	0
Terminations:	0
New Contracts:	6

FSS PROGRAM NEWS:

The Giving Connection

The FSS team was able to distribute approximately \$5,000 in grocery gift cards and toys to 109 FSS families, thanks to a grant from the United Methodist Foundation and donations from a HACA Commissioner, a Section 8 landlord, HACA management employees, the Hayward Fire Department and the community. This year, each teenager in the household also received their own Visa gift card. Participants expressed their appreciation and thankfulness to the supporters of the FSS Giving Connection upon picking up a gift card and toy. The families were extremely grateful that the program was able to provide gifts again this year because they are aware of the lack funding due to budget cuts. Some participants even decided to donate gifts instead of receiving one this year.

Referrals= Case Management = 49