



## **HOUSING COMMISSION AGENDA Regular Meeting: October 13, 2010**

Time: 8:00 a.m.

HACA Board Room, 22941 Atherton Street, Hayward, CA 94541-6633

*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 Housing Commission Secretary of the Housing Authority of the County of Alameda has, on Thursday, October 7, 2010, 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.*

	<b><u>PAGE</u></b>
<b>1. CALL TO ORDER / ROLL CALL</b>	
<b>2. APPROVAL OF MINUTES OF THE September 8, 2010 MEETING</b>	<b>2</b>
<b>3. PUBLIC COMMENT</b> On matters not on the Agenda	
<b>4. NEW BUSINESS</b>	
4-1. Employee of the Quarter	<b>PRESENTATION 7</b>
4-2. Resolution Approving Disposition Application – Nidus Court & Dyer Street Public Housing Developments	<b>ACTION 8</b>
4-3. Northern California Community Housing Services - Amended and Restated Articles of Incorporation and By-Laws	<b>ACTION 12</b>
4-4. Approval of Benefit Payment Standards	<b>ACTION 15</b>
4-5. Budget Status Reports	<b>INFORMATION 17</b>
4-6. Program Activity Reports	<b>INFORMATION 20</b>
<b>5. COMMITTEE REPORTS</b>	
<b>6. COMMISSIONER REPORTS</b>	
<b>7. COMMUNICATIONS</b>	
<b>8. ADJOURNMENT</b>	

**MINUTES**  
**September 8, 2010**



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**HOUSING COMMISSION REGULAR MEETING  
September 8, 2010, 8:00 A.M.  
HACA BOARD ROOM**

**SUMMARY ACTION MINUTES**

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

**Call to Order**

Chairperson Steiner called the meeting to order at 8:04 a.m.

**Roll Call**

Present: Cmr. Atkin, Cashmere, Dutra-  
Vernaci, Gerry, Haddock, Lockhart,  
Natarajan, Reed, and Steiner

Excused: Cmr. Medina

Entered after Roll Call: None

**2. APPROVAL OF MINUTES OF THE July 28, 2010 SPECIAL MEETING**

Recommendation: Approve the minutes as presented.

Motion/Second: Lockhart/Dutra-Vernaci.

9 Ayes; 1 Excused: Medina

**APPROVED AS RECOMMENDED.**

**3. PUBLIC COMMENT**

A member of the public asked the Commission to dedicate this meeting to Navdeep Barn, a HACA employee who had passed away. Chairperson Steiner, on behalf of the Commission, conveyed the Commission's condolences to those who knew and loved Navdeep.

**4. NEW BUSINESS**

**4-1. RESOLUTION APPROVING THE PUBLIC HOUSING ASSESSMENT SYSTEM (PHAS): MANAGEMENT ASSESSMENT SUBSYSTEM (MASS)**

Recommendation: Adopt a resolution authorizing submission of the MASS Certification.

Motion/Second: Haddock/Atkin.

9 Ayes; 1 Excused: Medina

**APPROVED AS RECOMMENDED.**

Commission Discussion:

Cmr. Gerry volunteered his assistance to staff regarding turnover. Cmr. Natarajan questioned the vacancy loss costs and Cmr. Cashmere inquired as to who did the turnaround painting. Ron Dion, Deputy Director for Programs, responded to the questions.

Chairperson Steiner informally introduced Marvin Peixoto, the new Commissioner from the City of Hayward, who will be on the Commission starting at the October meeting.

#### **4-2. INFORMATION: PUBLIC HOUSING CONVERSION REPORT**

Report received.

Comr. Atkin thanked staff for this report, and asked about filling the two outside director positions. Mr. Dion stated that this matter will be on the agenda for the October meeting. Chairperson Steiner asked if the vouchers had to temporarily come out of our existing voucher pool and Mr. Dion explained they do not. Comr. Cashmere questioned the logistics of the project based vouchers, and whether the current waiting list is impacted. Mr. Dion stated that it's a complex process but receiving the vouchers from HUD doesn't impact the waiting list.

#### **4-3. INFORMATION: QUARTERLY INVESTMENT PORTFOLIO – QUARTER ENDING SEPTEMBER 30, 2010**

Report received.

#### **4-4. INFORMATION: QUARTERLY BUDGET STATUS REPORTS – QUARTER ENDING JUNE 30, 2010**

Report received.

Comr. Steiner inquired whether the vacant Housing Authority office building on Mission Boulevard could be used while we relocate temporarily during the office remodel. Mr. Dion stated that there are two strategies: we can use it for temporary relocation along with another building or try to rent it.

#### **4-5 INFORMATION: PROGRAM ACTIVITY REPORTS**

Report received.

#### **5. COMMITTEE REPORTS**

None.

#### **6. COMMISSIONER REPORTS**

Comr. Reed reported on the Resource Fair and thanked the FSS Department for their hard work. Phyllis Harrison, FSS Coordinator, spoke about the Fair and the children's poster contest. Chairperson Steiner thanked the FSS Department and stated that there should be more stories regarding the FSS Program's successes in the local newspaper.

Comr. Lockhart reported on the denial of low income housing tax credits for the Arroyo Vista project and that the next competition round is next year.

Comr. Natarajan announced that today is Morgan's 30<sup>th</sup> birthday and the Commission sang Happy Birthday to her.

Comr. Steiner reported that Pleasanton received a good response to its plan to re-develop Kottinger Place Public Housing and combine it with Pleasanton Gardens but everything has been placed on hold until after the mayoral election because one of the candidates is adamantly opposed to any re-development of the projects.

Comr. Dutra-Vernaci mentioned that she is being termed out in November but believes that the Mayor will let her continue as Commissioner.

#### **7. COMMUNICATIONS**

Mr. Dion reported on the National NAHRO Conference to be held in Reno October 30<sup>th</sup>-November 2<sup>nd</sup> and asked the next Commissioners on the conference list if they were interested in attending.

Mr. Dion reported the status of Comr. Medina and offered his contact information to the Commission.

**11. ADJOURNMENT**

There being no further business, Chairperson Steiner adjourned the meeting in honor of Navdeep Barn at 9:00 a.m.

Respectfully submitted,

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Morgan Saridakis  
Executive Assistant

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Christine Gouig  
Executive Director/Secretary

Approved:

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Christine Steiner  
Commission Chairperson

# **NEW BUSINESS**

**September 8, 2010**

# **HOUSING AUTHORITY OF ALAMEDA COUNTY**

## **AGENDA STATEMENT**

Meeting: October 13, 2010

Subject: Employee of the Quarter

Exhibits Attached: None

Recommendation: Recognize Tonya Edmond as Employee of the Quarter

Financial Statement: None

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### **BACKGROUND**

In 2006 the Housing Authority created a Communications Committee composed of staff from all departments. One of the first goals of the committee was to acknowledge exceptional individual contributions of HACA employees. To accomplish this, the Committee created an "Employee of the Quarter" program.

Nominations for the quarter October through December 2010 were received and a sub-committee reviewed them and selected Tonya Edmond. The Committee announced Tonya's selection at an All-Staff meeting held on October 5.

Tonya began work with HACA as an Admin Clerk in May 2003 and was promoted to Eligibility Technician in March 2006. Tonya works in the Housing Assistance and Family Services Department; her supervisor is Sharon DeCray.

Tonya was nominated by several employees for her outstanding work ethic. Some of the comments received include the following:

"Tonya has demonstrated ability to be a team leader" in her department and "is considered a leader among ET's in both the HAFS and HAHMS departments."

"Tonya is the "go to person" for the ET's in training-- demonstrates how to manage their work flow, to help maximize their productivity."

"Tonya asked to take on the responsibility of adding to her work load the older recertification cases that have been sitting during the transition, while still managing to stay current with her own."

Tonya is an asset to the Housing Authority and the Communications Committee is pleased to recognize her hard work and dedication.

Employees of the Quarter receive acknowledgement at All-Staff meeting and Commission meeting, one day off, a designated parking space for the quarter, and a car wash. In addition, their photo is displayed on a plaque in the lobby.

# **HOUSING AUTHORITY OF THE COUNTY OF ALAMEDA**

## **AGENDA STATEMENT**

Meeting: October 13, 2010

Subject: Disposition Application – Nidus Court & Dyer Street Public Housing Developments

Exhibits Attached: Resolution 14-10

Recommendation: Adopt Resolution 14-10 Approving and Authorizing Submittal of the Disposition Application to HUD

Financial Statement: None

### **BACKGROUND**

On a number of occasions in recent fiscal years, staff has brought the challenging Public Housing Program structural income deficit to your Commission's attention. In a nutshell, the combination of tenant rents and income from HUD Operating Subsidy and the Capital Fund Program is inadequate to fund annual operations and maintenance, inadequate for the long-term preservation of HACA's Public Housing assets, and inadequate to establish a prudent operating reserve. As a result, HACA and other housing authorities across the nation have had great difficulty operating their Public Housing Programs in the black. In HACA's case, Public Housing Program Fiscal Years 2002, 2006, 2007, 2008, 2009, and 2010 all have ended in deficits and reserves are rapidly dwindling as they are used to fund the deficits.

Starting in 2005, HUD decreased the Operating Subsidy funding to below 90% of the formula entitlement, generally funding about 85%. It is staff's assessment that there is little likelihood of increased rental revenue from Public Housing tenants or increased funding from HUD under the Operating Subsidy formula or the Capital Fund Program formula. The combination of these factors strongly constrains HACA's ability to responsibly operate and preserve its Public Housing Program without deficits.

Your Commission has concurred that the most responsible approach for insuring sound operation of the units now and for the long-term is to convert them, in an orderly process, from the Public Housing Program to the more soundly structured and financed Section 8 Project-Based Voucher program. That process began last year with the submission to HUD of an application to dispose of all 58 of HACA's scattered-site units, all located in Union City. HACA is led to believe that HUD will soon notify us that the application has been approved.

The next phase of the conversion process is for HACA to submit a disposition application to HUD's Special Applications Center (SAC) in Chicago for the Nidus and Dyer developments in Union City. Each development consists of 50 units housing elderly and disabled tenants. (Total: 100 units).



## **DISCUSSION and ANALYSIS**

The units included in this application have contributed to the on-going deficits. Further, HACA's annual Public Housing Program deficits have been incurred at a level of operation that, necessarily, has underfunded maintenance, leading to growing deferred maintenance that undermines the units' long-term preservation.

By contrast, the reasonable rents that staff projects it will be able to realize through conversion to the Section 8 Project-Based Voucher program are anticipated to fund ongoing operations and maintenance at a level sufficient to preserve the properties for decades to come, to eliminate deferred maintenance, and to build up a prudent operating reserve.

As part of HACA's Disposition Application, HUD requires that we consult with affected residents. Meetings with residents were held on July 6, 2010 at the Dyer Street property and July 7, 2010 at Nidus Court. Translators were present at each meeting for assistance in Spanish, Farsi, and Tagalog. The six-page *Frequently Asked Questions* document, on which HACA's presentation at the meetings was based, was translated into Spanish, Farsi, Tagalog, Mandarin, and Vietnamese. No resident has expressed written or oral objection to the proposed application.

HUD requires that a letter from the Union City mayor be attached to the application, indicating that the local government is in agreement with the proposal. At its meeting of September 28, 2010, the City Council of the City of Union City unanimously approved the mayor's execution of that letter.

Finally, HUD regulations also require the City of Union City to prepare a Rehabilitation Environmental Review (RER) documenting exemption from, or compliance with, certain environmental regulations in connection with the disposition application. HACA is in the process of obtaining an environmental consultant to work with it and the City of Union City to prepare the RER for submission to HUD.

Staff recommends that your Commission adopt Resolution 14-10 approving and authorizing submittal of the application to HUD. Staff's objective is to submit the application as soon as the RER is completed by the City of Union City (likely within 60 days).

**THE HOUSING AUTHORITY OF THE COUNTY OF ALAMEDA  
RESOLUTION No. 14-10**

**APPROVAL OF DISPOSITION APPLICATION FOR 100 PUBLIC HOUSING UNITS  
HUD PROJECT NUMBER CA167000001**

**WHEREAS**, the combination of tenant rents, and revenue from HUD operating subsidy and the Capital Fund Program, is inadequate to fund annual operations and maintenance of the Public Housing Program of the Housing Authority of the County of Alameda (HACA); inadequate for the long-term preservation of HACA's Public Housing assets; and inadequate to establish a prudent operating reserve; and

**WHEREAS**, it appears that, in the foreseeable future, there is little likelihood of increased rental revenue from Public Housing tenants or increased funding from the Public Housing operating subsidy formula or the Public Housing Capital Fund Program formula; and

**WHEREAS**, the most responsible approach for insuring sound funding of the units now and for the long-term is to convert them from the Public Housing Program to the more soundly structured and financed Section 8 Project-Based Voucher program; and

**WHEREAS**, in order to convert the 100 public housing units, consisting of the Housing Authority's Nidus Court and Dyer Street developments, to the Section 8 Project-Based Voucher program, HACA must first submit a Disposition Application to the U.S. Department of Housing and Urban Development (HUD) Special Applications Center; and

**WHEREAS**, HACA has consulted with residents of the Nidus Court and Dyer Street projects and has received no objections to the disposition proposal; and

**WHEREAS**, HACA has consulted with the local government, and its City Council, on September 28, 2010, unanimously authorized its mayor to execute and submit a letter of support for the disposition proposal;

**NOW, THEREFORE, BE IT RESOLVED**, that the Housing Commission hereby approves the disposition of the 100 public housing units, consisting of the Housing Authority's Nidus Court and Dyer Street developments.

**BE IT FURTHER RESOLVED**, that the Executive Director is hereby authorized to submit a Disposition Application and all required attachments to HUD, to execute documents and to provide certifications in connection with the Application and to submit any and all additional information or amendments that HUD may require in the Application process.

**PASSED, APPROVED AND ADOPTED** by the Commissioners of the Housing Authority of the County of Alameda on October 13, 2010, by the following vote:

**AYES:**

**NAYS:**

**ABSTAIN:**

**EXCUSED:**

**ABSENT:**

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Christine Steiner, Chairperson

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Christine Gouig  
Executive Director/Secretary

**Approved:** \_\_\_\_\_

# **HOUSING AUTHORITY OF THE COUNTY OF ALAMEDA**

## **AGENDA STATEMENT**

Meeting: October 13, 2010

Subject: Resolution approving Amended and Restated Articles of Incorporation and By-laws for Northern California Community Housing Services, Inc.

Exhibits Attached: Amended and Restated Articles of Incorporation and Amended and Restated By-laws; Resolution 15-10

Recommendation: Adopt Resolution 15-10

Financial Statement: None

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## **BACKGROUND**

At your September 8, 2010 meeting, you heard a report on the conversion of some of our Public Housing units to Section 8 project-based vouchers. That report described the role of Northern California Community Housing Services, Inc. (NCCHS), a non-profit instrumentality of HACA, in the conversion. Essentially, HACA will "dispose" of the units from the Public Housing Program and transfer them to NCCHS ownership. Residents will receive Section 8 vouchers which they can either use in the now-former Public Housing (we hope they will stay) or in a new home that they locate. NCCHS will contract with HACA to operate the units; residents will interact with the same HACA staff.

## **DISCUSSION and ANALYSIS**

HACA created NCCHS in 2001 to administer Section 8 private owner contracts in northern California for HUD. Due to the ability to earn significant profit, competition to administer such contracts was keen. HACA was not selected (HUD chose the Oakland Housing Authority) but NCCHS remained in place as a non-profit corporation.

The HUD disposition program requires that the Public Housing units be transferred to an entity other than HACA. NCCHS presents the perfect vehicle to which to transfer the units. It already exists and can be tailored to accommodate its new role by amending and restating the articles of incorporation and by-laws.

Bob Mills of Goldfarb & Lipman, HACA's legal counsel for the disposition, has prepared the Amended and Restated Articles of Incorporation and Amended and Restated By-laws that are attached. The key differences from the current versions of those documents are:

1. Deletes the ability to provide Section 8 contract administration services to HUD and makes clear that NCCHS can own, maintain, purchase and develop affordable housing, borrow funds to repair its housing, and enter into mortgages to secure its borrowings.

2. Keeps the same number of directors (5) but changes the composition of the Board. The current Board is comprised of the chair and vice chair of the Housing Commission, the executive director and two outside persons, one of whom has expertise in real estate finance and the other who has expertise in property development or property management. The proposed Board would retain as members the chair and vice chair of the Housing Commission and the executive director but would add a third Commissioner and a HACA deputy director. There would be no outside persons.

The amended and restated articles and by-laws must be approved by the current Board of Directors of NCCHS as well. That meeting will take place immediately after your Commission meeting.

**THE HOUSING AUTHORITY OF THE COUNTY OF ALAMEDA  
RESOLUTION No. 15-10**

**RESOLUTION APPROVING AMENDED AND RESTATED ARTICLES OF INCORPORATION  
AMENDED AND RESTATED BY-LAWS**

**WHEREAS**, in 2001 the Housing Authority of the County of Alameda ("HACA") created an instrumentality called Northern California Community Housing Services, Inc. ("NCCHS") and approved Articles of Incorporation and By-laws for NCCHS; and

**WHEREAS**, NCCHS' purpose, as created, was to serve as a Section 8 contract administrator for the U.S. Department of Housing and Urban Development ("HUD"); and

**WHEREAS**, in 2003 HACA approved amendments to the By-laws of NCCHS to clarify certain meeting provisions and notices; and

**WHEREAS**, HACA now desires to amend and restate the Articles of Incorporation and the By-laws of NCCHS in order to expand the duties of NCCHS to include ownership of low-income housing and rights attendant to such ownership including but not limited to borrowing funds to renovate such housing;

**NOW, THEREFORE, BE IT RESOLVED**, that the Housing Commission does hereby approve the Amended and Restated Articles of Incorporation and the Amended and Restated By-laws as presented at this meeting and authorizes the Executive Director to file same with the Secretary of State and other appropriate parties.

**PASSED, APPROVED AND ADOPTED** by the Commissioners of the Housing Authority of the County of Alameda on October 13, 2010, by the following vote:

**AYES:**

**NAYS:**

**ABSTAIN:**

**EXCUSED:**

**ABSENT:**

\_\_\_\_\_  
Christine Steiner, Chairperson

\_\_\_\_\_  
Christine Gouig  
Executive Director/Secretary

**Approved:** \_\_\_\_\_

# HOUSING AUTHORITY OF THE COUNTY OF ALAMEDA

## AGENDA STATEMENT

Meeting: October 13, 2010

Subject: Section 8 Payment Standards

Exhibits Attached: Payment Standards by City

Recommendation: Approve the Proposed Payment Standards

Financial Statement: None

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### BACKGROUND

A housing authority's payments to landlords to subsidize the rents of Section 8 Housing Choice Voucher Program (HCVP) participants are called "Housing Assistance Payments" (HAP). A formula determines the total HAP that HUD provides annually to each housing authority. Congress may or may not appropriate sufficient funds to fund 100% of that formula.

A housing authority must manage the HAP funds that it receives from HUD to pay landlords enough so that families can afford modest housing and yet not run out of money before the end of the year when new funding is provided. If a housing authority sets the rents that families are allowed pay too low for its market area, families won't be able to find suitable housing and/or will have to pay too much (i.e., more than 30% to 40% of their income) as rent. If the housing authority sets rent too high, it will run out of HAP funds and will have to reduce the size of its program, possibly having to terminate the leases of participating families.

The rents that a housing authority allows participating families to pay are determined, in part, by HUD. Each year, HUD publishes the fair market rents for each market area in the United States to be effective on October 1 of that year. Fair market rent (FMR) is the rent, including the cost of utilities (except telephone and cable TV), that must be paid in the market area to rent privately owned, decent, safe and sanitary rental housing that is *modest* (i.e., non-luxury). It is not intended that the FMRs enable a participating family to rent every type of unit in a community.

After HUD publishes the FMRs, each housing authority must then adopt one or more payment standard schedules based on the FMRs. A housing authority may either adopt a single payment standard amount for the whole FMR area, or a separate payment standard amount for each designated part of the FMR area (e.g., each city).

The payment standard establishes the voucher payment standard amount for each unit size, i.e., the **maximum** gross rent (rent plus utilities) that will be used by the housing authority to compute the monthly HAP that it will pay the landlord on behalf of the family. (The **actual** gross rent that the housing authority will use is based on the reasonableness of the rent in comparison to that of similar units in the same neighborhood; it is not automatically the payment standard.)

The housing authority may establish the payment standard amount for a unit size at any level between 90 percent and 110 percent of the published FMR for that unit size. HUD approval is not required to establish a payment standard amount in that range (called the

“basic range”), but is required to establish a payment standard amount that is higher or lower than the basic range.

## DISCUSSION AND ANALYSIS

HUD has now published this year’s final FMRs which were effective October 1.

Staff has analyzed data including gross rents currently being paid by Section 8 participants, the number of “over-housed” families (families living in a unit larger than their voucher size), the number of families whose rent exceeds the current payment standards (where the tenant pays the overage), recently approved increases in the utility allowance, and the impact on the total tenant rent portion of existing participants. From a thorough analysis of its data, staff concluded the following:

- Current rental market data does not project an upward trend in rents over the next 12 months. Consequently, staff has set the payment standards at the percentage of the new FMRs that most closely equals our average gross rents. For unit sizes where staff had no average gross rent data (due to our not having any units of a particular size in a city), staff carried over the percentage of the FMR from the next larger or next smaller bedroom size from the bedroom size in question. For example, we have no studio units in San Lorenzo so we used 94% of the FMR to establish the studio payment standard there as that is what is used for the one-bedroom units that we have in San Lorenzo.
- Additionally, staff did not want to reduce any payment standards below their current levels. In cases where the average gross rent was lower than the current payment standard, the new payment standard was raised to meet the current payment standard in place.
- Finally, Dublin payment standards are higher due to the commitment to relocate Arroyo Vista residents. Once the redevelopment of the property is complete and residents can return, Dublin’s payment standards will be revised as appropriate.

Staff recommends that your Housing Commission approve the payment standards shown below. With the exception of the 120% payment standards proposed for Dublin, all other proposed payment standards are within the basic 90-110% range that does not require HUD approval.

### Payment Standards by City

City	Unit Size by Bedrooms							
	Studio	1	2	3	4	5	6	7
Albany	\$944	\$1,140	\$1,462	\$1,851	\$2,292	\$2,635	\$2,979	\$3,323
Castro Valley	\$905	\$1,059	\$1,337	\$1,851	\$2,409	\$2,769	\$3,131	\$3,492
Dublin	\$1,168	\$1,411	\$1,671	\$2,266	\$2,806	\$3,226	\$3,648	\$4,069
Emeryville	\$877	\$1,105	\$1,420	\$1,832	\$2,268	\$2,608	\$2,948	\$3,289
Fremont	\$1,032	\$1,117	\$1,448	\$2,021	\$2,432	\$2,715	\$2,737	\$3,052
Hayward	\$925	\$1,059	\$1,323	\$1,851	\$2,198	\$2,608	\$2,948	\$3,289
Newark	\$993	\$1,199	\$1,462	\$2,040	\$2,502	\$2,742	\$3,100	\$3,458
Pleasanton	\$877	\$1,059	\$1,406	\$2,002	\$2,526	\$2,608	\$2,948	\$3,289
San Leandro	\$877	\$1,059	\$1,351	\$1,832	\$2,362	\$2,823	\$3,192	\$3,560
San Lorenzo	\$915	\$1,105	\$1,420	\$1,983	\$2,385	\$2,742	\$3,100	\$3,458
Union City	\$915	\$1,105	\$1,420	\$1,926	\$2,362	\$2,769	\$3,131	\$3,492



# **BUDGET STATUS** **REPORTS**

**Housing Authority of Alameda County**  
**HOUSING CHOICE VOUCHER**  
**Budget Status Report FYE 2010-2011**  
**AUGUST 2010**

<b>FY 2011 OPERATING BUDGET</b>	<b>Budgeted @ 8/31/2010</b>	<b>Actual @ 8/31/2010</b>	<b>OVER (UNDER)</b>	<b>PROJECTED TO 6/30/10</b>	<b>SCH. NO.</b>	<b>2010 BUDGET</b>	<b>2011 BUDGET</b>	<b>DIFFERENCE</b>
<b>INCOME</b>								
Investment Income	600	466	(134)	2,795	A1	34,000	<b>3,600</b>	(30,400)
Misc. Income	59,700	56,371	(3,329)	338,224	A1	348,000	<b>358,200</b>	10,200
(Fees)	1,343,485	1,265,367	(78,119)	7,592,201	A	7,508,129	<b>8,060,912</b>	552,783
<b>TOTAL INCOME</b>	<b>1,403,785</b>	<b>1,322,203</b>	<b>(81,582)</b>	<b>7,933,220</b>		<b>7,890,129</b>	<b>8,422,712</b>	532,583
<b>EXPENSES</b>								
Administration								
Salaries	791,531	675,592	(115,939)	4,053,554	B-1& 2	4,400,371	<b>4,749,188</b>	348,817
Other Admin.	183,200	165,977	(17,223)	995,862	C-1&2	1,105,936	<b>1,099,199</b>	(6,737)
Total	974,731	841,569	(133,162)	5,049,416		5,506,306	<b>5,848,386</b>	342,079
General								
Insurance	32,425	25,858	(6,567)	155,147	E	170,807	<b>194,547</b>	23,740
Employee Benefits	395,766	355,538	(40,228)	2,133,225		2,200,185	<b>2,374,594</b>	174,409
Miscellaneous	0	0	0	0		0	<b>0</b>	0
Total	428,190	381,395	(46,795)	2,288,372		2,370,992	<b>2,569,141</b>	198,149
Total Routine Expenses	1,402,921	1,222,965	(179,957)	7,337,788		7,877,298	<b>8,417,527</b>	540,229
Capital Expenditures	0	0	0	0	D2	0	<b>0</b>	0
<b>TOTAL EXPENSES</b>	<b>1,402,921</b>	<b>1,222,965</b>	<b>(179,957)</b>	<b>7,337,788</b>		<b>7,877,298</b>	<b>8,417,527</b>	540,229
<b>NET INCOME (DEFICIT)</b>	<b>864</b>	<b>99,239</b>	<b>98,374</b>	<b>595,432</b>		<b>12,831</b>	<b>5,185</b>	(7,646)

Projected Unrestricted Net Assets @ 6/30/10  
 Budgeted Income/(Deficit) @ 6/30/11  
 Budgeted Unrestricted Net Assets-AF @ 6/30/11

\$ 2,918,420  
5,185  
\$ 2,923,606

**Housing Authority of Alameda County**  
**PUBLIC HOUSING**  
**Budget Status Report FYE 2010-2011**  
**August 2010**

<b>FY 2011 OPERATING BUDGET</b>	<b>YTD BUDGET 8/31/2010</b>	<b>YTD ACTUALS 8/31/10</b>	<b>OVER/(UNDER) BUDGET</b>	<b>Projected to 6/30/11</b>	<b>SCH. NO.</b>	<b>2010 BUDGET</b>	<b>2011 BUDGET</b>	<b>Difference</b>
<b>INCOME</b>								
Dwelling Rentals	171,710	169,074	(2,636)	1,014,444	A	1,111,920	1,030,260	(81,660)
Investment Income	150	178	28	1,067		9,375	900	(8,475)
Misc. Income	26,459	8,596	(17,863)	51,578	**	171,663	158,756	(12,907)
Operating Subsidy (HUD form 52723)	66,370	64,722	(1,649)	388,332		410,989	398,218	(12,771)
Capital Grant (salaries/benefits)	19,265	0	(19,265)	0		151,272	115,589	(35,683)
<b>TOTAL INCOME</b>	<b>283,954</b>	<b>242,570</b>	<b>(41,385)</b>	<b>1,455,421</b>		<b>1,855,218</b>	<b>1,703,723</b>	<b>(151,496)</b>
<b>EXPENSES</b>								
Administration					B-1&2			
Salaries	52,089	45,165	(6,924)	270,990	C-1	384,945	312,533	(72,412)
Other Admin.	10,817	14,611	3,794	87,664		59,446	64,902	5,456
Total	62,906	59,776	(3,130)	358,654		444,391	377,435	(66,956)
Tenant Services								
Resident Managers	917	450	(467)	2,700		5,500	5,500	0
Recreation	1,250	0	(1,250)	7,500		7,500	7,500	0
Total	2,167	450	(1,717)	10,200		13,000	13,000	0
Utilities								
Water	12,333	10,054	(2,279)	60,326		90,045	74,000	(16,045)
Electricity	3,167	2,745	(422)	16,468		19,860	19,000	(860)
Gas	433	228	(204)	1,367		5,693	2,600	(3,093)
Sewage	7,933	7,933	0	47,600		45,000	47,600	2,600
Total	23,867	20,960	(2,904)	125,761		160,598	143,199	(17,399)
Maintenance					B-2			
Salaries	31,524	19,755	(11,769)	118,527	D	122,424	189,144	66,720
Materials	13,433	1,858	(11,575)	11,150		125,461	80,600	(44,861)
Capital Fund Grants	(19,265)	0	19,265	0		(106,385)	(115,589)	(9,204)
Contract Costs	97,692	84,873	(12,819)	509,238	D	765,562	586,151	(179,411)
Total	123,384	106,486	(16,899)	638,915		907,062	740,306	(166,756)
General					E			
Insurance	14,633	12,984	(1,648)	77,904		64,891	87,800	22,909
Tax-In Lieu Of	14,784	14,784	(0)	88,706		95,132	88,706	(6,426)
Employee Benefits	41,806	33,222	(8,584)	199,333		253,685	250,839	(2,846)
Collection Loss	167	0	(167)	1,000		1,000	1,000	0
Miscellaneous	167	0	(167)	1,000		1,000	1,000	0
Total	71,557	60,991	(10,566)	367,944		415,708	429,344	13,636
Total Routine Expenses	283,881	248,662	(35,217)	1,501,474		1,940,759	1,703,285	(237,474)
Capital Expenditure						0	0	0
<b>TOTAL EXPENSES</b>	<b>283,881</b>	<b>248,662</b>	<b>(35,217)</b>	<b>1,501,474</b>		<b>1,940,759</b>	<b>1,703,285</b>	<b>(237,474)</b>
<b>NET INCOME (DEFICIT)</b>	<b>73</b>	<b>(6,092)</b>	<b>(6,168)</b>	<b>(46,053)</b>		<b>(85,541)</b>	<b>438</b>	<b>85,978</b>

Projected Unrestricted Net Assets @ 6/30/10  
Budgeted Income/(Deficit) @ 6/30/11  
Budgeted Unrestricted Net Assets @ 6/30/11

\$ 117,061  
438  
117,499

# **PROGRAM ACTIVITY** **REPORTS**

# HOUSING AUTHORITY OF THE COUNTY OF ALAMEDA

## AGENDA STATEMENT

Meeting: October 13, 2010

Subject: Programs Activity Report

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

Recommendation: Receive Report

Financial Statement: None

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### **SECTION 8 HOUSING CHOICE VOUCHERS**

- **Lease-Up:** As of October 1, 2010 the Section 8 Housing Choice Voucher program had 5,497 units under contract. The fiscal year-to-date lease-up average is 96.28% units. The budget authority use average through August is 97.36%.
- **Program Utilization:** As of October 1, 2010 the average HAP subsidy is \$1,085 and the average tenant-paid rent portion is \$354 for an average Contract Rent of \$1,439.
  - ❖ As of October 1, 2010 HACA has 45 outgoing billed portability contracts (i.e., HACA voucher holders who are housed in another housing authority's jurisdiction).
  - ❖ As of October 1, 2010 HACA billed other housing authorities, primarily the Oakland Housing Authority, for 1,574 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 \$7,358.33 in fraud and debt recovery payments for the month of September 2010. A total of \$48,476.25 was retained over the last six months.

HACA retained \$1,155.00 in Housing Assistance Payment (HAP) overpayments for the month of September 2010. A total of \$3,343.50 was retained over the last six months.
- **Landlord Rental Listings:** As of October 4, 2010 there are 1,162 landlords with properties in HACA's jurisdiction utilizing the *GoSection8*

rental listing service. There were three new landlords to the Section 8 program this month. There were 115 active properties listed.

### **FAMILY SELF SUFFICIENCY (FSS)**

FSS youth members were recognized recently for their creative art work. The NorCal/Nevada Chapter of NAHRO selected a HACA poster in each of three age categories as the winners in our region. The posters have been submitted to national NAHRO, which will select 13 from among the entries nationwide to be featured in its 2011 calendar. FSS plans to continue supporting art among our participant families at our annual resource fair. HACA winners will be acknowledged at the November 18<sup>th</sup> FSS Recognition Event. All members of the Housing Commission are invited. A copy of the announcement is attached to the FSS Monthly Report in this packet.

### **PUBLIC HOUSING**

- **Occupancy:** As of October 1, 2010 the Public Housing program had 230 of 230 units leased and has a 99.02% fiscal year-to-date lease up rate.

HOUSING AUTHORITY OF THE COUNTY OF ALAMEDA  
**Section 8 Contract and HAP Report for the month of  
August 2010**

	Certificates		Vouchers		AUGUST 2010 TOTAL			
City	Number	HAP*	Number	HAP**	Number	HAP	AUGUST 2009	AUGUST 2008
Albany	-	\$ -	44	\$ 47,080	44	\$ 47,080	44	41
Castro Valley	13	\$ 11,453	241	\$ 257,870	254	\$ 269,323	246	249
Dublin	2	\$ 1,762	267	\$ 285,690	269	\$ 287,452	218	195
Emeryville	6	\$ 5,286	83	\$ 88,810	89	\$ 94,096	96	100
Fremont	28	\$ 24,668	1,379	\$ 1,475,530	1,407	\$ 1,500,198	1,404	1,383
Hayward	109	\$ 96,029	2,327	\$ 2,489,890	2,436	\$ 2,585,919	2,373	2,395
Newark	2	\$ 1,762	295	\$ 315,650	297	\$ 317,412	286	295
Pleasanton	4	\$ 3,524	156	\$ 166,920	160	\$ 170,444	143	147
San Leandro	18	\$ 15,858	1,324	\$ 1,416,680	1,342	\$ 1,432,538	1,334	1,285
San Lorenzo	2	\$ 1,762	194	\$ 207,580	196	\$ 209,342	189	186
Union City	3	\$ 2,643	712	\$ 761,840	715	\$ 764,483	697	704
<b>TOTALS</b>	187	\$164,747.00	7,022	\$7,513,540.00	7,209	\$7,678,287.00	7,030	6,980

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

*\*\*based on an average August Housing Assistance Payment (HAP) of \$1082 per voucher contract*

10-11

DEBT COLLECTIONS  
FYE 06/30/11

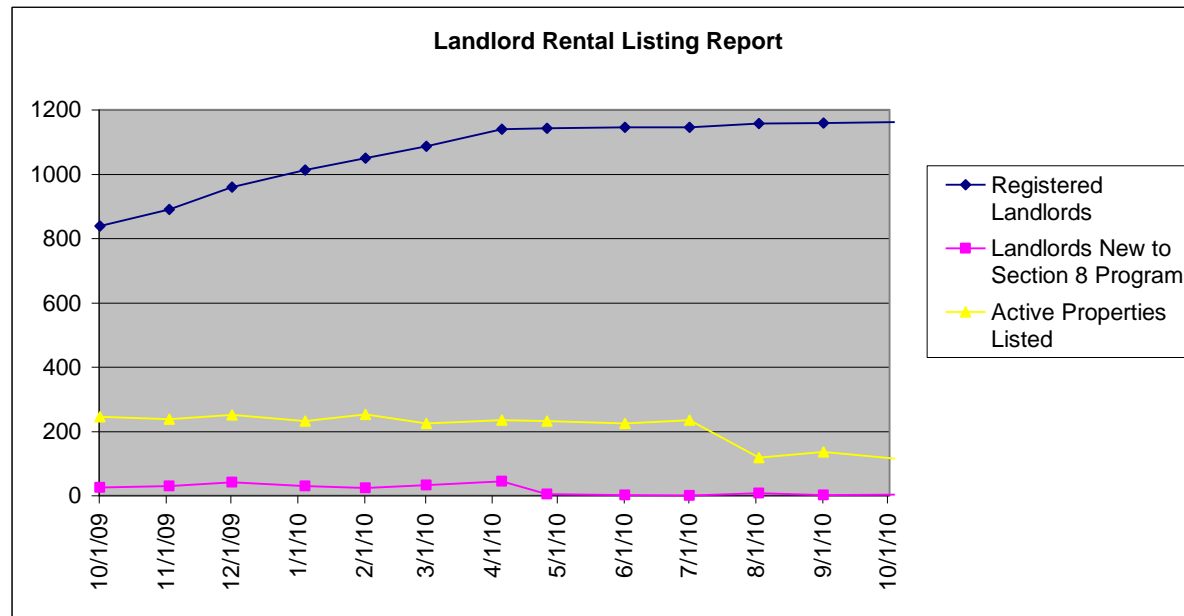
	JULY	AUGUST	SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER	JANUARY	FEBRUARY	MARCH	APRIL	MAY	JUNE	GRAND TOTALS
<i>DAMAGE CLAIMS</i>	\$85.64	\$0.00	\$0.00										\$85.64
<i>FRAUD REPAYMENTS</i>	\$8,469.51	\$5,201.58	\$7,358.33										\$21,029.42
<i>HAP OVERPAYMENTS</i>	\$339.50	\$383.00	\$1,155.00										\$1,877.50
<b>TOTALS</b>	<b>\$8,894.65</b>	<b>\$5,584.58</b>	<b>\$8,513.33</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$22,992.56</b>



# Landlord Rental Listing Report

## Monthly

	10/1/09	11/2/09	12/1/09	1/4/10	2/1/10	3/1/10	4/5/10	4/26/10	6/1/10	7/1/10	8/2/10	9/1/10	10/4/10
Registered Landlords	838	890	959	1012	1050	1086	1139	1142	1146	1146	1157	1158	1162
Landlords New to Section 8 Program	25	29	41	30	24	32	44	5	2	0	8	1	3
Active Properties Listed	245	238	251	231	252	224	235	231	225	234	118	136	115





**To:** Christine Gouig, Executive Director  
**From:** Sharon DeCray, HAFS Manager  
**Re:** **FSS Program Summary**  
**CC:** Ron Dion, Phyllis Harrison, Linda Evans, Mary Sturges  
**Date:** October 4, 2010

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<b>Program Summary</b>	<b>September 2010</b>
Total Clients under Contract:	214
Graduates:	1
Escrow Disbursed:	\$26,755.01
Ports In:	0
Ports Out:	0
Terminations:	4
New Contracts:	8

#### **Workshops**

FSS partnered with Consumer Credit Counseling Services of the East Bay for a workshop called "Understanding Your Credit Report" on Saturday September 25, 2010. The workshop included topics such as:

- How to get a free copy of your credit report
- Monitoring your credit report for "free"
- How to solve identity theft issues
- Your rights when dealing with collection agencies
- Disputing items on a credit report

The presenter also reviewed credit reports for any attendee that brought one and wanted assistance in understanding it clearly. Twenty-four enrolled and 25 attended.

We held two orientations in September in order to bring new participants into the program. One hundred-forty reserved a space and 120 attended.

#### **NAHRO's "What Home Means to Me" Poster Contest**

HACA submitted six posters that were selected by HACA's poster selection committee to the NorCal/Nevada Chapter of NAHRO, our local chapter, for judging. Three (one from each category) were chosen to move forward to National NAHRO for final selections. We are hoping to get a win in each category just as we were a winner in the middle school age category last year. HACA received a congratulatory letter from the NorCal/Nevada NAHRO Chapter President announcing the three choices that will move forward.

**Referrals** 80 Case Management Referrals

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



**WE WANT TO HEAR FROM YOU.**

**FSS would like to celebrate you and your  
accomplishments at our November 18, 2010  
Party at the San Leandro Library from  
6:00pm – 8:00pm**

**Have you or anyone in your household achieved  
a milestone (e.g. school graduation, new job...) in  
the past 12 months? Let us know.**

**Contact FSS at (510) 727-8582**

September 15, 2010

Christine Gouig  
Executive Director  
Housing Authority of the County of Alameda  
22941 Atherton Street  
Hayward, CA 94541

Dear Ms. Gouig:

Re: "What Home Means to Me" Poster Contest

As part of their 2010 Housing America campaign, NAHRO held a poster contest for children associated with affordable housing and community development programs owned or administered by NAHRO member agencies. On behalf of the Board of Directors of the NorCal/Nevada Chapter of NAHRO, we would like to extend congratulations to you and your agency as three of the local chapter entries to the national contest were selected from programs that you administer.

In closing, we look forward to seeing you at this year's conference. If you have any questions, please feel free to contact me at (916) 440-1334.

Sincerely,



Nick Chhotu  
NorCal/Nevada NAHRO Chapter President

# **ATTACHMENT**

## **A**

AMENDED AND RESTATED  
ARTICLES OF INCORPORATION  
OF  
NORTHERN CALIFORNIA COMMUNITY  
HOUSING SERVICES, INC.

The undersigned certify that:

1. We are the president and secretary, respectively, of Northern California Community Housing Services, Inc., a California nonprofit public benefit corporation (the "Corporation").
2. That the Articles of Incorporation of the Corporation are amended and restated to read in their entirety as follows:

I. NAME

The name for the Corporation is Northern California Community Housing Services, Inc.

II. PURPOSES

The Corporation is a nonprofit public benefit corporation and is not organized for the private gain of any person. It is organized under the Nonprofit Public Benefit Corporation Law for charitable purposes. The general purpose of the Corporation is to have and exercise all rights and powers conferred on nonprofit corporations under the laws of California, provided that this Corporation shall not, except to an insubstantial degree, engage in any activities or exercise any powers that are not in furtherance of the primary purposes of this Corporation.

The specific charitable purpose for which the Corporation is organized is (i) to provide affordable housing for low-income persons and households where no adequate housing exists for such groups; (ii) to provide decent, safe and sanitary housing for and assist low-income persons and households by enabling them to secure the basic human need of decent shelter; (iii) to

combat blight and deterioration in communities and contribute to their physical improvement; (iv) to lessen the burden of government; (v) to promote social welfare through community based housing activities; (vi) to buy, own, sell, assign, mortgage, or lease any interest in real estate and personal property and to construct, maintain, and operate improvements thereon necessary or incident to the provision of affordable housing; and (vii) to borrow money and issue evidence of indebtedness in furtherance of any of all of the objects of its business, and to secure the same by mortgage, pledge or other lien on the Corporation's property.

### III. AGENT FOR SERVICE OF PROCESS

Intentionally Omitted.

### IV. CHARITABLE PURPOSES

A. The property of this Corporation is irrevocably dedicated to charitable purposes and no part of the net earnings of the Corporation shall inure to the benefit of, or be distributable to, its members, trustees, officers, or other private persons, except that the Corporation shall be authorized and empowered to pay reasonable compensation for services actually rendered and to make payments and distributions in furtherance of its exempt purposes.

B. No substantial part of the activities of the Corporation shall consist of carrying on of propaganda, or otherwise attempting to influence legislation, and the Corporation shall not participate in, or intervene in (including the publishing or distribution of statements), any political campaign on behalf of or in opposition to any candidate for public office.

C. Notwithstanding any other provision of these articles, the Corporation shall not carry out any other activities not permitted to be carried out by a corporation exempt from Federal income taxation under Section 501(c)(3) of the Internal Revenue Code of 1986, as amended.

D. Upon the dissolution or winding up of the Corporation, its assets remaining after payment or provision for payment of all its debts and liabilities shall be transferred to the Housing Authority of the County of Alameda, or an entity designated by the Housing Authority of the County of Alameda which is a nonprofit fund, foundation or corporation which is organized and operated exclusively for charitable purposes and which has established its tax exempt status under Section 501(c)(3) of the United States Internal Revenue Code.

## V. DIRECTORS

The Corporation shall have five (5) Directors, the composition of which shall be as described in the Bylaws.

3. The Board of Directors of the Corporation has approved of these Amended and Restated Articles of Incorporation.

4. The members of the Corporation have approved of these Amended and Restated Articles of Incorporation.



We further declare under penalty of perjury under the laws of the State of California that the matters set forth in this certificate are true and correct of our own knowledge and that this declaration was executed on \_\_\_\_\_, 2010, at Hayward, California.

By: \_\_\_\_\_

Name: \_\_\_\_\_, President

By: \_\_\_\_\_

Name: \_\_\_\_\_, Secretary

# **ATTACHMENT**

## **B**

AMENDED AND RESTATED  
BYLAWS  
OF  
NORTHERN CALIFORNIA COMMUNITY  
HOUSING SERVICES, INC.

A California Nonprofit Public Benefit Corporation

ARTICLE I  
NAME

The name of this corporation is Northern California Community Housing Services, Inc. (the "Corporation").

ARTICLE II  
PRINCIPAL OFFICE

The principal office for the transaction of the business of the Corporation is fixed and located at 22941 Atherton Street, Hayward, CA 94541-6633. The Board of Directors (the "Board") is hereby granted full power and authority to change said principal office from one location to another.

ARTICLE III  
MEMBERS

Section 1. Classification of Members. There shall be but one class of members of the Corporation and the rights, powers, and privileges of all members shall be equal.

Section 2. Qualification of Members. The persons who are Directors of the Corporation from time to time shall be the only members of the Corporation, and upon ceasing to be a Director of the Corporation, such person shall cease to be a member.

ARTICLE IV  
DIRECTORS

Section 1. Powers. Subject to the California Nonprofit Public Benefit Corporation Law and any other applicable laws, the Corporation's activities and affairs shall be managed by, and all corporate powers shall be exercised under the direction of the Board. Without prejudice to such general powers, but subject to the same limitations, it is hereby expressly declared that the Board shall have the following powers, to wit:

A. Appoint and remove, at the pleasure of the Board, all the Corporation's officers, agents, and employees; prescribe powers and duties for them that are consistent with applicable law, the Corporation's Articles of Incorporation, and these Bylaws; and fix their compensation and require from them security for faithful performance of their duties.

B. Change the principal office or the principal business office in California from one location to another; and designate any place within the State of California for the holding of any meeting or meetings.

C. Adopt, make, and use a corporate seal and to alter the form of such seal from time to time as in their judgment they may deem best, provided such seal shall at all times comply with the provisions of law.

D. Borrow money and incur indebtedness on behalf of the Corporation, and to cause to be executed and delivered for the Corporation's purposes, in the corporate name, promissory notes, bonds, debentures, deeds of trust, mortgages, pledges, hypothecations, and other evidences of debts and securities.

E. Construct, operate, maintain and improve, and to buy, sell, convey, assign, mortgage or lease any real estate and personal property necessary and incident to the provision of housing for low income persons.

Section 2. Number and Qualifications of Directors. The authorized number of Directors shall be five (5) until changed by amendment of the Articles of Incorporation or by a by-law duly adopted by the members of the Corporation amending this Section 2.

Section 3. Said five (5) Directors shall be the persons holding the following offices: One (1) Director shall be the Chair of the Housing Authority of the County of Alameda; one (1) Director shall be the Vice-Chair of the Housing Authority of the County of Alameda; one (1) Director shall be a member of the Commission of the Housing Authority of the County of Alameda; one (1) Director shall be the Secretary of the Housing Authority of the County of Alameda; and one (1) Director shall be a deputy director of the Housing Authority of the County of Alameda.

The term of office of all Directors shall be for as long as they serve in their designated capacity for the Housing Authority of the County of Alameda except that the term of the member of the Commission of the Housing Authority of the County of Alameda shall be one year. All Directors shall hold office until their respective successors are selected.

Section 4. Vacancies. A vacancy in the position of the member of the Commission of the Housing Authority of the County of Alameda shall be filled by the Commission. In the event an amendment to the bylaws to increase the number of Directors occurs, resulting vacancies shall be filled by a majority of the remaining Directors. A vacancy or vacancies in the Board shall be deemed to exist in case of the death, resignation, or removal of any Director, or if the authorized number of Directors is increased.

Section 5. Meetings.

A. Annual Meeting

The Annual Meeting of the Board shall be held on the regular meeting date in January, at which time the election of officers shall take place.

B. Regular Meetings

Regular Meetings shall be held quarterly with time and place and date set by resolution of the Board.

C. Special Meetings

Special meetings may be called by the President or at the request of a majority of the members of the Board, stating the purpose, time and place of the meeting.

1. The only business transacted shall be limited to items and subjects set forth in the Notice of Special Meeting.
2. Written notice shall be given twenty four (24) hours in advance of the meeting to each member of the Board, local newspapers of general circulation and radio or television station requesting such notice and to anyone filing a written request for notice. Notice of meetings shall comply in all respects with Section 54950 et seq., of the Government Code, known commonly as the Ralph M. Brown Act.

D. Executive Sessions

Executive sessions may be held only for those purposes permitted by the Ralph M. Brown Act.

E. Rules

All meetings shall be conducted in accordance with Robert's Rules of Order Revised.

F. Conduct of Business

All meetings shall be public and shall follow an agenda prepared by the Secretary.

G. Meetings and Rules

1. Written notices of meetings shall be sent at least 72 hours in advance of a regular meeting to all members of the Board.

2. Written notice of the meeting shall be posted at the principal office in a location accessible to the public.
3. Opportunity for discussion of all material mailed in advance shall be included in the agenda as shall opportunities for public comment.
4. The agenda of the regular meetings shall include minutes of the previous regular meeting. Minutes of all meetings shall be kept and filed with the Secretary.

#### H. Quorum

Fifty percent (50%) plus one (1) of those currently appointed shall constitute a quorum for the transaction of business, except that less than a quorum may adjourn from time to time.

1. Actions shall be by formal motion or resolution.
2. Actions may be adopted by a simple majority of the Board.
3. Each member of the Board shall have one (1) vote.
4. Proxy votes shall not be permitted.

#### I. Self-Dealing Transactions

The Board shall not approve a self-dealing transaction. A self-dealing transaction is one (a) to which the Corporation is a party and (b) in which one or more of the Directors has a material financial interest, either directly or because the transaction is between the Corporation and any entity in which one or more of the Corporation's Directors has a material financial interest.

### ARTICLE V OFFICERS

Section 1. Officers. The officers of the Corporation shall be a President, Vice-President, Secretary, and Treasurer. The Corporation may also have, at the Board's discretion, one (1) or more vice presidents, one (1) or more assistant secretaries, one (1) or more assistant treasurers, an executive director, or other officers as it sees fit. Any number of offices may be held by the same person, except that neither the Secretary nor the Treasurer may serve concurrently as the President.

Section 2. Election. The Board shall elect all officers of the Corporation for terms of one year or until their successors are elected and qualified.



Section 3. Vacancies. A vacancy in any office because of death, resignation, removal, disqualification, or otherwise, shall be filled by the Board.

Section 4. President. The President shall have general supervision, direction, and control of the business and affairs of the Corporation. The President shall have those powers authorized by the Board and shall be responsible for managing the business of the Corporation, executing agreements and legal documents authorized by the Board or authorized by the Bylaws, and carrying out other activities necessary or beneficial to the Corporation. He or she shall preside at all meetings of the members and Directors and shall have such other powers and duties as may be prescribed from time to time by the Board.

Section 5. Vice-President. In the absence or disability of the President, the Vice-President shall perform all the duties of the President and in so acting shall have all the powers of the President. The Vice-President shall have such other powers and perform such other duties as may be prescribed from time to time by the Board.

Section 6. Secretary. The Secretary shall keep a full and complete record of the proceedings of the Board, shall keep the Seal of the Corporation and affix it to such papers and instruments as may be required in the regular course of business; shall give or cause to be given notice of all meetings of the Board and of committees of the Board required by these Bylaws to be given; shall supervise the keeping of the records of the Corporation, and shall perform such other duties of the office as prescribed by the Board.

Section 7. Treasurer. The Treasurer shall receive and safely keep all funds of the Corporation and deposit them in the bank or banks that may be designated by the Board. Those funds shall be paid out only on checks of the Corporation signed by such officers as may be designated by the Board as authorized to sign them. The Treasurer shall have such other powers and perform such other duties as may be prescribed from time to time by the Board.

## ARTICLE VI MISCELLANEOUS

Section 1. Fiscal Year. The fiscal year of the Corporation shall end each year on December 31.

Section 2. Contracts. The Board, except as in the Bylaws otherwise provided, may authorize any officer or officers, agent or agents, to enter into any contracts or execute any instrument in the name of and on behalf of the Corporation, and such authority may be general or confined to specific instances; and unless so authorized by the Board, no officer, agent or employee shall have any power or authority to bind the Corporation by any contract or engagement or to pledge its credit or to render it liable for any purpose or to any amount.

Section 3. Voting Security. The President, or the Vice-President and the Secretary, or such other officers as the Board may select of the Corporation, shall have all rights incident to any and all voting securities of any other corporation. The authority granted in these Bylaws to the officers to vote or represent the Corporation arising from any voting securities held by the

Corporation in any other corporation or corporations may be exercised either by the officers in person or by any person authorized so to do by proxy or power of attorney duly executed by the officers.

Section 4. Construction and Definition. Unless the context otherwise requires, the general provisions, rules of construction and definitions contained in the California General Non-Profit Corporation law shall govern the construction of these Bylaws.



CERTIFICATE OF SECRETARY

I, the undersigned, do hereby certify:

1. That I am the duly elected and acting Secretary of Northern California Community Housing Services, Inc.

2. That the foregoing bylaws constitute the bylaws of said Corporation as duly adopted at a meeting of the Board of Directors thereof duly held on \_\_\_\_\_, 2010.

IN WITNESS WHEREOF I have hereunto subscribed my name and affixed the Seal of said Corporation this \_\_\_\_\_ day of \_\_\_\_\_ 2010.

By: \_\_\_\_\_

Name: \_\_\_\_\_, Secretary