



HOUSING COMMISSION AGENDA
Regular Meeting: October 8, 2014

Time: 8:00 a.m.

Nidus Court Recreation Room, 2020 Nidus Court, Union City, CA 94587

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, October 2, 2014** 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	<u>PAGE</u>
2. CLOSED SESSION	
<i>Conference with Legal Counsel – Anticipated Litigation</i>	
<i>Initiation of Litigation Pursuant to Subdivision (c) of Section 549586.9 (two cases)</i>	
3. APPROVAL OF THE MINUTES OF THE AUGUST 13, 2014 MEETING	ACTION 2
4. PUBLIC COMMENT	
<i>On matters not on the Agenda</i>	
5. NEW BUSINESS	
5-1. Recognize Ron DeSilva for 25 Years of Service	PRESENTATION 8
5-2. Approve Section 8 Benefit Payment Standards	ACTION 9
5-3. Resolution Authorizing Transfer of Funds for Emery Glen Public Housing	ACTION 12
5-4. Approve Management Class Comparability Adjustment	ACTION 16
5-5. Revisions to Section 8 Administrative Plan	ACTION 19
5-6. Revisions to Public Housing Admissions and Continued Occupancy Policy	ACTION 26
5-7. Procurement Award	INFORMATION 28
5-8. Quarterly Investment Portfolio for the Quarter Ended September 30, 2014	INFORMATION 29
5-9. Financial Status Report for the Quarter and Year Ended June 30, 2013	INFORMATION 31
5-10. Program Activity Report	INFORMATION 33
6. COMMISSIONER REPORTS	
7. COMMUNICATIONS	
8. ADJOURNMENT	

MINUTES
August 13, 2014



**HOUSING COMMISSION MINUTES
REGULAR MEETING: AUGUST 13, 2014
NIDUS RECREATION ROOM, 2020 NIDUS COURT, UNION CITY, CA 94587**

SUMMARY ACTION MINUTES

1. CALL TO ORDER/ROLL CALL

Call to Order

Chairperson Biddle called the meeting to order at 8:02 a.m.

Roll Call

Present: Cmr. Apodaca, Asher, Biddle, Cashmere, Gacoscos, Gerry, Haddock, Iosefa and Peixoto

Excused: Cmr. Natarajan and Steiner Absent: Cmr. Reed

2. APPROVAL OF THE MINUTES OF THE JULY 9, 2014 MEETING

Recommendation: Approve the minutes of the July 9, 2014 Housing Commission meeting.

Motion/Second:

Ayes: 9; 1 abstention: Cmr. Peixoto.

Motion passed. **APPROVED AS RECOMMENDED.**

3. PUBLIC COMMENT

There was a comment on a Communications item that was reported in the minutes of the July 9, 2014 Housing Commission meeting.

4. NEW BUSINESS

4-1. PRESENTATION OF THE 2014 HACA SCHOLARSHIP WINNERS

Chairperson Biddle announced that item 4-1 will be heard later in the meeting and moved on to the next item of business on the agenda.

4-2. RESOLUTION NO. 10-14 APPROVING THE SECTION EIGHT MANAGEMENT ASSESSEMENT PROGRAM CERTIFICATION AND AUTHORIZING SUBMITTAL OF CERTIFICATION TO HUD

Jennifer Cado, Senior Administrative Analyst, presented the staff report. Ms. Cado explained the key performance indicators that are used in the Section Eight Management Assessment Program (SEMAP) to measure HACA's performance in the administration of the Section 8 program. She reported that HACA received an overall SEMAP rating of "high performer" for the fiscal year that ended June 30, 2014. Ms. Cado and Christine Gouig, Executive Director, acknowledged and praised the HACA staff for their hard work.

Recommendation: Adopt Resolution No. 10-14 approving the SEMAP certification and authorizing submittal of the certification to HUD.

Motion/Second: Haddock/Apodaca.

Ayes: All.

Motion passed. **APPROVED AS RECOMMENDED.**

4-3. ACTION: REVISIONS TO HACA'S SECTION 8 ADMINISTRATIVE PLAN

Ron Dion, Deputy Director for Programs, presented the staff report. Mr. Dion reported that staff is proposing to amend chapters 3, 6, 8 and 11 of HACA's Section 8 Administrative Plan (Admin Plan) in order to incorporate changes in HUD regulations and revised HACA practices. He summarized the proposed amendments.

Recommendation: Approve the proposed revisions to chapters 3, 6, 8 and 11 of HACA's Section 8 Administrative Plan.

Commission Discussion: Cmr. Gerry and Mr. Dion discussed the annual inspection requirements and process for the Section 8 program. Cmr. Cashmere and Mr. Dion discussed the amendments to chapter 11 of the Admin Plan regarding the income of Family Self-Sufficiency (FSS) program participants.

Motion/Second: Gerry/Haddock.

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

Chairperson Biddle returned to item 4-1. of the meeting agenda.

4-1. PRESENTATION: PRESENTATION OF THE 2014 HACA SCHOLARSHIP WINNERS

Daniel Taylor, Special Programs Manager, presented the staff report. Mr. Taylor congratulated the 2014 HACA Scholarship winners and described the importance of the HACA Scholarship Program. Ms. Gouig announced the names of the scholarship winners who were present at the meeting and each of the recipients described their plans, goals and achievements. The scholarship recipients were presented with a certificate and photographed with Chairperson Biddle. Ms. Gouig thanked the 2014 HACA Scholarship winners for attending the presentation and for their participation in the application process.

Commission Discussion: Chairperson Biddle praised the scholarship recipients and thanked the HACA staff and Scholarship Committee for their role in the application review and award process. Cmr. Asher thanked the scholarship recipients for sharing their goals, encouraged them to continue to apply for future scholarships, and commented that there are always going to be opportunities for them to develop and update their skills.

4-4. ACTION: REVISIONS TO HACA'S ADMISSIONS AND CONTINUED OCCUPANCY POLICY

Ron Dion presented the staff report. Mr. Dion reported that staff is proposing revisions to HACA's Admissions and Continued Occupancy Policy (ACOP) in order to implement changes to HACA's Public Housing Program flat rents. He explained that the changes to the flat rents were mandated by Congress in the Consolidated Appropriations Act of 2014 and described what these changes are.

Recommendation: Approve the proposed revisions to HACA's Admissions and Continued Occupancy Policy.

Motion/Second: Gacoscos/Haddock.

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

4-5. ACTION: AMENDMENT TO HACA'S PROCUREMENT POLICY

Beverly Brewer, Procurement Analyst, presented the staff report. Ms. Brewer reported that staff is proposing to amend HACA's current Procurement Policy. She explained that the proposed amendment will incorporate language into the Procurement Policy that will dictate when HACA, acting as agent for Preserving Alameda County Housing, Inc. (PACH), must report qualifying purchases and/or contracts to the PACH Board as an information item.

Recommendation: Approve the proposed amendment to HACA's Procurement Policy.

Motion/Second: Apodaca/Asher.

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

4-6. ACTION: LETTER TO U.S. SENATORS RE: 2015 T-HUD BUDGET

Christine Gouig presented the staff report. Ms. Gouig described the strategies that the California Association of Housing Authorities (CAHA) and the National Association of Housing and Redevelopment Officials (NAHRO) are employing to focus attention on the shortfall in HUD funding and the need for relief from overly-burdensome HUD regulations. She reported that as part of these efforts, NAHRO has created a letter urging our senators to adopt the Senate version of the 2015 T-HUD budget that she will sign and submit. Ms. Gouig passed around to the Commission another letter to our senators requesting three items of regulatory relief and requested Commissioners sign the letter.

Recommendation: Approve and sign a letter to U.S. Senators Barbara Boxer and Dianne Feinstein.

Commission Discussion: Cmr. Peixoto commented that focusing attention on 2-3 regulatory relief items is a better approach and that he liked the strategies that CAHA and NAHRO have come up with.

Motion/Second: Apodaca/Peixoto.

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

4-7. INFORMATION: PROCUREMENT AWARDS

Beverly Brewer presented the staff report. Ms. Brewer reported that contracts in the amounts of \$29,740 and \$36,600 for remodeling services at Park Terrace and Ocean Avenue, respectively, were awarded to Oakland Construction.

Commission Discussion: Cmr. Asher asked when the Ocean Avenue unit was last remodeled. Tom Makin, Acting Deputy Director for Operations, indicated that the work on this unit will be the first remodel since the development was built in the 1990's.

4-8. INFORMATION: PROGRAM ACTIVITY REPORT

Daniel Taylor presented the staff report. Mr. Taylor reported that Family Self-Sufficiency (FSS) staff recently accepted submissions from the children of the FSS participants for the annual NAHRO "What Home Means to Me" poster contest and that children who submitted posters received a backpack filled with school supplies. He also reported that the 9th grade class at Arroyo High School in San

Lorenzo donated over 500 books to the FSS program and that in addition to the backpack filled with school supplies the children were able to choose several books to keep.

5. COMMITTEE REPORTS

None.

6. COMMISSIONER REPORTS

Cmr. Cashmere reported on her attendance at the Commissioners' Fundamentals seminar that was offered by the Pacific Southwest Regional Council (PSWRC) of NAHRO.

Cmr. Biddle reported that the city of Concord recently toured the Emerald Vista (formerly Arroyo Vista public housing) site and that the project has been nominated for several awards.

Cmr. Gacoscos praised HACA staff for working hard to achieve a "High Performer" certification for SEMAP. Ms. Gouig commented that being recognized as a high performing agency is helpful when dealing with HUD.

Cmr. Biddle and Ms. Gouig discussed the Housing Commission meeting schedule for September.

Cmr. Gerry asked about the fair market rents and Ms. Gouig stated that HUD has not published the final FMRs yet.

7. COMMUNICATIONS

Ms. Gouig reported on her attendance at the 2014 NAHRO Summer Conference that was held in Tampa, Florida. She described the highlights of the conference. Ms. Gouig announced that the 2014 NAHRO National Conference will be held in Baltimore in October and polled the commissioners to determine who would be available to attend this conference.

8. CLOSED SESSION

*Conference with Legal Counsel – Anticipated Litigation
Initiation of Litigation Pursuant to Subdivision (c) of Section 54956.9 (one case)*

The Commission adjourned into a closed session at 8:55 a.m. and reconvened in regular session at 9:24 a.m.

Chairperson Biddle reported that there were no reportable actions taken during the closed session.

9. ADJOURNMENT

There being no further business, Chairperson Biddle adjourned the meeting at 9:25 a.m.

Respectfully submitted,

Christine Gouig
Executive Director/Housing Commission Secretary

Melissa Taesali
Executive Assistant

Approved: Don Biddle
Housing Commission Chairperson

NEW BUSINESS

October 8, 2014

HOUSING AUTHORITY OF THE COUNTY OF ALAMEDA

AGENDA STATEMENT

Meeting: October 8, 2014

Subject: Recognize Ron DeSilva for 25 years of service

Exhibits Attached: None

Recommendation: Receive presentation

BACKGROUND

The Housing Authority Service Awards Program is designed to recognize an employee's length of service at HACA. Awards are presented to those who have reached specific years of service benchmarks such as 5 years, 10 years, etc. The 2014 awards were given at an all-staff meeting held in August.

The Service Awards Program also includes a presentation to the Housing Commission of those staff who have achieved 25 years or more of service (in five year increments). This year, Ron DeSilva, an Account Specialist in the Accounting Department and a 25-year Housing Authority employee, will be presented to the Housing Commission.

DISCUSSION and ANALYSIS

The Housing Authority is privileged to have Ron DeSilva on its staff for over 25 years. Ron started with the Housing Authority as a part time Account Clerk on June 15, 1987 and currently works as an Account Specialist in our Accounting Department.

Ron contributes to almost all aspects of the Accounting Department's work processes. One of Ron's main responsibilities is to process owner/landlord payables. He is conscientious, very detail-oriented, and often takes the time to explain the accounting process to owners, tenants and co-workers. Ron is also very reliable. He is consistently named one of the recipients of the non-usage of sick leave awards that are issued semi-annually.

Staff recommends your Housing Commission recognize Ron DeSilva for his 25 years of dedicated service.

HOUSING AUTHORITY OF THE COUNTY OF ALAMEDA

AGENDA STATEMENT

Meeting: October 8, 2014

Subject:	Section 8 Payment Standards
Exhibits Attached:	None
Recommendation:	Approve the Proposed Payment Standards
Financial Statement:	\$747,118 per month (\$8.965 million annually) in HAP paid to landlords

BACKGROUND

A housing authority's payments to landlords to subsidize the rents of Section 8 Housing Choice Voucher Program participants are called "Housing Assistance Payments" (HAP). A formula determines the total HAP funding that HUD provides annually to each housing authority. Congress may or may not appropriate sufficient funds to fund 100% of that formula. (This year we are funded at 99.7% of the 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 to pay too low for its market area, families won't be able to find suitable housing and/or will have to pay too much of their income (i.e., more than 30% - 40%) for rent. If the housing authority sets rents 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 large part, by HUD. Every year, HUD publishes proposed "fair market rents" for each market area in the United States and then publishes the final fair market rents 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, every 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., for each city).

The payment standard establishes the voucher 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% and 110% 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 published the 2014-2015 FMRs. The FMRs are only 0.39% – 0.45% higher than the 2013-2014 FMRs for all bedroom sizes.

Staff has analyzed Section 8 program data extensively, including 1) gross rents currently being paid by Section 8 participants, paying close attention to those that moved in the previous year and previous two years, 2) the number of “over-housed” families (that is, families living in a unit larger than their voucher size), 3) the number of families whose rent exceeds the current payment standard (where the tenant pays the overage), 4) the number of families whose rent exceeds 30% of their adjusted monthly income, 5) recently approved increases in the utility allowances, and 6) the impact on the total tenant rent portion of existing participants. After a thorough analysis of its data, staff proposes the following:

- For the cities of Albany, Dublin, Hayward, Newark and San Lorenzo set the payment standards at an amount equal to a 3.25% increase in the average gross rents.
- For the cities of Castro Valley and San Leandro set the payment standards at an amount equal to a 5% increase in the average gross rents.
- For the city of Emeryville set the payment standards at an amount equal to a 6% increase in the average gross rents.
- For the cities of Fremont and Union City set the payment standards at an amount equal to a 5.75% increase in the average gross rents.
- For the city of Pleasanton set the payment standards equal to the payment standards for Dublin except set the three-bedroom at an amount equal to a 3.25% increase in the average gross rents.
- The exceptions to the above are the following:
 - Where the FMRs have required staff to set the payment standards at 90% or 110% in order to keep those payment standards within the HUD basic range; and
 - 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) set the payment standards at either 90% of the FMR or equal to the payment standard already set for a city with similar housing stock.

All proposed payment standards are within the basic HUD range of 90% – 110% of FMR and do not require HUD approval.

PAYMENT STANDARDS BY CITY

City	Unit Size by Bedrooms							
	Studio	1	2	3	4	5	6	7
Albany	\$1,125	\$1,225	\$1,649	\$1,992	\$2,445	\$2,812	\$3,178	\$3,546
Castro Valley (u)	\$1,031	\$1,134	\$1,555	\$2,187	\$2,778	\$3,081	\$3,178	\$3,546
Dublin	\$1,142	\$1,386	\$1,743	\$2,319	\$2,987	\$3,062	\$3,178	\$3,546
Emeryville	\$1,125	\$1,200	\$1,637	\$1,992	\$2,445	\$2,812	\$3,178	\$3,546
Fremont	\$1,125	\$1,252	\$1,716	\$2,285	\$2,808	\$2,993	\$3,178	\$3,546
Hayward	\$1,063	\$1,134	\$1,462	\$2,074	\$2,607	\$3,132	\$3,178	\$3,546
Newark	\$1,125	\$1,219	\$1,685	\$2,307	\$2,717	\$2,812	\$3,178	\$3,546
Pleasanton	\$1,142	\$1,386	\$1,743	\$2,330	\$2,987	\$3,062	\$3,178	\$3,546
San Leandro	\$1,031	\$1,159	\$1,523	\$2,135	\$2,676	\$3,142	\$3,178	\$3,546
San Lorenzo (u)	\$1,031	\$1,145	\$1,553	\$2,231	\$2,608	\$3,081	\$3,178	\$3,546
Union City	\$1,125	\$1,184	\$1,614	\$2,221	\$2,637	\$2,812	\$3,178	\$3,546

HOUSING AUTHORITY OF THE COUNTY OF ALAMEDA

AGENDA STATEMENT

Meeting: October 8, 2014

Subject: Resolution Authorizing Transfer of Funds for Exterior Renovation at Emery Glen Public Housing

Exhibits Attached: Resolution 11-14

Recommendation: Adopt the Resolution

Financial Statement: \$700,000 from Park Terrace Reserves

BACKGROUND

The Emery Glen public housing development was constructed over 25 years ago, in 1983. It is located in Emeryville and comprises 36 units for families, with 10 three-bedroom units and 26 two-bedroom units. As your Commission knows, a contract was let to perform badly-needed renovation work at the project including the replacement of all exterior siding, window framing, windows, exterior doors and exterior lighting. Once this work was complete cosmetic work including repainting the exterior fencing, resurfacing the parking lot, and installing a new surface in the small playground area was planned along with the sewer lateral repairs required by the City of Emeryville. As HUD does not provide HACA with sufficient Capital Funds for a project of this scope, your Commission authorized the transfer of \$500,000 from the six-unit Emeryville Ocean Avenue project reserves to the Public Housing account to complete the work.

In July, your Commission terminated the contract with World Priority, the contractor that had been selected, due to the contractor's failure to perform the work in accordance with the plans, specifications, and city codes. The work was not finished and some work that was completed will have to be re-done. Staff is working with County Counsel to obtain payment to complete the project from the contractor's bonding company and insurer but, while that process is underway (which could be lengthy), recommends that we proceed to select another contractor and complete the work. In order to do this, staff has identified the Park Terrace project reserves as a source of funding and recommends that your Commission authorize a transfer of \$700,000 of these reserves to the Public Housing account.

DISCUSSION AND ANALYSIS

HACA owns nine units in the 43-unit Park Terrace condominium development on Sunset Boulevard in Hayward. The project was developed by a private developer, not HACA, in 1980 and is not part of the federal Public Housing program. The development is in very good condition and is well maintained by the homeowners' association. (HACA pays \$34,728 in HOA dues per year.)

HACA's nine units are usually occupied by Section 8 voucher holders and we can pay ourselves market rents as we do with other Section 8 owners. As a result of being able to generate reasonable rental income, this property has reserves of approximately \$1,059,000, which is far more than necessary to maintain our nine units.

Authorization

Staff requests your Commission adopt the attached resolution authorizing a transfer of \$700,000 of the Park Terrace property reserves to the Public Housing account to complete the Emery Glen project. This is likely more than will be needed and any remaining funds will be returned to the Park Terrace reserves at the project's completion. In addition, any payments made by the former contractor's surety company and/or insurer likewise will be returned to the Park Terrace reserves.

HOUSING AUTHORITY OF THE COUNTY OF ALAMEDA

RESOLUTION NO. 11-14

**AUTHORIZING TRANSFER OF FUNDS FROM THE PARK TERRACE PROPERTY
RESERVE ACCOUNT TO THE PUBLIC HOUSING PROGRAM ACCOUNT**

WHEREAS, the Housing Authority of the County of Alameda (“HACA”) owns a 36-unit public housing project known as Emery Glen located in the city of Emeryville; and

WHEREAS, the U.S. Department of Housing and Urban Development (HUD) provides an annual Capital Fund grant to housing authorities for the maintenance and modernization of public housing projects such as Emery Glen; and

WHEREAS, Emery Glen is in critical need of renovation, the cost of which is estimated to exceed the annual amount of the Capital Fund grant that HACA receives from HUD for HACA’s entire public housing program; and

WHEREAS, HACA in 2013 transferred funds from the Ocean Avenue project reserves to undertake the Emery Glen renovation and let a contract for the work which subsequently was terminated due to failure to perform on the part of the contractor; and

WHEREAS, as a result of terminating the contractor work on the project remains undone and some work is required to be redone; and

WHEREAS, HACA owns a non-public housing development on Sunset Boulevard in the city of Hayward known as Park Terrace with available funds in its reserve account, which is a viable source of funding that HACA can draw upon to cover the costs of the Emery Glen renovations;

NOW, THEREFORE, BE IT RESOLVED that the Housing Commission of the Housing Authority of the County of Alameda authorizes the transfer of seven hundred thousand dollars (\$700,000.00) from the Park Terrace property reserve account to the Public Housing account to undertake the necessary renovations at the Emery Glen public housing project.

BE IT FURTHER RESOLVED that any of the \$700,000 that remains upon completion of the Emery Glen renovation shall be returned to the Park Terrace reserves and any payments provided by either the surety company or insurer of the former contractor shall likewise be returned to the Park Terrace reserves, up to a maximum of \$700,000.

PASSED, APPROVED, AND ADOPTED by the Housing Commission of the Housing Authority of the County of Alameda on this _____ day of _____ 2014 by the following vote:

AYES:

NAYS:

ABSTAIN:

EXCUSED:

ABSENT:

Attest:

Don Biddle
Housing Commission Chairperson

Christine Gouig
Executive Director/Commission Secretary

Adopted: _____

HOUSING AUTHORITY OF THE COUNTY OF ALAMEDA

AGENDA STATEMENT

Meeting: October 8, 2014

Subject:	Management Class Annual Comparability Adjustment
Exhibits Attached:	2014 Management Class Comparability Survey Results – Cost of Living Adjustment (COLA)
Recommendation:	Approve recommended annual salary adjustment of 2.1% retroactive to June 6, 2014, the beginning of the first pay period of the fiscal year, and continue the Management Compensation Policy
Financial Statement:	\$26,857.00

BACKGROUND

In June 1986, the Housing Commission originally adopted various components for setting and maintaining compensation for management employees. Together, these components are referred to as the Management Compensation Policy. In 2003, the Commission appointed a sub-committee to review the various methodologies used for setting and maintaining compensation. The sub-committee affirmed the Management Compensation Policy and its practices with a few recommended changes regarding the then-existing comparability pool. Over the years, the comparability pool has been adjusted several times, adding and deleting agencies. However, the underlying practice of maintaining and implementing the various components of the Management Compensation Policy has remained consistent.

The core components of the Management Compensation Policy are:

- Conduct triennial surveys to review HACA management salaries and compare them to similar positions within our comparability pool to insure that they are assigned a pay range at the median (middle) rate of comparable positions within the pool or are tied to another classification internally;
- As part of the triennial surveying, review total compensation programs for management classifications to make sure that HACA's program is competitive; and
- Conduct annual cost-of-living adjustment (COLA) surveys to determine cost-of-living adjustments for management employees in the comparability pool, calculating the mean (average) of those adjustments and applying them to both HACA management employees' salaries and HACA's salary range structure.

DISCUSSION and ANALYSIS

It has been your Commission's practice to direct staff to continue the Management Compensation Policy practices and methodologies going forward each time the Commission approved compensation for management employees. The annual COLA comparability survey is usually conducted in the Fall of each year because many public agencies settle their negotiations with represented employees and adopt their annual budgets prior to granting management employee increases and often the increase is not known until July, August or even later. The last COLA increase implemented for HACA's management employees was in FY 2009-2010, as was the case for HACA's represented employees.

The results of the annual survey are attached. The average adjustment for the agencies in the comparability pool this year is 2.09%. In 1995, your Commission modified the methodology to require rounding of the survey results to the nearest whole percentage. Staff is proposing that the average be rounded to the nearest tenth of a percent, thereby modifying the past practice of rounding to the nearest whole percent. Rounding to the nearest whole percent does not always allow for the most accurate percentage to be implemented. The survey results would then be rounded to 2.1%. By way of contrast, the recommended COLA for HACA management is below the 2.5% COLA negotiated for the represented employees as called for in the current Memorandum of Understanding.

The proposed COLA is retroactive to June 6, 2014, the first pay period in the fiscal year. Staff recommends that your Commission approve the recommended adjustment of 2.1%. Along with accepting the results of the survey and directing staff to implement the results, it has been your Commission's practice to direct staff to continue the practices and procedures of the Management Compensation Policy going forward and staff recommends that you do so again.

SURVEY SUMMARY

HACA Management Cost of Living Allowance (COLA)

Fiscal Year 2014 – 2015

AGENCY	COLA	DATE
City of Alameda Housing Authority	3.0%	effective 7/22/14
City of Fremont	2.0%	effective 6/29/14
City of Richmond Housing Authority	2.0%	effective 7/1/14
City of San Leandro	3.5%	effective 7/1/14
City of San Mateo	4.0%	effective 4/13/14
Contra Costa County Housing Authority	2.5%	effective 3/1/14
County of Alameda	1.0%	effective 1/5/14
San Mateo County Housing Authority	1.5%	effective 10/1/14
Santa Clara County Housing Authority	2.5%	effective 7/1/14
Marin County Housing Authority	0%	--
Oakland Housing Authority	1.0%	effective 1/1/14

Total Agencies: 11

Average COLA:

2.09%

HOUSING AUTHORITY OF THE COUNTY OF ALAMEDA

AGENDA STATEMENT

Meeting: October 8, 2014

Subject: Section 8 Administrative Plan Policy Revisions

Exhibits Attached: Redline Summary of Policy Revisions

Recommendation: Approve Proposed Policy Revisions

Financial Statement: None

BACKGROUND

HACA’s Section 8 Housing Choice Voucher (HCV) Program Administrative Plan (Admin Plan) sets forth HACA’s policies for administering the Section 8 Program in a manner consistent with HUD requirements and HACA’s Agency Plan—its policies, programs, operations, and strategies for meeting local housing needs and goals. HACA’s Admin Plan is available for public review.

From time to time it becomes necessary to amend the Admin Plan in order to incorporate changed HUD regulations, revised HACA practices, program initiatives, or to make clarifications or corrections. When these amendments modify program policies, staff submits the policy amendments to your Commission for action.

DISCUSSION and ANALYSIS

A red-line version of the changes is enclosed. See attached exhibit.

Chapter 2 – Fair Housing

Updated to reflect HACA’s responsibility for language assistance, as needed, for persons with Limited English Proficiency (LEP) and HACA’s use of telephone interpreter services.

Chapter 8 – Housing Quality Standards and Rent Reasonableness Determinations

Revised to expand upon and clarify the definition of HQS space standards.

Temporary Addendum

On January 22, 2013, HUD issued Notice PIH 2013-03 to acknowledge and address the budget and staff constraints that many PHAs have faced in recent years. The Notice provides four optional methods to reduce administrative burden. On November 5, 2013, HUD issued Notice PIH 2013-26 to extend for an additional year the temporary compliance provisions described in Notice PIH 2013-03. Originally set to expire on March 31, 2014, the Notice will now remain effective until March 31, 2015. This addendum contains HACA’s policies for implementation.

2-III.B. ORAL INTERPRETATION

~~In a courtroom, a hearing, or situations in which health, safety, or access to important benefits and services are at stake, HACA. The PHA will generally offer, or ensure that the family is offered through other sources, competent interpretation services free of charge, upon request, to the LEP person.~~

HACA Policy

~~HACA will provide interpretation services by utilizing bilingual staff and/or contracting for telephone interpreter services.~~

~~HACA will analyze the various kinds of contacts it has with the public, to assess language needs and decide what reasonable steps should be taken. "Reasonable steps" may not be reasonable where the costs imposed substantially exceed the benefits.~~

~~Where feasible, HACA will train and hire bilingual staff to be available to act as interpreters and translators, will pool resources with other PHAs, and will standardize documents. Where feasible and possible, HACA will encourage the use of qualified community volunteers.~~

Where LEP persons desire, they will be permitted to use, at their own expense, an interpreter of their own choosing, in place of or as a supplement to the free language services offered by HACA. The interpreter may be a family member or friend.

~~HACA will analyze the various kinds of contacts it has with the public, to assess language needs and decide what reasonable steps should be taken. "Reasonable steps" may not be reasonable where the costs imposed substantially exceed the benefits.~~

~~Where feasible and possible, HACA will train and hire bilingual staff to be available to act as interpreters and translators, will pool resources with other PHAs, and will standardize documents.~~

2-III.C. WRITTEN TRANSLATION

Translation is the replacement of a written text from one language into an equivalent written text in another language.

HACA Policy

In order to comply with written-translation obligations, HACA will take the following steps:

HACA will provide written translations of vital documents into Cantonese, Farsi, Spanish and Vietnamese, as HACA's budget allows. HACA will provide oral translation where reasonable for LEP applicants and participants who speak other languages.

8-I.E. SPECIAL REQUIREMENTS FOR CHILDREN WITH ENVIRONMENTAL INTERVENTION BLOOD LEAD LEVEL [24 CFR 35.1225]

If a PHA is notified by a public health department or other medical health care provider, or verifies information from a source other than a public health department or medical health care provider, that a child of less than 6 years of age, living in an HCV-assisted unit has been identified as having an environmental intervention blood lead level, the PHA must complete a risk assessment of the dwelling unit. The risk assessment must be completed in accordance with program requirements, and the result of the risk assessment must be immediately provided to the owner of the dwelling unit. In cases where the public health department has already completed an evaluation of the unit, this information must be provided to the owner.

Within 30 days after receiving the risk assessment report from the PHA, or the evaluation from the public health department, the owner is required to complete the reduction of identified lead-based paint hazards in accordance with the lead-based paint regulations [24 CFR 35.1325 and 35.1330]. If the owner does not complete the "hazard reduction" as required, the dwelling unit is in violation of HQS and the PHA will take action in accordance with Section 8-II.G.

PHA reporting requirements, and data collection and record keeping responsibilities related to children with an environmental intervention blood lead level are discussed in Chapter 16.

8-I.F. VIOLATION OF HQS SPACE STANDARDS [24 CFR 982.401, 24 CFR 982.403]

A dwelling unit must:

- Provide adequate space and security for the family
- Have at least one bedroom or living/sleeping room for each two persons

A unit that does not meet these HQS space standards is defined as overcrowded.

A living room may be used as sleeping (bedroom) space, but no more than two persons may occupy the space [HCV GB p. 10-6]. A bedroom or living/sleeping room must have at least:

- One window
- Two electrical outlets in proper operating condition (permanent overhead or wall-mounted light fixtures may count as one of the required electrical outlets)

If the PHA determines that a unit ~~does not meet the HQS space standards~~ is overcrowded because of an increase in family size or a change in family composition, the PHA must issue the family a new voucher, and the family and PHA must try to find an acceptable unit as soon as possible. If an acceptable unit is available for rental by the family, the PHA must terminate the HAP contract in accordance with its terms.

Model Administrative Plan
TEMPORARY ADDENDUM DOCUMENT

INTRODUCTION

On January 22, 2013, HUD issued Notice PIH 2013-03 to acknowledge and address the budget and staff constraints that many PHAs have faced in recent years. The notice provides four optional methods to reduce administrative burden, which are addressed below.

HUD posted Frequently Asked Questions (FAQs) about the notice on March 1, 2013.

On November 5, 2013, HUD issued Notice PIH 2013-26 to extend for an additional year the temporary compliance provisions described in Notice PIH 2013-03. Originally set to expire on March 31, 2014, the notice will now remain effective until March 31, 2015.

Before implementing any of the temporary policy options, the PHA must notify HUD by e-mail. The e-mail must state which of the four options will be implemented.

The PHA must revise its administrative plan before any of the temporary policies are implemented. This document, with board approval, contains the PHA's policies for implementation. The PHA must also evaluate whether adoption of any of the temporary policies would constitute a significant amendment to its annual plan, and must revise the annual plan if necessary.

The temporary provisions that an agency may adopt include:

Option 1: Allow option to use participants' past income in verifying income. This option may simplify the verification process by eliminating the need for family-provided documents, such as pay stubs, in some situations.

Option 2: Allow households to self-certify assets of \$5,000 or less. Due to the imputed asset calculation, assets with a value of \$5,000 or less have little to no impact on TTP. The notice allows agencies to accept a self certification to save administrative time.

Option 3: Allow optional streamlined annual reexaminations for elderly families and disabled families on fixed incomes. For elderly and disabled families whose income is limited to such fixed sources as Social Security or a pension, the agency can reduce administrative time by simply updating income on an annual basis for any cost of living adjustments. If the family has other sources of income that are not fixed a streamlined reexamination would not be an option.

Option 4: Allow PHAs to establish a payment standard of not more than 120 percent of the fair market rent (FMR) without HUD approval as a reasonable accommodation. The agency can approve a payment standard between 111% and 120% of fair market rent (FMR) without field office approval as a reasonable accommodation on a case-by-case basis. This has the effect of affirmatively furthering fair housing by expanding affordable housing choices for a person with disabilities.

HUD has clarified that Option 1 and Option 3 are mutually exclusive. Therefore, the PHA may not implement both options.

Policies contained in this temporary addendum will override existing administrative plan policies until March 31, 2015.

OPTION 1: USE OF ACTUAL PAST INCOME

HUD requires that the use of actual past income must be based on income received during the most recent 12-month period shown in the EIV system. This same 12-month period must be used to determine annual income from non-EIV income sources, such as TANF.

The option must be applied to all participant families. However, anticipated future income must be used to determine annual income:

- For all applicant families
- At the family's request, and
- When the family's declared income differs substantially from EIV data.

For past income shown in the family's EIV report, no additional verification is required unless the family requests use of anticipated income, or there is a substantial difference between the EIV data and family-declared income.

HACA Policy:

Since HUD has clarified that Option 1 and Option 3 are mutually exclusive, and after assessing that Option 1 would increase the staff time, effort and expense of verifying income while Option 3 allows HACA to reduce administrative cost, HACA will not implement Option 1.

OPTION 2: SELF-CERTIFICATION OF ASSETS OF \$5,000 OR LESS

This option permits the PHA to temporarily accept family self-certification of assets when the total net value of the family's assets does not exceed \$5,000. The option reduces administrative burden by eliminating the time-consuming verification process for assets which have minimal impact on the family's subsidy level.

The family's self-certification on application and reexamination forms may be accepted when all adult family members sign the applicable form.

The PHA must continue to report all assets on Form HUD-50058, including assets of families with net assets which do not exceed \$5,000.

If the family's assets exceed \$5,000 in net value, the PHA must verify the assets according to existing PHA policy.

HACA Policy

HACA will implement Option 2, and will comply with all HUD requirements.

For families whose assets do not exceed \$5,000 in net value, HACA will accept family self-certification of asset value and anticipated income.

HACA may require additional verification if necessary to document that assets do not exceed \$5,000 in net value.

OPTION 3: STREAMLINING OF ANNUAL REEXAMINATIONS FOR ELDERLY AND DISABLED FAMILIES ON FIXED INCOMES

Option 3 is intended to reduce administrative burden by permitting the PHA to streamline some of its annual reexaminations

Under this option, the PHA will temporarily bypass its existing policies on verification of income. The option is only applicable to families:

- Whose head, spouse or cohead is either at least 62 years old or disabled, AND
- Who receive income only from fixed income sources.

Fixed income sources include Social Security and SSI, governmental or private pensions, and other periodic payments that are of substantially the same amounts from year to year.

In a streamlined annual reexamination, the PHA calculates annual income by applying any published cost of living adjustment (COLA) to the previously-verified income amount.

HACA Policy

HACA will implement Option 3, and will comply with all HUD requirements.

For elderly and disabled families with fixed incomes, HACA will recalculate annual income by applying any published COLA to previously-verified amounts. Current documentation of fixed income is not required.

If the family receives any income from a non-fixed income source, HACA will not streamline the annual reexamination.

OPTION 4: APPROVAL OF EXCEPTION PAYMENT STANDARDS AS REASONABLE ACCOMMODATION

References: Notice PIH 2010-11; Notice PIH 2010-26

The PHA is required to approve an exception payment standard as a reasonable accommodation for a family that includes a person with disabilities, if the exception is necessary to make the program accessible to and usable by persons with disabilities. The exception may be necessary to permit the family to rent a unit with accessible features.

Current rules permit the PHA to approve an exception payment standard up to 110% of the applicable fair market rent (FMR). Field office approval is required for exceptions from 111% to 120% of FMR, and HUD headquarters approval is required for exceptions above 120%. HUD has noted that the requirement for field office approval has resulted in delays which may prevent the family from renting the unit.

Option 4 temporarily eliminates the requirement for field office approval, and permits the PHA to approve exception payment standards of up to 120% of FMR in this situation. Exceptions above 120% of FMR still require approval from HUD headquarters.

Under this option, the PHA must maintain file documentation of rent reasonableness and documentation that the unit has features required to meet the needs of the person with disabilities.

HACA Policy

HACA will implement Option 4, and will comply with all HUD requirements.

When a family that includes a person with disabilities requires an exception payment standard as a reasonable accommodation, HACA will approve or deny requests for exceptions up to 120% of the applicable FMR.

Requests for exception payment standards over 120% of FMR will be forwarded to HUD headquarters, with supporting documentation as described in Notice PIH 2010-11.

HACA will maintain file documentation as required by HUD, including documentation of rent reasonableness and documentation of unit features required by the disabled family member.

HOUSING AUTHORITY OF THE COUNTY OF ALAMEDA

AGENDA STATEMENT

Meeting: October 8, 2014

Subject: Admissions and Continued Occupancy Policy Revisions

Exhibits Attached: Redline Summary of Policy Revisions

Recommendation: Approve Proposed Policy Revisions

Financial Statement: None

BACKGROUND

HACA’s Public Housing Admissions and Continued Occupancy Policy (ACOP) sets forth HACA’s policies for administering the Public Housing Program in a manner consistent with HUD requirements and HACA’s Agency Plan—its policies, programs, operations, and strategies for meeting local housing needs and goals. HACA’s ACOP is available for public review.

From time to time it becomes necessary to amend the ACOP in order to incorporate changed HUD regulations, revised HACA practices, program initiatives, or to make clarifications or corrections. When these amendments modify program policies, staff submits the policy amendments to your Commission for action.

DISCUSSION and ANALYSIS

On August 20, 2014, HUD issued PIH Notice 2014-20 regarding equal access to housing in HUD programs regardless of sexual orientation, gender identity or marital status. HACA now needs to amend Chapter 1 of its ACOP to include the new definitions reflected in the Notice.

A red-line version of the changes is enclosed. See attached exhibit.

- 1.2.8.1. A Federally-declared disaster in any state; or
 - 1.2.8.2. A disaster declared by the State of California; or
 - 1.2.8.3. In HACA's jurisdiction, action or inaction by a landlord in response to a disaster declared by the Federal Government or the State of California-provided that the family was meeting all conditions of occupancy at the time of its occurrence; or
 - 1.2.8.2. In HACA's jurisdiction, has been, or will be, rendered legally or functionally uninhabitable for, at least, 120 days from the date of displacement as a result of the
 - 1.2.8.3. Is owned or managed by HACA and has been or is slated to be demolished, disposed of and/or voluntarily converted.
- 1.2.9. RESERVED

Family. A person or group of persons, as determined by HACA consistent with 24 CFR 5.403, approved to reside in a unit with assistance under the program. Family includes but is not limited to the following, regardless of actual or perceived sexual orientation, gender identity, or marital status:

- A single person, who may be an elderly person, displaced person, disabled person, near-elderly person, or any other single person; or
 - A group of persons residing together, and such group includes, but is not limited to:
 - A family with or without children (a child who is temporarily away from the home due to placement in foster care is considered determining member of the family)
 - An elderly family;
 - A near-elderly family;
 - A disabled family;
 - A displaced family; and
- The remaining member of a tenant family.

1.2.10. Family composition. See definition of "family" in 24 CFR 5.403. Guest is a person temporarily staying in the unit with the consent of a tenant or other member of the household who has express or implied authority to so consent on behalf of the tenant.

1.2.11. RESERVED

1.2.12. Head of household is the person:

- 1.2.12.1. of majority age;
- 1.2.12.2. with the legal capacity to enter into a lease under state law;
- 1.2.12.3. who:
 - 1.2.12.1. so self-identifies on the family's *Wait-List Lottery Entry* as set forth in Section 10.2.7; and
 - 1.2.12.2. is held responsible by HACA for:
 - 1.2.12.3.2.1. paying the monthly rent; and

Deleted: A Family.¶

Is:¶

a sole citizen, eligible emigrant, or VAWA self-petitioner, other than one set forth in Section 1.2.9.3 below; or¶
more than one person, as determined by HACA, at least one of which is a citizen, eligible emigrant, or VAWA self-petitioner;¶
approved to reside in a unit with assistance under the program.¶

Includes:¶

Children:¶

temporarily absent from the home due to placement in foster care;¶
subject to a joint custody agreement but who live with one parent at least 183 days of the year (51%), whether consecutively or not;¶
as solely determined by HACA if both parents are separate applicants, and both claim the same school-age child. In such an instance:¶

the parent whose address is listed in the school records will be allowed to claim the child as a dependent;¶
If school records are inconclusive, or if the child is not school-age, other pertinent records, such as doctor, hospital, criminal, and court records will be utilized.¶

The fetus of a pregnant woman who has:¶

no other family members;¶

other family members in the household and is in her documented third trimester.¶

Family does not include:¶

RESERVED¶

HOUSING AUTHORITY OF ALAMEDA COUNTY

AGENDA STATEMENT

Meeting: October 8, 2014

Subject: Procurement Award Information

Exhibits Attached: None

Recommendation: Information only - receive report

Financial Statement: As indicated below

BACKGROUND

The information below is provided in accordance with the Housing Authority's Procurement Policy, which requires that procurement actions valued between \$25,000 and \$100,000 be brought to your Housing Commission as information.

DISCUSSION AND ANALYSIS

Construction Project – 6200 Doyle Street, Emeryville

The construction project to upgrade the 36 public housing units at Emery Glen with new siding, windows and doors was halted due to the building contractor's unsatisfactory performance and failure to comply with local building codes and HACA specifications. The poor performance resulted in construction deficiencies potentially threatening the building's integrity. Your Commission terminated the contract between HACA and the building contractor at your July meeting.

Before rebidding the project, staff wanted the advice of a specialist to provide consultation services for the detection of construction defects and water intrusion issues as well as assist with the creation of the bid specifications and drawings. Aquatech Consultancy, Inc. (Aquatech) has been contracted for this work. Aquatech will coordinate testing with the City of Emeryville building inspector, the new building contractor to be selected and the Housing Authority's project manager. Funding for Aquatech's services comes from the Public Housing budget.

Solicitation and contract award information is shown below.

No.	Bid Release	Contractor	Property Location	Contract Award
1	August 6, 2014	Aquatech Consultancy, Inc. Novato, CA	36 Public Housing Units 6200 Doyle Street Emeryville, CA	\$40,000

HOUSING AUTHORITY OF THE COUNTY OF ALAMEDA

AGENDA STATEMENT

Meeting: October 8, 2014

Subject: Quarterly Investment Portfolio Report

Exhibits Attached: Investment Portfolio Report for Quarter ended September 30, 2014

Recommendation: Receive Report

Financial Statement: \$10,519,434 invested at an Average Monthly Yield ranging from 0.05% to 0.22% (excluding FSS Escrow Participant Accounts)

BACKGROUND

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

DISCUSSION AND ANALYSIS

The investment portfolio report that is attached reflects the investments at the quarter ending September 30, 2014 for each program that HACA administers.

The Housing Choice Voucher program had no current investment amount due to the transition to the HUD cash management process and the re-establishment of HUD-held program reserves.

The Housing Development Fund has a total investment of \$7,704,666, which is 73% of the total investment portfolio. Approximately 87% of its portfolio is in the State of California Local Agency Investment Fund (LAIF). Progress payments for the office building remodel will decrease the amount available for future reinvestments.

The Public Housing program has a total investment of \$999,940, which is 10% of the total investment portfolio.

PACH, Ocean Avenue and Park Terrace investments are 6%, 1% and 10% of the total investment, respectively.

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

Housing Authority of Alameda County
Investment Portfolio
For the Quarter ended September 30, 2014

PROGRAM NAME	TYPE OF ACCOUNT	AMOUNT	INTEREST RATE	MATURITY DATE
Conventional	Union Bank N.A. Commercial Paper	\$ 999,940.28	0.05000%	8/14/14
PACH	Union Bank N.A. Commercial Paper	\$ 649,938.25	0.06010%	10/31/14
Ocean Avenue	Union Bank N.A. Commercial Paper	\$ 164,984.33	0.06010%	10/31/14
Park Terrace	Union Bank N.A. Commercial Paper	\$ 999,905.00	0.06010%	10/31/14
Housing Dev Fund	State of CA - Local Agency Investment Fund	\$ 6,704,725.75	0.22000%	
	Union Bank N.A. Commercial Paper	\$ 999,940.28	0.05000%	8/14/14
TOTAL		\$ 10,519,433.89		

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



Christine Gould
Executive Director

10-2-14

Date

FINANCIAL STATUS REPORT
QUARTER AND YEAR ENDING
JUNE 30, 2014
(UNAUDITED)

HOUSING AUTHORITY OF ALAMEDA COUNTY
Financial Status Report for the Quarter and Year Ending June 30, 2014 (Unaudited)

	Low Rent Public Housing	Housing Choice Vouchers	Housing Development Fund	Park Terrace	Ocean Avenue	TOTAL
Operating revenues						
Rental revenue - tenants	\$ 325,797	\$ -	\$ 143,000	\$ 131,414	\$ 55,524	\$ 655,735
Other revenue	4,994	-	0	0	2,316	7,310
Total operating revenues	330,791	-	143,000	131,414	57,840	663,045
Operating expenses						
Administration	(353,549)	(6,545,156)	(271,443)	(368,666)	(527,560)	(773,4574)
Tenant service	(1,150)	-	-	-	-	(1,150)
Utilities	(61,059)	-	(65,714)	(73)	(7,425)	(134,271)
Ordinary maintenance and operations	(416,316)	-	(113,139)	(41,412)	(21,955)	(592,822)
General expenses	(84,989)	(466,752)	(104,975)	(1,161)	(15,265)	(673,142)
Total operating expenses	(917,063)	(7,011,908)	(555,271)	(79,512)	(572,205)	(9,135,959)
Non-operating revenues						
HUD PHA grants	645,003	5,837,376	-	-	-	6,482,379
Capital Fund Grant	122,085	-	-	-	-	122,085
Other revenue	586,150	924,744	6,471	-	45	1,517,410
Investment income	1,273	1,868	20,146	1,185	490	24,962
Notes interest income	523,027					523,027
Total non-operating revenues	1,877,538	6,763,988	26,617	1,185	535	8,669,863
Unaudited Change in Net Assets/Position	\$ 1,291,266	\$ (247,920)	\$ (385,654)	\$ 53,087	\$ (513,830)	\$ 196,949
Depreciation Expense	(175,898)	(9,406)	(92,526)	(32,054)	(37,743)	(347,627)
Adjusted Unaudited Change in Net Position	\$ 1,115,368	\$ (257,326)	\$ (478,180)	\$ 21,033	\$ (551,573)	\$ (150,678)

HAP Funding Received		\$ 74,704,257				\$ 74,704,257
Other Income (Fraud Recovery, FSS forfeitures)		97,536				97,536
HAP Expenses		(78,154,053)				(78,154,053)
Interest earned payable to HUD		1,472				1,472
Addition to/(Use of) NRA - restricted for HAP		\$ (3,350,788)				\$ (3,350,788)

NET ASSETS/POSITION Balance @ FYE 6/30/14:

Net Investment in Capital Assets	\$ 2,214,405	\$ 6,807	\$ 5,966,005	\$ 397,830	\$ 686,435	\$ 9,271,482
Restricted for HAP (NRA)		4,821,674				4,821,674
ed (LRPH Eden Loan, security deposits held)	11,560,915		2,100	4,628	3,242	11,570,885
Unrestricted	1,414,706	1,944,157	7,841,905	1,058,725	168,946	12,428,439
TOTAL EQUITY - NET ASSETS/POSITION	\$ 15,190,026	\$ 6,772,638	\$ 13,810,010	\$ 1,461,183	\$ 858,623	\$ 38,092,480

Program Reserves (for HAP- held by HUD) bal @ FYE 6/30/14: \$ 2,275,946

Change in Net Position Summary

(Decrease)-Net Investment in Capital Assets due to depreciation	(175,898)	(9,406)	(92,526)	(32,054)	(37,743)	(347,627)
Increase - Net Investment in Capital Assets due to capital expenditure	731,360		3,533,589		32,300	4,297,249
Increase/(Decrease)- Restricted NRA		(3,350,788)				(3,350,788)
Increase - Restricted Other due to interest income on Notes Receivable	523,027					523,027
Increase (Decrease) - Unrestricted (operating income/loss) - donated funds	500,000				(500,000)	0
Increase (Decrease) - Unrestricted (operating income/loss)	(463,121)	(247,920)	(3,919,243)	53,087	(46,130)	(4,623,327)
Total Change in Net Position	1,115,368	(3,608,114)	(478,180)	21,033	(551,573)	(3,501,466)

PROGRAM ACTIVITY **REPORT**

HOUSING AUTHORITY OF THE COUNTY OF ALAMEDA

AGENDA STATEMENT

Meeting: October 8, 2014

Subject: Programs Activity Report

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

Recommendation: Receive Report

Financial Statement: None

SECTION 8 HOUSING CHOICE VOUCHERS

- **Lease-Up:** As of September 1, 2014, the Section 8 Housing Choice Voucher program had 5,963 units under contract. The fiscal year-to-date lease-up average is 96.99% units. The budget authority use average through July 2014 is 95%.
- **Program Utilization:** As of September 1, 2014, the average HAP subsidy was \$1,046 and the average tenant-paid rent portion was \$438 for an average Contract Rent of \$1,484. Amounts vary by \$1 due to rounding.
 - ❖ As of September 1, 2014, HACA had 82 outgoing billed portability contracts (i.e., HACA voucher holders who are housed in another housing authority's jurisdiction).
 - ❖ As of September 1, 2014, HACA billed other housing authorities, primarily the Oakland Housing Authority, for 1,111 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 \$2,820.43 in fraud and debt recovery payments for the month of July 2014 and \$3,557.50 for the month of August 2014. A total of \$29,038.21 was retained over the last six months.
- **Landlord Rental Listings:** As of October 1, 2014, there were 1,643 landlords with properties in HACA's jurisdiction utilizing the *GoSection8* rental listing service. There were no new landlords added to the Section 8 program this month. There were two active properties listed as of October 1, 2014.

FAMILY SELF SUFFICIENCY (FSS)

The FSS Department has nearly met its goal of 200 participants for the national FSS study with 191 participants. The FSS Department anticipates it will meet the goal of 200 based on the turnout at their September 30th orientation.

The FSS Department's annual *It's Your Time to Shine* celebration is scheduled for Thursday, November 6, 2014 at the San Leandro Main Library. We hope you can join us in recognizing the achievements of our FSS families and celebrating with dinner and raffles.

HUD has announced that HACA will be funded for the 2015 program year for our four FSS Coordinators.

PUBLIC HOUSING

- **Occupancy:** As of September 1, 2014, the Public Housing program had 68 of 72 units leased and had a 94.44% 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 2014

City	Certificates		Vouchers		August 2014 TOTAL		August 2013	August 2012
	Number	HAP*	Number	HAP**	Number	HAP		
Albany	0	\$0	30	\$31,410	30	\$31,410	34	39
Castro Valley	9	\$7,929	219	\$229,293	228	\$237,222	230	242
Dublin	2	\$1,762	354	\$370,638	356	\$372,400	360	290
Emeryville	6	\$5,286	111	\$116,217	117	\$121,503	111	116
Fremont	25	\$22,025	1,189	\$1,244,883	1,214	\$1,266,908	1,297	1,400
Hayward	112	\$98,672	2,216	\$2,320,152	2,328	\$2,418,824	2,515	2,599
Newark	3	\$2,643	241	\$252,327	244	\$254,970	265	279
Pleasanton	4	\$3,524	119	\$124,593	123	\$128,117	130	147
San Leandro	19	\$16,739	1,511	\$1,582,017	1,530	\$1,598,756	1,484	1,428
San Lorenzo	2	\$1,762	224	\$234,528	226	\$236,290	234	220
Union City	6	\$5,286	792	\$829,224	798	\$834,510	822	782
TOTALS	188	\$165,628.00	7,006	\$7,335,282.00	7,194	\$7,500,910.00	7,482	7,542

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

***Based on an average August Housing Assistance Payment (HAP) of \$1047 per voucher contract*

HOUSING AUTHORITY OF THE COUNTY OF ALAMEDA

Section 8 Contract and HAP Report for the month of: September 2014

City	Certificates		Vouchers		September 2014 TOTAL		September 2013	September 2012
	Number	HAP*	Number	HAP**	Number	HAP		
Albany	0	\$0	28	\$29,316	28	\$29,316	34	37
Castro Valley	9	\$7,929	214	\$224,058	223	\$231,987	226	244
Dublin	2	\$1,762	355	\$371,685	357	\$373,447	361	282
Emeryville	6	\$5,286	112	\$117,264	118	\$122,550	109	115
Fremont	26	\$22,906	1,177	\$1,232,319	1,203	\$1,255,225	1,283	1,376
Hayward	113	\$99,553	2,211	\$2,314,917	2,324	\$2,414,470	2,483	2,586
Newark	3	\$2,643	243	\$254,421	246	\$257,064	266	278
Pleasanton	4	\$3,524	117	\$122,499	121	\$126,023	129	142
San Leandro	19	\$16,739	1,510	\$1,580,970	1,529	\$1,597,709	1,486	1,440
San Lorenzo	2	\$1,762	219	\$229,293	221	\$231,055	233	227
Union City	6	\$5,286	785	\$821,895	791	\$827,181	833	822
TOTALS	190	\$167,390.00	6,971	\$7,298,637.00	7,161	\$7,466,027.00	7,443	7,549

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

***Based on an average September Housing Assistance Payment (HAP) of \$1047 per voucher contract*

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

City	Number of HAP Contracts	Average Contract Rent	Average HAP Paid by HACA	Average Rent Paid by Family	Average Family-Paid Rent as a Percentage of Average Contract Rent
Albany	30	\$1,356	\$1,030	\$327	24%
Castro Valley	201	\$1,398	\$957	\$440	31%
Dublin	280	\$1,682	\$1,214	\$468	28%
Emeryville	109	\$1,240	\$881	\$359	29%
Fremont	1138	\$1,616	\$1,111	\$505	31%
Hayward	2190	\$1,403	\$1,001	\$402	29%
Newark	242	\$1,846	\$1,267	\$579	31%
Pleasanton	119	\$1,344	\$948	\$396	29%
San Leandro	1498	\$1,385	\$983	\$403	29%
San Lorenzo	223	\$1,707	\$1,246	\$462	27%
Union City	616	\$1,670	\$1,164	\$506	30%

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

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

City	Number of HAP Contracts	Average Contract Rent	Average HAP Paid by HACA	Average Rent Paid by Family	Average Family-Paid Rent as a Percentage of Average Contract Rent
Albany	30	\$1,356	\$1,032	\$325	24%
Castro Valley	201	\$1,409	\$959	\$450	32%
Dublin	276	\$1,686	\$1,205	\$481	29%
Emeryville	109	\$1,240	\$878	\$363	29%
Fremont	1129	\$1,625	\$1,112	\$513	32%
Hayward	2169	\$1,406	\$1,001	\$405	29%
Newark	241	\$1,852	\$1,268	\$584	32%
Pleasanton	119	\$1,344	\$955	\$388	29%
San Leandro	1509	\$1,384	\$973	\$411	30%
San Lorenzo	224	\$1,705	\$1,252	\$453	27%
Union City	612	\$1,673	\$1,161	\$512	31%

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

DEBT COLLECTIONS

2014-2015

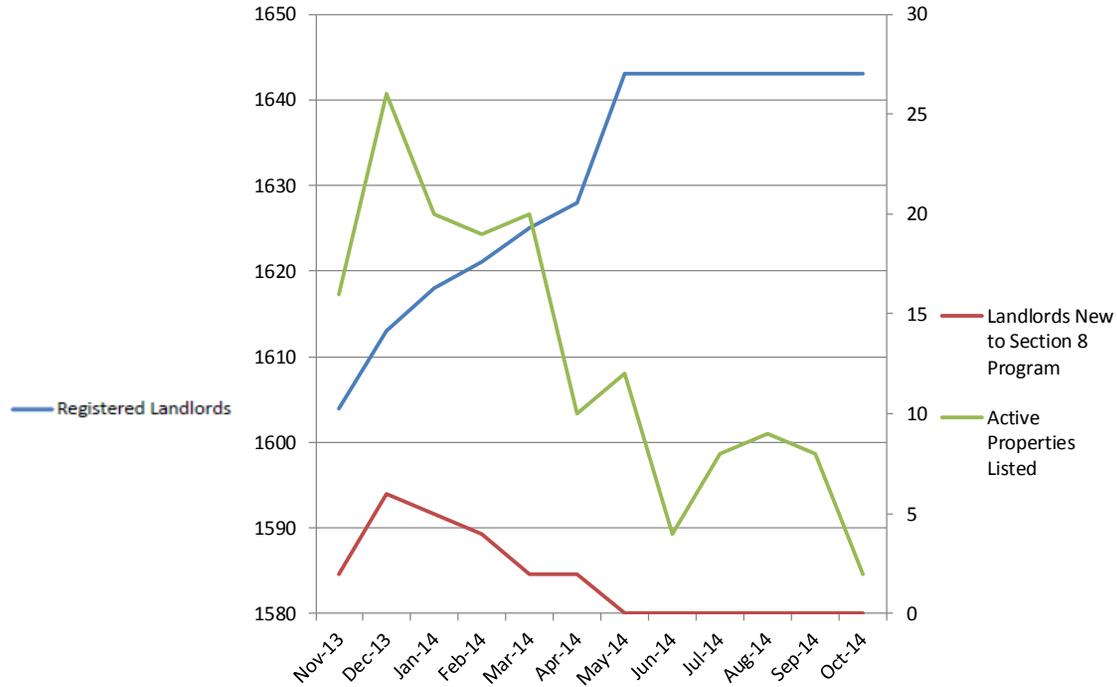
FYE 06/30/15

	JULY	AUGUST	SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER	JANUARY	FEBRUARY	MARCH	APRIL	MAY	JUNE	GRAND
													TOTALS
<i>DAMAGE CLAIMS</i>	\$170.00	\$125.00											\$295.00
<i>FRAUD REPAYMENTS</i>	\$2,820.43	\$3,557.50											\$6,377.93
TOTALS	\$2,990.43	\$3,682.50	\$0.00	\$6,672.93									

Landlord Rental Listing Report

Monthly

	11/1/2013	12/2/2013	1/2/2014	2/3/2014	3/3/2014	4/1/2014	5/1/2014	6/2/2014	7/1/2014	8/1/2014	9/2/2014	10/1/2014
Registered Landlords	1604	1613	1618	1621	1625	1628	1643	1643	1643	1643	1643	1643
Landlords New to Section 8 Program	2	6	5	4	2	2	0	0	0	0	0	0
Active Properties Listed	16	26	20	19	20	10	12	4	8	9	8	2





To: Christine Gouig, Executive Director
From: Daniel Taylor, Special Programs Manager
Re: **FSS Program Summary**
CC: Ron Dion, Linda Evans, Phyllis Harrison, Mary Sturges, Eli Isaacs
Date: August 28, 2014

Program Summary	August 2014
Total Clients Under Contract:	141
MDRC:	70
Graduates:	1
Escrow Disbursed:	\$6,632.74
Ports In:	0
Ports Out:	0
Terminations:	5
New Contracts:	5

FSS PROGRAM NEWS:

MDRC FSS Study

FSS staff is progressing toward the participant study goal of 200 by October 2014. The current results of the random assignment are as follows:

FSS Group:	70
Control Group:	<u>74</u>
Total:	144

Workshops

On Saturday, August 9, 2014, Life Coach Gloria Brown held a round table session on "Love Your Life Today." The workshop was held at our Nidus senior housing recreation room. Participants discussed ways to release limiting beliefs and how to make strength based decisions for a better life today. Attendance was great! The FSS team received a high number of requests from participants for a Gloria Brown workshop this year. Many participants in attendance stayed after the group session concluded, just to get one on one time with Gloria. We are looking forward to scheduling her again soon.

Next FSS Orientations

- Thursday, September 11, 2014
6:00 p.m. to 8:00 p.m.
- Friday, September 19, 2014
10:00 a.m. to 12:00 p.m.
- Tuesday, September 30, 2014
6:00 p.m. to 8:00 p.m.

Referrals= Case Management = 45



To: Christine Gouig, Executive Director
From: Daniel Taylor, Special Programs Manager
Re: **FSS Program Summary**
CC: Ron Dion, Linda Evans, Phyllis Harrison, Mary Sturges, Eli Isaacs
Date: October 1, 2014

Program Summary	September 2014
Total Clients Under Contract:	137
MDRC:	94
Graduates:	5
Escrow Disbursed:	\$35,027.73
Ports In:	0
Ports Out:	0
Terminations:	0
New Contracts:	5

FSS PROGRAM NEWS:

MDRC FSS Study

FSS staff is progressing toward the participant study goal of 200 by October 2014. The current results of the random assignment are as follows:

FSS Group:	94
Control Group:	<u>97</u>
Total:	191

Workshops

On Saturday, September 20, 2014, Community Trust, A Division of Self-Help Federal Credit Union, held a “Fresh Start Loans / Credit Report / Credit Scores” workshop. Topics included:

- How to apply for a fresh start loan
- How to get a free copy of your credit report

- How to dispute items on your credit report
- Three steps to building an excellent credit score
- The inside scoop on credit scores-what you do that helps or hurts your score

The workshop was held at our Nidus senior housing recreation room. Attendance was high and the participants remained very engaged with the presenters throughout the workshop.

It's Your Time to Shine Event

FSS staff is finalizing the details of our annual *It's Your Time to Shine* celebration scheduled for Thursday, November 6, 2014 at the San Leandro Main Library. Achievements of FSS families over the last year will be recognized. There will be dinner, entertainment, raffles and presentation of awards.

FSS FUNDING

HACA's FSS program was granted HUD funding for the 2015 program year in the amount of \$273,698, a couple thousand dollars less than we applied for (due to budget cuts and proration).

Referrals= Case Management =37