



HOUSING COMMISSION AGENDA
Special Meeting: February 19, 2020
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, February 13, 2020 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.

1. CALL TO ORDER / ROLL CALL

2. APPROVAL OF THE MINUTES OF THE JANUARY 8, 2020 MEETING

ACTION

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3. PUBLIC COMMENT - On matters not on the Agenda

4. NEW BUSINESS

4-1. Resolution No. 04-20 Recognizing Robert Ratner for his Outstanding Partnership with the Housing Authority of the County of Alameda

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4-2. Personnel Committee Appointment

ACTION

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4-3. Scholarship Committee Appointments

ACTION

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4-4. Section 8 Administrative Plan amendment re: Foster Youth to Independence (FYI) Initiative

ACTION

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4-5. Procurement Award Information and Section 8 Policies and Procedures Update Project

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4-7. Program Activity Report

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HOUSING COMMISSION AGENDA

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5. COMMITTEE REPORTS

CLOSED SESSION – Pursuant to Government Code §54957(a)
Executive Director Recruitment

6. COMMISSIONER REPORTS

7. COMMUNICATIONS

8. ADJOURNMENT

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MINUTES
January 8, 2020



HOUSING COMMISSION MINUTES

Regular Meeting: January 8, 2020

Time: 8:00 a.m.

HACA Board Room, 22941 Atherton Street, Hayward, California 94541

SUMMARY ACTION MINUTES

1. CALL TO ORDER/ROLL CALL

Call to Order

Chairperson Hannon called the meeting to order at 8:06 a.m.

Roll Call

Present: Cmr. Ballew, Gacoscos, Gerry, Hannon, Kumagai, Lamnin, McQuaid, Olson, Patz and Shao.

Excused: Cmr. Finley

2. ACTION: APPROVAL OF THE MINUTES OF THE DECEMBER 18, 2019 SPECIAL MEETING

Recommendation: Approve the minutes of the December 18, 2019 special meeting as presented.

Motion/Second: Lamnin/Gacoscos.

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

3. PUBLIC COMMENT – *On matters not on the Agenda*

None.

4. NEW BUSINESS

4-1. PRESENTATION: RECOGNIZE MARY STURGES AS HACA’S SHINING STAR FOR JANUARY –JUNE 2020

Christine Gouig, Executive Director, presented the staff report. Ms. Gouig introduced Mary Sturges, a Family Self-Sufficiency (FSS) Coordinator in HACA’s Special Programs Department, as HACA’s Shining Star for January-June 2020. Ms. Gouig read the comments that were submitted by those who nominated Mary. The Commission, staff and public applauded Mary. Mary shared her history with HACA, expressed appreciation to the Commission for the recognition and thanked her co-workers for the award.

Daniel Taylor, Special Programs Manager, praised Mary for her work and stated that Mary is an ideal employee who is dependable, empathetic and kind. Vanessa Kamerschen, FSS Coordinator, expressed her appreciation for Mary’s willingness to help her fellow co-workers and for her positive attitude. Sandra Guy, Communications Committee chairperson, praised Mary and stated that as an FSS coordinator Mary helps to make long-lasting, positive changes in people’s lives and she thanked the Commission for their support of the FSS Program. Chairperson Hannon congratulated Mary on her award and presented her with a certificate.

4-2. RESOLUTION NO.: 01-20: APPROVING A MEMORANDUM OF UNDERSTANDING WITH SEIU LOCAL 1021

Charla Freckmann, Human Resources Manager, presented the staff report. Ms. Freckmann reported that labor contract negotiations between HACA and SEIU Local 1021 have come to a conclusion and that the parties have reached a total tentative agreement for a successor 3-year Memorandum of Understanding (MOU). Ms. Freckmann summarized the substantive changes in the successor MOU related to a cost of living adjustment, the trading of a holiday, and an increase to the employee’s share of health care premiums for newly hired employees. She recommended that the Commission adopt Resolution No. 01-20 approving the successor MOU.

Commission Discussion: Cmr. McQuaid asked if there has been any discussion about changing the name of the Columbus Day holiday to Indigenous Peoples Day. Ms. Freckmann stated that staff is aware that some cities have done that but that it had not been raised in negotiations. Cmr. McQuaid suggested that staff discuss this in the future. Cmr. Shao asked if the successor MOU includes a provision pertaining to the commencement of negotiations. Ms. Freckmann indicated that the new MOU does indicate that parties will commence negotiations at an earlier time and Ms. Gouig pointed out the section and language in the successor MOU. Chairperson Hannon thanked Ms. Freckmann and staff for their work in this process.

Motion/Second: Gerry/Olson.

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

4-3. RESOLUTION NO. 02-20: APPROVING ADJUSTMENT TO SALARY, HEALTH BENEFITS, AND HOLIDAYS FOR NON-MANAGEMENT, NON-BARGAINING UNIT EMPLOYEES

Charla Freckmann presented the staff report. Ms. Freckmann reported that HACA currently has 2 employees in non-management, non-bargaining classifications and that it has been HACA's practice to implement the same terms and conditions for these non-management, non-bargaining classifications as those that were negotiated for the bargaining unit.

Recommendation: Adopt Resolution No. 02-20 approving an adjustment to salary, health benefits and holidays for non-management, non-bargaining unit employees.

Motion/Second: McQuaid/Gerry.

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

4-4. RESOLUTION NO. 03-20: APPROVING REVISIONS TO THE PERSONNEL RULES TO REFLECT CHANGES IN HEALTH CARE BENEFITS AND HOLIDAY TERMS FOR MANAGEMENT EMPLOYEES

Charla Freckmann presented the staff report. Ms. Freckmann reported it has been HACA's practice to implement the same health contribution rates and holiday terms to management employees as those that were negotiated for the bargaining unit. Ms. Freckmann further reported that staff is proposing to amend sections 17.1 and 3.17 of HACA's Personnel Rules in order to reflect the revisions to the health contribution rates for newly hired management employees and the holiday terms for management employees. She recommended that the Commission adopt Resolution No. 03-20 approving these proposed revisions to HACA's Personnel Rules. Ms. Freckmann also stated for the record that a phrase in Section 17.1.2. regarding the applicability of floating holidays for employees hired after April 1 was inadvertently omitted from the redline changes and indicated that the provision is still in place.

Recommendation: Adopt Resolution No. 03-20 approving revisions to the HACA Personnel Rules to reflect changes in health care benefits and holiday terms for management employees.

Commission Discussion: Cmr. Ballew asked if employees who move from a non-management position to a management position are going to be subject to the new health care contribution rates. Ms. Freckmann stated that only newly hired employees from outside HACA will be subject to the new health care rates.

Motion/Second: Gacoscos/McQuaid.

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

4-5. ACTION: ANALYSIS OF IMPEDIMENTS TO FAIR HOUSING – *Public Hearing Required*

Christine Gouig introduced this item. Ms. Gouig provided background information on the Analysis of Impediments (AI) to Fair Housing and the Affirmatively Furthering Fair Housing (AFFH) requirements, explaining that an AFFH was required until the current administration reverted to the former AI. She reported that HACA has been working with Alameda County, the cities and the other housing authorities in the county to develop a regional AI. Oscar Macias, Administrative Analyst, presented the staff report. Mr. Macias reported that the county retained a consultant to develop the AI. He described the AI and summarized the various regional goals. Mr. Macias also summarized HACA’s commitments to implement and support the AI. He described the outreach that staff did to ensure that stakeholders had the opportunity to comment on the AI. He recommended that the Commission conduct a public hearing to accept comments and approve the Analysis of Impediments to Fair Housing.

Recommendation: Conduct a public hearing to accept comments on the Analysis of Impediments to Fair Housing; approve the Analysis of Impediments to Fair Housing and authorize submission to HUD.

Commission Discussion: Cmr. Olson asked if staff has a timeframe for completion of the rehabilitation of the units at HACA’s senior developments in Union City. Ms. Gouig indicated that the project will take about 18 months to complete. Cmr. Lamnin asked if HACA had received any public comments as of January 7th. Mr. Macias indicated that HACA has not received any public comments. Cmr. Lamnin commented on the short amount of time allowed for the Commission to consider comments and approve the AI. Ms. Gouig indicated that the cities and other housing authorities may have received public comments and those have already been incorporated in the draft AI. Cmr. Gacoscos commented on the homeless issue and asked if there were many comments on that topic. Mr. Macias stated that they received a lot of input on the homeless issue via a survey that was conducted. Ms. Gouig indicated that some of HACA’s commitments and the regional goals pertain to homeless issues.

Public Hearing: Chairperson Hannon opened the public hearing at 8:45 a.m. No comments were received. Chairperson Hannon closed the public hearing at 8:46 a.m.

Commission Discussion: Cmr. Lamnin thanked Mr. Macias for his work on the AI. She commented that the Commission did not get a lot of time to review and discuss current initiatives that don’t appear to be working since the demographics haven’t changed. She further commented that initiatives to expand opportunities for homeownership and self-sufficiency should be enhanced. Cmr. Olson and Mr. Macias discussed how the goals were prioritized in the AI. Cmr. Patz commented that it would have been

helpful for the Commission to have had a study session with the consultant to provide input as the Commission on the draft. Cmr. McQuaid commented that some of the regional policies are similar to the EveryOne Home strategic plan. Cmr. Shao commented that he'd like to see that ethnic groups are specifically and accurately described. Cmr. Gerry commented on the conversion of HACA's public housing units to the Project-Based Voucher program and how important it is to maintain these units under this program.

Cmr. Lamnin commented that she will make a motion to approve the AI with the addition of a goal to explore the possibility of expanding homeownership opportunities. Daniel Taylor described HACA's Homeownership Program. Cmr. Ballew suggested that the Commission have a future discussion on homeownership.

Motion: Approve the Analysis of Impediments to Fair Housing with a formal comment from the HACA Housing Commission to add a goal to the AI that explores the possibility of providing opportunities for homeownership.

Motion/Second: Lamnin/Patz.

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

4-6. INFORMATION: PROCUREMENT AWARD

Beverly Brewer, Procurement Manager, reported that staff entered into a contract with Garland/DBS, Inc. in the amount of \$114,432 for roofing services on HACA's six-unit Ocean Avenue project in Emeryville.

Commission Discussion: Cmr. Gerry and Ms. Brewer discussed the type of roof that was installed. Cmr. Shao asked why staff hired a contractor from out-of-state and Ms. Brewer explained that a local roofing company was utilized but that the contract is managed by Garland/DBS, Inc., which is out of state. Cmr. Lamnin commented that the city of Hayward had issues in the past with U.S. Communities Government Purchasing Alliance and recommended that staff use diligence when utilizing this resource.

4-7. INFORMATION: BUDGET STATUS REPORT

Mansoorali Hudda, Finance Director, presented the staff report.

Commission Discussion: Cmr. Lamnin and Mr. Hudda discussed the projections and actuals in the budget.

4-8. INFORMATION: PROGRAM ACTIVITY REPORT

Daniel Taylor presented the staff report. Mr. Taylor reported that the Family Self-Sufficiency (FSS) Program had a very successful holiday gift-giving event and thanked

the Commissioners and staff for their donations.

Commission Discussion: Cmr. Gerry commented on the value of the FSS events. Chairperson Hannon commented that many non-profits are reporting a slight reduction in donations this holiday season. Ms. Gouig discussed HACA’s Admin Fee funding, lease-up and voucher use. She also provided details on HACA’s HQS inspections. Chairperson Hannon asked about the possibility of reporting data on the need for housing that HACA is not able to support due to lack of funding. Ms. Gouig indicated that it would be difficult to estimate the need but stated that she will bring to a future meeting some of the correspondence that staff receives from people who are looking for housing. Chairperson Hannon and Mr. Taylor discussed the 2-1-1 resource. Cmr. Gerry and Ms. Gouig discussed the issuance of vouchers in the future.

5. COMMITTEE REPORTS

None.

6. COMMISSIONER REPORTS

None.

7. COMMUNICATIONS

Ms. Gouig announced that the National Association of Housing and Redevelopment Officials (NAHRO) will be holding its annual Washington Conference on March 27-31. She also indicated that the February Housing Commission meeting falls on Lincoln’s Birthday, which is a holiday for HACA. The Commission agreed to move the meeting date to February 19. Ms. Gouig provided an update on a case involving a Section 8 participant who was renting a unit owned by a relative. She reported that the case has been settled and that all monies owed to HACA were repaid. Ms. Gouig indicated that the deadline for submission of resumes for the Executive Director position is January 10 and that the recruiter said 8 resumes have been received so far.

8. ADJOURNMENT

There being no further business to discuss, Chairperson Hannon wished all in attendance happy holidays and adjourned the meeting at 9:36 a.m.

Respectfully submitted,

Melissa Taesali
Executive Assistant/Housing Commission Clerk

Christine Gouig
Executive Director/Housing Commission Secretary

Approved:

Michael Hannon
Housing Commission Chairperson

NEW BUSINESS

February 19, 2020

HOUSING AUTHORITY OF THE COUNTY OF ALAMEDA

AGENDA STATEMENT

Meeting Date: February 19 , 2020

Subject: Resolution Recognizing Robert Ratner for his Outstanding Partnership with HACA

Exhibits Attached: Resolution No. 04-20

Recommendation: Adopt Resolution No. 04-20 recognizing Robert Ratner

BACKGROUND

Robert Ratner is the Housing Services Director at the Alameda County Behavioral Health Care Services (BHCS) agency. HACA staff began working with Robert when he approached HACA in 2010 about a pilot program to provide housing subsidies to persons who receive support services as a result of long-term mental illness. That program, known as CHOICES, was the first of several programs created as a result of the HACA/BHCS partnership.

Over the years, Robert has been instrumental in developing strategies and fine-tuning the HACA/BHCS MOU to add programs that expand the housing opportunities for households impacted by serious health issues. These include the Mental Health Services Act (MHSA) and Health Care Services Agency (HCSA) Flexible Housing Subsidy Program (FHSP). These programs serve applicants from Alameda County's EveryOne Home-Home Stretch registry of literally homeless and disabled individuals.

DISCUSSION

Robert is an actively involved partner who utilizes his network of resources to get these programs off the ground. He was instrumental in the implementation of HACA's Mainstream Voucher program and continues to support HACA by connecting Mainstream Voucher applicants to service providers that assist them with finding landlords that will participate in the program. Most recently, Robert played a key role in the establishment of our new Foster Youth to Independence Initiative (FYI) program. This program requires that we obtain referrals from the county's Social Services Department. Initially, Social Services did not have any referrals for

HACA AGENDA ITEM NO.: 4-1.

HACA because their foster youth were in programs that Social Services believed to be more advantageous to these youth than the FYI program. Robert quickly stepped in and reached out to non-profit organizations in Alameda County because he was aware of the need in the county to house young adults aging out of the foster care system. Consequently, HACA now has more referrals for the FYI program than the 25 that HUD will fund and this simply would not have happened without Robert.

Robert is passionate about reducing Alameda County's homeless population. He is a hardworking, empathetic leader with the vision to solve problems. He is an effective communicator that works well with every agency he partners with. Staff recommends that your Commission adopt the resolution recognizing Robert Ratner.

HOUSING AUTHORITY OF THE COUNTY OF ALAMEDA

RESOLUTION NO. 04-20

RECOGNIZING ROBERT RATNER FOR HIS EXTRAORDINARY COMMITMENT AND DEDICATION TO PROVIDING HOUSING OPPORTUNITIES FOR ALAMEDA COUNTY'S MOST VULNERABLE POPULATIONS

WHEREAS, the Housing Authority of the County of Alameda ("HACA") administers a number of programs that provide rental housing assistance and other related services to very low-income households including families, seniors, former foster youth, persons with disabilities and veterans; and

WHEREAS, in 2010, Robert Ratner, Housing Director for Alameda County Behavioral Health Care Services ("BHCS"), approached HACA to establish a pilot program called CHOICES that would provide rental housing subsidies to persons who receive support services as a result of long-term mental illness; and

WHEREAS, over the years, Robert has been instrumental in working with HACA to develop other innovative programs and expand housing opportunities for households impacted by serious health issues, including the Mental Health Services Act (MHSA) Program and Health Care Services Agency (HCSA) Flexible Housing Subsidy Program (FHSP); and

WHEREAS, Robert continues to be an actively involved and engaged HACA partner who utilizes his network of resources to ensure that these complex programs have a successful start; and

WHEREAS, Robert was instrumental in the implementation of HACA's Mainstream Voucher program and continues to support HACA by connecting Mainstream Voucher applicants to service providers that assist them with finding landlords that will participate in the program; and

WHEREAS, Robert played a key role in the establishment of HACA's new Foster Youth to Independence Initiative (FYI), reaching out to non-profit organizations in Alameda County for referrals because he was aware of the need in the county to house young adults aging out of the foster care system; and

WHEREAS, HACA would like to recognize Robert for his excellent partnership, leadership and vision;

Housing Authority of the County of Alameda
Resolution No. 04-20: Recognizing Robert Ratner for His Extraordinary Commitment and Dedication to Providing
Housing Opportunities for Alameda County’s Most Vulnerable Populations
February 19, 2020
Page 2

NOW, THEREFORE, BE IT RESOLVED, that the Housing Commissioners and staff of the Housing Authority of the County of Alameda honor, express their appreciation and recognize Robert Ratner for his outstanding dedication and commitment to providing housing opportunities for Alameda County’s most vulnerable populations.

PASSED, APPROVED, AND ADOPTED by the Housing Commissioners of the Housing Authority of the County of Alameda on this 19th day of February 2020 by the following vote:

AYES:

NOES:

ABSTAIN:

EXCUSED:

ABSENT:

Attest:

Christine Gouig
Executive Director/Housing Commission Secretary

Michael Hannon
Housing Commission Chairperson

Adopted: _____

HOUSING AUTHORITY OF THE COUNTY OF ALAMEDA

AGENDA STATEMENT

Meeting: February 19, 2020

Subject: Personnel Committee Appointment

Exhibits Attached: None

Recommendation: Appoint Commissioner Arne Olson to the Personnel Committee

BACKGROUND

The Housing Authority’s by-laws provide for a four-person Personnel Committee to assist the Commission in various Housing Authority personnel actions designated within the scope of the Housing Authority’s Personnel Rules. The following Commissioners are currently members of the Personnel Committee:

- Pete Ballew (San Leandro)
- Mark Gerry (unincorporated area)
- Mike Hannon (Newark)

At your January meeting staff announced that Helen Buckholz’s term as the Commission’s Senior Tenant Commissioner had expired at the end of December and that Ms. Buckholz did not seek reappointment to the Housing Commission as she has moved out of Alameda County. Staff reported that Helen was a member of the Personnel Committee and that her departure created a vacancy on the Committee. After a brief discussion, Commissioner Arne Olson (Pleasanton) volunteered to serve on the Personnel Committee and staff indicated that the appointment of Commissioner Olson would be brought to your Commission in February for final approval.

HOUSING AUTHORITY OF THE COUNTY OF ALAMEDA

AGENDA STATEMENT

Meeting: February 19, 2020

Subject: Scholarship Committee Appointments

Exhibits Attached: None

Recommendation: Appoint Committee Members

DISCUSSION

Every year, the HACA Scholarship Program provides an opportunity for participants of the Family Self-Sufficiency (FSS) program and for tenants of HACA’s instrumentality, Preserving Alameda County Housing, Inc. (PACH), to apply for a scholarship that can be used to pay eligible expenses related to their education. The budget allocates \$17,500 for scholarships, \$2,500 of which is for the Don Biddle Memorial Scholarship established by your Commission in March 2018.

Your Commission needs to appoint a Scholarship Committee for 2020 to work with staff on reviewing this year’s scholarship applications and making award recommendations to the Commission for final approval. Commissioners Buckholz, Gacoscos, Kumagai, McQuaid and Patz served on last years’ Committee and may serve again if they so choose or new members may be appointed. The Scholarship Committee usually has one meeting via telephone, although there is quite a lot of reading involved as the Committee must review all applications that are submitted.

HOUSING AUTHORITY OF THE COUNTY OF ALAMEDA

AGENDA STATEMENT

Meeting: February 19, 2020

Subject: Foster Youth to Independence (FYI) Initiative Update and
Section 8 Administrative Plan Policy Revision

Exhibits Attached: None

Recommendation: Receive Report and Approve Proposed Policy Revision

BACKGROUND

The U.S. Department of Housing and Urban Development (HUD) has a Family Unification Program (FUP) that serves two types of families: 1) families for whom the lack of adequate housing is a primary factor in the imminent placement of the family's child(ren) into foster care or discharging the child(ren) to the family from foster care, and 2) for a period not to exceed 36 months, otherwise eligible youth who are between the ages of 18 and 24 and who have left foster care, or will leave foster care within 90 days, and are homeless or are at risk of becoming homeless at age 16 or older.

The FUP program is presently administered by only 280 housing authorities nationwide and competitive demand for limited FUP resources means this form of assistance is not available in all communities. Further, the FUP program assists both FUP-eligible families and FUP-eligible youth, with approximately 95 percent of current FUP participants being FUP-eligible families, leaving FUP-eligible youth underserved. To address these issues, HUD is providing tenant protection vouchers for FUP-eligible youth to those housing authorities who do not currently have a FUP program. HUD is calling this targeted allocation of funds the *Foster Youth to Independence (FYI)* initiative. Housing authorities are limited to applying for up to 25 FYI vouchers, depending on funding availability.

HUD's intent with this initiative is to invest in local, cross-system collaborative efforts to prevent and end homelessness among youth with a current or prior history of child welfare involvement. Housing authorities must partner with their local Public Child Welfare Agency to receive referrals of FYI-eligible youth and the FYI-eligible youth must be offered supportive services for the entire life of their Voucher, which is capped at 36 months.

DISCUSSION and ANALYSIS

HACA has partnered with Alameda County’s Department of Children and Family Services (CFS) to receive referrals of FYI-eligible youth. Many of the county’s FYI-eligible youth already receive supportive services and rental assistance through the age of 24 so we needed another source of FYI-eligible youth to serve through the FYI program. Robert Ratner, Housing Services Director of the Alameda County Behavioral Health Care Services Agency, assisted with outreach to agencies and non-profit organizations to locate FYI-eligible youth not already being served by Alameda County CFS.

Staff has received over 90 referrals of eligible youth from CFS. We have already applied to HUD for the maximum 25 FYI vouchers and told the remaining youth that their referrals will be held in the event any of the youth for whom we requested vouchers fall out of the process or we receive additional FYI funding.

We have received funding for our first three FYI-eligible youth and gave them their vouchers on Thursday, February 13.

Also, on February 13, staff is scheduled to meet with the HUD Assistant Secretary for Public and Indian Housing, Hunter Kurtz, regarding HACA’s FYI program. The San Francisco HUD Field Office asked us to host Assistant Secretary Kurtz as he was going to be in California and the Bay Area for several meetings. He will have the opportunity to meet some of our FYI program participants and our partners at this meeting, which we will report on at your Commission meeting on February 19. Staff intends to ask Assistant Secretary Kurtz for additional vouchers beyond the 25 voucher maximum.

Finally, because FUP-eligible youth who receive an FYI voucher can only utilize the voucher for 36 months, staff recommends that HACA provide Section 8 Housing Choice Vouchers for these youth after the 36 month period expires, depending on resource availability. While some FUP-eligible youth may only need housing assistance for 36 months while they receive job training, attend school, etc., others will likely need housing assistance longer term for various reasons including, but not limited to, a disability that interferes with their ability to live independently, continuing to work through emotional issues as they mature, needing additional time to complete their education and obtain a decent-paying job, etc. The proposed changes to the Admin Plan are shown in red and are as follows; only changed pages are included:

CHAPTER 4 – APPLICATIONS, WAITING LIST AND TENANT SELECTION

Section 4-III.C.: SELECTION METHOD-Local Preferences (pages 4-16 and 4-21)

Preference language is added on page 4-16 to serve participants in HACA’s FYI program who are nearing the end of their participation in the FYI program in order to avoid homelessness or excessive rent burden.

Language is added on page 4-21 to indicate the order in which applicants will be assisted on the waiting list.

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.
- FYI to Voucher (40 points): Participants in HACA’s Foster Youth to Independence (FYI) program who are nearing the end of their participation in FYI and have requested to receive a Housing Choice Voucher in order to avoid homelessness or excessive rent burden.
- Homeless (20 points): Individual applicants or applicant families that verifiably lack housing, including one whose primary residence during the night is a

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:

Prior to assisting applicants on the waiting list, HACA will assist VAWA Emergency Transfers (see Exhibit 16-3), followed by *Non-VAWA Emergency Transfers* (as set forth in the *Glossary*).

1. Applicants for Targeted Funding as set forth in Section 4-III.B above
2. Shortfall Terminated families
3. Shortfall Recalled families
- 3-4. FYI to Voucher families whose FYI participation will soon end
- 4-5. CHOICES, FACT or MHSA Program Graduates

Prior to assisting further applicants on the waiting list, HACA will assist the remaining Project-Based Voucher holders who have priority to receive the next available opportunity for continued tenant-based assistance as outlined in Section 17VII.C.

- 5-6. 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)

HOUSING AUTHORITY OF THE COUNTY OF ALAMEDA

AGENDA STATEMENT

Meeting: February 19, 2020

Subject:	Procurement Award Information and Section 8 Policies and Procedures Update Project
Exhibits Attached:	Presentation slides
Recommendation:	Receive presentation
Financial Statement:	\$35,000 from Contract/Consultant Services

BACKGROUND

The Housing Authority’s Procurement Policy requires that procurement actions valued between \$25,000 and \$250,000 be brought to your Housing Commission as an information item.

In reviewing its Section 8 program procedures, staff determined that we needed a qualified consultant, with current expertise in Section 8 regulations and practices, to assist with updating our Section 8 housing program policies and procedures. Rather than issuing a Request for Proposals and undertaking a full procurement, staff entered into an Intergovernmental Agreement with the Livermore Housing Authority (LHA) to use the contractor that LHA had procured for this purpose. This practice is encouraged by HUD as a streamlining method and is included in HACA’s Procurement Policy.

HACA entered into a contract with Nan McKay & Associates (NMA) in July 2019 for a one-year term for a total amount of \$35,000. NMA will perform work for HACA based on an hourly fee of \$150 and a fee of \$2,784 for travel and arrangements for onsite visits.

This information item was inadvertently omitted from previous Housing Commission agendas due to the Housing Programs Manager’s four-month maternity leave beginning in August 2019.

DISCUSSION AND ANALYSIS

Staff has prepared a presentation on this item. In this presentation, your Commission will get an overview of the project to update HACA’s Section 8 Housing Program Policies and Procedures.

This is for your information only; no Commission action is required.



The slide features a green background with a faint geometric pattern. In the top right corner, there is a dark grey box containing the HACA logo and the text "Housing Authority of the County of Alameda". Below this, the main title "Project Overview: Updating Section 8 Program Policies and Procedures" is displayed in a bold, green font.

HACA
Housing Authority of the
County of Alameda

**Project
Overview:
Updating
Section 8
Program
Policies and
Procedures**



The slide has a white background with a green border. A small dark grey box in the top right corner contains the number "2". The title "Project Goals" is centered in a bold, green font. Below the title, a list of goals is presented, each preceded by a green diamond symbol.

2

Project Goals

- ❖ Review Section 8 housing program policies and procedures to ensure:
 - ❖ **Compliance** with HUD program regulations
 - ❖ **Consistency** in administration of programs and procedures for both participants and owners
 - ❖ **Efficiency** in operations

3

Project Scope

- Includes both tenant-based and special programs
- Provide updated program-specific training to staff
- Review/Update HCV Administrative Plan, as required

4

Project Scope (continued)

- Evaluate/Update procedures in 3 key areas:
 - Eligibility functions
 - Housing Specialist functions
 - Other program and administrative functions
- Update program forms and standard correspondence

5

Nan McKay & Associates Contract

- Onsite work:
 - Facilitate staff discussion and evaluation of current policies and procedures
 - Conduct file review and observe staff processes
 - Review relevant forms/documents
- Remote work:
 - Review Section 8 Admin Plan
 - Prepare draft procedures after onsite visits
 - Edit forms
 - Respond to management's questions

6

Progress to Date

- Completed onsite visits/draft procedures:
 - Phase 1: Eligibility Functions
 - Phase 2: Housing Specialist Functions
- Completed Administrative Plan review
- Initiated review of Phase 1 and 2 Forms/Standard Correspondence
- Contract expenses to date: \$29,322 (includes upcoming Phase 3 in March 2020)

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Next Steps

- Internal work to finalize draft procedures for Phases 1 and 2
- Phase 3 onsite visit (March 2020)
- Proposed Administrative Plan revisions, as required (initial revisions for March or April Commission meeting)
- Ongoing revisions of relevant forms/standard correspondence
- Implementation timeline (phased)

8

Questions?

BUDGET STATUS **REPORT**

Housing Authority of the County of Alameda
HOUSING CHOICE VOUCHER
Administrative Budget Status Report FYE June 30, 2020
December 2019

FY 2020 - HCV OPERATING BUDGET	Budgeted @ 12/31/2019	Actual @ 12/31/2019	OVER (UNDER)	PROJECTED 6/30/2020	SCH. NO.	2019 BUDGET	2020 BUDGET	DIFFERENCE
INCOME								
Investment Income	21	8	(12)	17	A1	500	42	(459)
Misc. Income	163,759	137,260	(26,500)	274,519	A1	327,518	327,518	0
Grant Income	0	0	0	0				0
Administrative Fee Income	3,703,344	3,571,518	(131,826)	7,143,036	A	6,946,058	7,406,688	460,630
TOTAL INCOME	3,867,124	3,708,786	(158,338)	7,417,572		7,274,076	7,734,248	460,172
EXPENSES								
Administration								
Salaries	(1,997,566)	(1,907,641)	89,925	(3,995,132)	B-1& 2	(3,969,090)	(3,995,132)	(26,042)
Other Admin.	(892,097)	(780,177)	111,920	(1,767,270)	C-1&2	(1,695,551)	(1,784,194)	(88,643)
Total	(2,889,663)	(2,687,817)	201,846	(5,762,402)		(5,664,641)	(5,779,327)	(114,685)
General								
Insurance	(92,185)	(52,791)	39,394	(105,582)	E	(224,511)	(184,369)	40,142
Employee Benefits	(1,158,588)	(1,080,998)	77,590	(2,317,177)		(2,262,381)	(2,317,177)	(54,795)
Miscellaneous	0	0	0	0		0	0	0
Total	(1,250,773)	(1,133,789)	116,984	(2,422,759)		(2,486,893)	(2,501,546)	(14,653)
Total Routine Expenses	(4,140,436)	(3,821,607)	318,830	(8,185,161)		(8,151,534)	(8,280,873)	(129,339)
Capital Expenditures	0	0	0	0	D2	0	0	0
TOTAL EXPENSES	(4,140,436)	(3,821,607)	318,830	(8,185,161)		(8,151,534)	(8,280,873)	(129,339)
Income (Deficit)						(877,458)	(546,625)	
NET INCOME (DEFICIT)	(273,313)	(112,821)	160,492	(767,589)		(877,458)	(546,625)	330,833

Unrestricted Net Position @ 6/30/18
 Projected Income (Deficit) @ 6/30/19
 Budgeted Income (Deficit) FYE 6/30/20
 Projected Unrestricted Net Position @ 6/30/20

856,404
 (647,168)
 (546,625)
(337,389)

PROGRAM ACTIVITY **REPORT**

HOUSING AUTHORITY OF THE COUNTY OF ALAMEDA

AGENDA STATEMENT

Meeting: February 19, 2020

Subject: Programs Activity Report

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

Recommendation: Receive Report

SECTION 8 HOUSING CHOICE VOUCHERS (HCV)

- **Lease-Up:** As of February 1, 2020, the Section 8 HCV program had 6,033 units under contract. This number includes HACA vouchers and portability clients for which we are being billed by the receiving housing authority, but excludes portability clients for which we are billing the initial housing authority.
- **HCV Program Utilization:** As of February 1, 2020, the average HAP subsidy was \$1,676 and the average tenant-paid rent portion was \$570 for an average Contract Rent of \$2,247. These amounts include HACA vouchers, but do not include incoming and outgoing portability clients.
 - ❖ As of February 1, 2020, HACA had 157 outgoing billed portability contracts (i.e., HACA voucher holders who are housed in another housing authority's jurisdiction).
 - ❖ As of February 1, 2020, HACA billed other housing authorities for 464 incoming portability contracts.
 - ❖ As of February 1, 2020, 224 of PACH's 230 project-based voucher (PBV) units are leased. Two units at Nidus Court are being held vacant to be used as temporary living units for tenants while we remodel their units at the property (a total of 25 units will be remodeled). 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 Reports:** Copies of the Contract Reports are attached. The Section 8 Contract and HAP Report includes HACA certificates, HACA vouchers and portability clients for which we are billing the initial housing authority. The Section 8 Average Contract Rent Report includes HACA vouchers and portability clients for which we are billing the initial housing authority.
- **Landlord Rental Listings:** As of January 2, 2020, there were 58 active properties listed.

HOUSING AUTHORITY OF THE COUNTY OF ALAMEDA
Section 8 Contract and HAP Report for the Month of January 2020

City	Certificates		Vouchers		JANUARY 2020 TOTAL		JANUARY 2019	JANUARY 2018
	Number	HAP*	Number	HAP**	Number	HAP		
		based on avg \$1,885		based on avg \$1,688				
Albany	0	\$0	13	\$21,944	13	\$21,944	15	21
Castro Valley	4	\$7,540	212	\$357,856	216	\$365,396	224	211
Dublin	3	\$5,655	392	\$661,696	395	\$667,351	402	395
Emeryville	6	\$11,310	141	\$238,008	147	\$249,318	150	155
Fremont	19	\$35,815	1,063	\$1,794,344	1,082	\$1,830,159	1,057	1,059
Hayward	47	\$88,595	1,870	\$3,156,560	1,917	\$3,245,155	1,957	1,974
Newark	6	\$11,310	227	\$383,176	233	\$394,486	215	206
Pleasanton	4	\$7,540	217	\$366,296	221	\$373,836	216	197
San Leandro	13	\$24,505	1,327	\$2,239,976	1,340	\$2,264,481	1,331	1,345
San Lorenzo	3	\$5,655	184	\$310,592	187	\$316,247	194	201
Union City	5	\$9,425	691	\$1,166,408	696	\$1,175,833	714	733
TOTALS	110	207,350	6,337	10,696,856	6,447	10,904,206	6,475	6,542

* Based on an average January Housing Assistance Payment (HAP) of \$1,885 per certificate contract

**Based on an average January Housing Assistance Payment (HAP) of \$1,688 per voucher contract

HOUSING AUTHORITY OF THE COUNTY OF ALAMEDA
Section 8 Average Contract Rent Report for the Month of January 2020

City	Number of HAP Contracts (HCV Only)	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	13	\$1,758	\$1,331	\$427	24%
Castro Valley	212	\$2,281	\$1,755	\$526	23%
Dublin	392	\$2,210	\$1,704	\$506	23%
Emeryville	141	\$1,790	\$1,252	\$538	30%
Fremont	1,063	\$2,410	\$1,840	\$569	24%
Hayward	1,870	\$2,165	\$1,608	\$557	26%
Newark	227	\$2,587	\$1,877	\$710	27%
Pleasanton	217	\$1,967	\$1,558	\$409	21%
San Leandro	1,327	\$2,183	\$1,632	\$551	25%
San Lorenzo	184	\$2,463	\$1,755	\$708	29%
Union City	691	\$2,432	\$1,811	\$621	26%

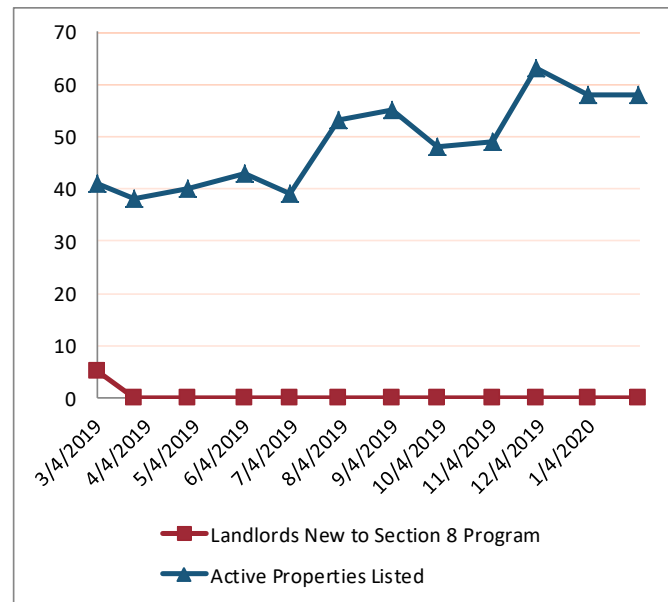
*Some rents may vary by \$1 due to rounding

This report includes HACA vouchers and portability clients for which we are billing the initial housing authority.

Landlord Rental Listing Report

Monthly

	3/4/2019	3/27/2019	4/29/2019	6/3/2019	7/1/2019	8/1/2019	9/3/2019	10/1/2019	11/4/2019	12/1/2019	1/2/2020	2/3/2020
Landlords New to Section 8 Program	5	0	0	0	0	0	0	0	0	0	0	0
Active Properties Listed	41	38	40	43	39	53	55	48	49	63	58	58



Landlords New to Section 8 Program data is currently unavailable. We hope to be able to report on this again in the future.



To: Christine Gouig, Executive Director
From: Daniel Taylor, Special Programs Manager
Re: FSS Program Summary
CC: Linda Evans, Phyllis Harrison, Mary Sturges, Vannessa Kamerschen
Date: February 3, 2020

Program Summary	January 2020
Total Clients Under Contract:	197
MDRC:	100
Graduates:	0
Escrow Disbursed:	\$0
Ports In:	0
Ports Out:	0
Terminations:	4
New Contracts:	3

FSS PROGRAM NEWS:

At A Glance - 2019 FSS Program Outcomes

The FSS team provided employment and social services information and referrals to approximately 223 households in 2019. Listed below are program outcomes for the year:

- 47 people enrolled into FSS and signed a Contract of Participation.
- 14 participants successfully graduated from the FSS program.
- \$254,653.67 in escrow account funds were disbursed to FSS graduates.
- 55 participants earned promotions at their job or secured a new job.
- 3 participants earned an Associate of Arts degree.
- 1 participant earned an Associate of Science degree.
- 1 participant obtained a Child Care License.
- 1 participant obtained a Project Management Certification.
- 1 participant obtained a Tax Preparer Certification.
- 2 participants obtained a Certified Nursing Assistant Certification.
- 1 participant obtained a Business License.
- 2 participants obtained a Real Estate License.
- 1 participant purchased a home and relinquished their Housing Choice Voucher.

Case Management Referrals = 14
Job Referrals = 8