



Housing Authority of the
County of Alameda

22941 Atherton Street, Hayward, CA 94541

Tel. 510.538.8876 TDD 510.727.8551 Fax 510.537.8236 www.haca.net

HOUSING COMMISSION AGENDA
Special Meeting: November 18, 2015
Time: 8:00 a.m.

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

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

To allow the opportunity for all to speak, a time limit of 3 minutes has been set for public speakers wishing to address the Housing Commission. The Chairperson has the discretion to further limit this time if warranted by the number of speakers.

The Housing Commission Secretary of the Housing Authority of the County of Alameda has, on Thursday, November 12, 2015 duly distributed this Agenda to the Clerk of the Board of Supervisors for posting in the office of the Alameda County Administration Building and has posted it on the bulletin board of the Housing Authority of the County of Alameda.

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

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|--|--------------------|--------------------|
| 1. CALL TO ORDER / ROLL CALL | | |
| 2. APPROVAL OF THE MINUTES OF THE OCTOBER 14, 2015 MEETING | ACTION | 2 |
| 3. PUBLIC COMMENT | | |
| On matters not on the Agenda | | |
| 4. NEW BUSINESS | | |
| 4-1. Section 8 Housing Choice Voucher and VASH Payment Standards | ACTION | 7 |
| 4-2. Revisions to HACA's Section 8 Administrative Plan | ACTION | 10 |
| 4-3. Procurement Process Improvement for Solicitations and Contract Award | INFORMATION | 15 |
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| 6. COMMUNICATIONS | | |
| Report on NAHRO Annual Conference, Los Angeles, Oct 14 - 17 | | |
| 7. ADJOURNMENT | | |

MINUTES

October 14, 2015



Housing Authority of the
County of Alameda

HACA AGENDA ITEM NO.: 2.

22941 Atherton Street, Hayward, CA 94541

Tel. 510.538.8876 TDD 510.727.8551 Fax 510.537.8236 www.haca.net

**HOUSING COMMISSION MINUTES
REGULAR MEETING: OCTOBER 14, 2015
HACA BOARD ROOM, 22941 ATHERTON STREET, HAYWARD, CA 94541**

SUMMARY ACTION MINUTES

1. CALL TO ORDER/ROLL CALL

Call to Order

Chairperson Biddle called the meeting to order at 8:00 a.m.

Roll Call

Present: Cmr. Bacon, Biddle, Gacoscos, Hannon, Peixoto, Reed and Steiner

Excused: Cmr. Cashmere

Entered after Roll Call: Cmr. Iosefa

Absent: Cmr. Asher and Gerry

2. CLOSED SESSION

Conference with Legal Counsel - Anticipated Litigation

Initiation of Litigation Pursuant to Subdivision (c) of Section 54956.9 (one case)

Contract Negotiations with SEIU Local 1021 and the Housing Authority of the County of Alameda

Labor Negotiations Pursuant to Government Code 54957.6

The Commission adjourned into a closed session at 8:01 a.m. and reconvened in regular session at 8:56 a.m. Chairperson Biddle reported that there were no reportable actions taken in the closed session.

3. APPROVAL OF THE MINUTES OF THE SEPTEMBER 16, 2015 HOUSING COMMISSION MEETING

Recommendation: Approve the minutes of the September 16, 2015 Housing Commission meeting as presented.

Motion/Second: Peixoto/Hannon

7 ayes; 1 abstention: Cmr. Reed

Motion passed. **APPROVED AS RECOMMENDED.**

4. PUBLIC COMMENT

Cheri Keeling asked about the process for appointing Commissioners to the HACA Housing Commission. Chairperson Biddle gave an overview on how the Commissioners are appointed.

5. NEW BUSINESS

5-1. RESOLUTION NO. 08-15: APPROVING AN AMENDMENT TO HACA'S PROCUREMENT POLICY

Beverly Brewer, Procurement Analyst, presented the staff report. Ms. Brewer reported that HUD has adopted interim rule 2 CFR part 200, *Uniform Administrative Requirements*, for federal financial assistance programs. She explained that staff is proposing to amend HACA's Procurement Policy in order to conform to the new rule and described the key changes that are being proposed.

Recommendation: Adopt Resolution No. 08-15 approving an amendment to HACA's Procurement Policy as presented.

Commission Discussion: Chairperson Biddle asked if staff had a petty cash account. Ms. Brewer explained that staff keeps a small amount of cash on hand for minimal purchases and described some of the purchases that might be made with the petty cash fund. Cmr. Hannon thanked staff for showing the marked changes in the policy and commented that this was really helpful.

Motion/Second: Hannon/Reed.

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

5-2. INFORMATION: HOUSING CHOICE VOUCHER WAIT LIST LOTTERY RESULTS

Jennifer Cado, Senior Administrative Analyst, presented the staff report. Ms. Cado reported on HACA's waitlist opening for the Section 8 Housing Choice Voucher program that was held August 5-11, 2015. She described the steps that staff took to widely advertise the waitlist opening, HACA's partnership with several community based organizations to provide the public with access to the online application, and the reasonable accommodation process that HACA staff used to assist disabled applicants. Ms. Cado also reported that HACA's software vendor, Tenmast, accepted the online pre-applications and conducted a lottery to randomly select 5,000 applicants for placement on the waitlist. She provided the Commission with statistics from the waitlist lottery such as the applicants' region of residence, family size, veteran status, homeless status, race and ethnicity.

Commission Discussion: Cmr. Reed and Ms. Cado discussed Alameda County's parameters for classifying a person as homeless. Cmr. Bacon asked if applicants who have self-identified as being homeless have been certified by Alameda County as homeless. Ms. Cado clarified that these applicants have self-identified but have not been certified as homeless. Cmr. Gascos praised staff for their efforts to provide the public with access to the online application and thanked staff for providing the Commission with the statistical data. Ron Dion, Deputy Director for Programs, praised the staff at HACA for their outreach efforts before and during the waitlist opening and thanked the staff who provided assistance at the various Application Centers. Cmr. Peixoto and Ms. Cado discussed how veterans come onto the Veterans Affairs Supportive Housing (VASH) program. Cmr. Peixoto and Ms. Cado discussed the availability of housing for veterans. Cmr. Steiner and Mr. Dion discussed turnover among the veteran population in the various housing programs. Ms. Cado commented that housing is critical for veterans.

5-3. INFORMATION: QUARTERLY INVESTMENT PORTFOLIO REPORT FOR QUARTER ENDED SEPTEMBER 30, 2015

Ron Dion presented the staff report.

Commission Discussion: Cmr. Hannon and Mr. Dion discussed the continuity of interest rates once the investments mature.

5-4. INFORMATION: BUDGET STATUS REPORT

Ron Dion, Deputy Director for Programs, presented the staff report. Report received with no questions or comments from the Commission.

5-5. INFORMATION: PROGRAM ACTIVITY REPORT

Daniel Taylor, Special Programs Manager, presented the staff report. Mr. Taylor announced that the Family Self-Sufficiency's annual *It's Your Time to Shine* event will be held on November 5th at the Marina Community Center in San Leandro. He invited all of the Commissioners to attend.

Commission Discussion: Cmr. Steiner indicated that the chairperson of the City of Pleasanton's Human Services Commission will be attending the event. She encouraged the Commissioners to attend the event. Cmr. Reed gave the address for the community center.

6. COMMISSIONER REPORTS

None.

7. COMMUNICATIONS

Mr. Dion reported that the Commission's regular meeting in November is scheduled for November 11, which is the date of the Veterans Day holiday and proposed that the Commission move their November meeting to November 18. After a brief discussion, the Commission agreed to move the date of the November meeting to Wednesday, November 18.

Mr. Dion reported that HUD's proposed Fair Market Rents for 2016 have been reduced despite the rapidly rising rents in the counties of Alameda and Contra Costa. He summarized the reasons why HUD's FMR methodology for the Oakland-Fremont, California Metropolitan Statistical Area (MSA), which encompasses the counties of Alameda and Contra Costa, is flawed. A fact sheet describing the impact of the rapidly rising rents in the Oakland-Fremont MSA was distributed to the Commission and to the public. Mr. Dion reported that HACA has collaborated with other housing authorities in the region to act in response to the proposed FMRs and described some of the work that has been done so far. Mr. Dion also indicated that HACA will join with these other housing authorities to conduct an independent study on the FMRs.

Chairperson Biddle and Mr. Dion discussed some of the work that has been done with the press on this issue. Cmr. Steiner and Mr. Dion discussed lease-up rates. Cmr. Reed requested that staff email a copy of the handout to all of the Commissioners. Cmr. Hannon asked if HUD will make adjustments to the FMRs for the Oakland-Fremont MSA once the results of the independent study are provided to them and Mr. Dion indicated that it is possible.

8. ADJOURNMENT

There being no further business to discuss Chairperson Biddle adjourned the meeting at 9:33 a.m.

Respectfully Submitted,

Melissa Taesali
Executive Assistant

Christine Gouig
Executive Director/Housing Commission Secretary

Approved:

Don Biddle
Housing Commission Chairperson

NEW BUSINESS

November 18, 2015

HOUSING AUTHORITY OF THE COUNTY OF ALAMEDA

AGENDA STATEMENT

Meeting: November 18, 2015

Subject: Section 8 HCV and VASH Payment Standards

Exhibits Attached: None

Recommendation:

- 1) Approve HCV Exception Payment Standards,
- 2) Approve HCV Payment Standards of up to and including 110% of FMRs upon HUD's issuance of new FMRs based on our rent survey, and
- 3) Approve the same Payment Standards for the VASH Program as for the HCV Program, as long as the HCV Standards are higher

BACKGROUND

A housing authority's payments to landlords to subsidize the rents of Section 8 Housing Choice Voucher (HCV) 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 101.25% of the formula for HAP whereas last year we were funded at 99.7%.)

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 its 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

As we discussed at your September meeting, HUD published the 2015-2016 proposed FMRs in August. The proposed FMRs were 1.4% - 10.66% lower than the 2014-2015 final FMRs for all bedrooms sizes. At your September meeting you authorized staff to set our payment standards for the Housing Choice Voucher Program at 110% of the proposed FMRs. As of November 10, 2015, HUD had not yet finalized the 2015-2016 FMRs.

In response to organized opposition to the proposed FMRs on the part of the eight Alameda and Contra Costa County housing authorities, and with the support and intervention of Congresswoman Barbara Lee, HACA received correspondence from HUD on the morning of November 9 acknowledging that the proposed FMRs may not be keeping pace with rents in the Bay Area. HUD stated that it had determined that the one percent vacancy rate in the Oakland FMR area is very low and qualifies for emergency exception payment standards. HUD further stated that in order to provide some immediate relief, it would approve emergency exception payment standards up to 125 percent of the FMR for HACA upon our written request. We submitted our request for exception payment standards of 125 percent on the afternoon of November 9, 2015.

Additionally, HACA, along with the other seven housing authorities in the FMR area and several other housing agencies, has procured a rental market survey, as approved at your September meeting. HUD’s correspondence indicated that it would work ‘quickly’ to revise the 2015-2016 FMRs to incorporate the local survey data when it becomes available (mid-December).

RECOMMENDATION

First, in order to quickly provide relief to our participants and applicants, staff recommends your Commission authorize the Executive Director to implement the emergency exception payment standards for all cities in HACA’s jurisdiction once they are approved by HUD.

Second, also to quickly provide relief to our participants and applicants, staff recommends your Commission authorize the Executive Director to implement payment standards for all cities in HACA’s jurisdiction of up to and including 110% of the revised 2015-2016 FMRs that HUD will approve based on the results of our rental market survey. However, if staff believes the revised 2015-2016 FMRs warrant tailoring payment standards by city, staff would bring its proposal to your Commission for its approval prior to implementation.

HACA AGENDA ITEM NO.: 4-1.

Third, to enable veterans to find housing in this rental market, authorize the Executive Director to implement payment standards for the VASH program for all cities in HACA's jurisdiction equal to the higher of the current VASH exception payment standards or the new payment standards under the emergency exception payment standards and/or the payment standards based on the revised FMRs resulting from the rental survey.

HOUSING AUTHORITY OF THE COUNTY OF ALAMEDA

AGENDA STATEMENT

Meeting: November 18, 2015

Subject: Administrative Plan Policy Revisions

Exhibits Attached: Redline Summary of Policy Revisions

Recommendation: Approve Proposed Policy Revisions

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.

DISCUSSION and ANALYSIS

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

Chapter 5 – Exceptions to Subsidy Standards and Chapter 17 – Overcrowded, Under-Occupied, and Accessible Units

HUD regulations for the HCV project-based voucher (PBV) program require that families be housed in appropriately sized units. HACA has established a subsidy standard to define an appropriately sized unit— one bedroom for the head of household and the co-head (if any) and thereafter one bedroom for every two persons.

At times, a family's household composition may increase by one person (e.g., a new child is born into the family). In such a case, HUD PBV regulations require that this family move to the correct size unit and HACA must offer the family continued assistance in the following order, based on availability: 1) project-based assistance in the *same* building or project, 2) project-based assistance in *another* project, or 3) tenant-based assistance (i.e., a voucher). HACA follows this regulation; however, many times there are no other project-based units available and so HACA offers the family a voucher.

HACA AGENDA ITEM NO.: 4-2.

In this extremely tight rental market where HACA's payment standards are not adequate, families required to move are having difficulty finding suitable units before their voucher expires. In an effort to keep these families from becoming homeless, staff recommends we allow an exception to our subsidy standards for *currently* housed project-based families in this situation who request the exception. The exception allows for a subsidy standard of 2 persons per bedroom plus one additional person for the dwelling unit. This is known as the 2+1 rule, is an accepted rule in the affordable housing industry and essentially is being used for most Low Income Housing Tax Credit projects.

Staff recommends that your Commission approve the revisions to the Admin Plan. Once approved, staff training on the revisions will be conducted and the revised Plan will be implemented.

5-IL.C. EXCEPTIONS TO SUBSIDY STANDARDS

In determining family unit size for a particular family, HACA may grant an exception to its established subsidy standards if HACA determines that the exception is justified by the health, handicap, or relationship of family members or other personal circumstances [24 CFR 982.402(b)(8)]. Reasons may include, but are not limited to:

- A need for an additional bedroom for medical equipment
- A need for a separate bedroom for reasons related to a family member's disability, medical or health condition

For a single person who is not elderly, disabled, or a remaining family member, an exception cannot override the regulatory limit of a zero or one bedroom [24 CFR 982.402(b)(8)].

HACA Policy

HACA will consider granting an exception as a reasonable accommodation for a person with disabilities.

The family must request any exception to the subsidy standards in writing. The request must explain the need or justification for a larger or smaller family unit size, and must include appropriate documentation. Requests based on health-related reasons must be verified by a knowledgeable professional source (e.g., doctor or health professional), unless the disability and the disability-related request for accommodation is readily apparent or otherwise known. The family's continued need for an additional bedroom due to special medical equipment must be re-verified at annual reexamination.

HACA will notify the family of its determination within 10 business days of making the determination. If a participant family's request is denied, the notice will inform the family of their right to request an informal hearing.

In addition, for project-based voucher participants currently living in a project-based unit where a change in family size has caused the family to be under-housed, HACA will follow the policy at 17-VII.C. In the case where the family receives a tenant-based voucher for continued assistance, and where the family's tenant-based voucher expires because the family cannot locate a suitable unit, the family will be allowed to remain in their current project-based unit using the 2+1 rule-that is, two people per bedroom plus one additional person for the dwelling unit. Acceptable documentation indicating the family could not locate a suitable unit includes a listing of units inquired on or applied for, or a client statement.

Security Deposits [24 CFR 983.258]

The owner may collect a security deposit from the tenant. HACA may prohibit security deposits in excess of private market practice, or in excess of amounts charged by the owner to unassisted tenants.

HACA Policy

HACA will allow the owner to collect a security deposit amount the owner determines is appropriate, as long as it does not exceed that allowed under state law.

When the tenant moves out of a contract unit, the owner, subject to state and local law, may use the security deposit, including any interest on the deposit, in accordance with the lease, as reimbursement for any unpaid tenant rent, damages to the unit, or other amounts owed by the tenant under the lease.

The owner must give the tenant a written list of all items charged against the security deposit and the amount of each item. After deducting the amount used to reimburse the owner, the owner must promptly refund the full amount of the balance to the tenant in accordance with state law.

If the security deposit does not cover the amount owed by the tenant under the lease, the owner may seek to collect the balance from the tenant. HACA has no liability or responsibility for payment of any amount owed by the family to the owner.

17-VII.C. MOVES

Overcrowded, Under-Occupied, and Accessible Units [24 CFR 983.259]

If HACA determines that a family is occupying a wrong size unit, based on HACA's subsidy standards, or a unit with accessibility features that the family does not require, and the unit is needed by a family that does require the features, HACA must promptly notify the family and the owner of this determination, and HACA must offer the family the opportunity to receive continued housing assistance in another unit.

HACA Policy

HACA will notify the family and the owner of the family's need to move based on the occupancy of a wrong-size or accessible unit within 10 business days of HACA's determination. HACA will offer the family the following types of continued assistance in the following order, based on the availability of assistance:

- PBV assistance in the same building or project;
- PBV assistance in another project; and
- Tenant-based voucher assistance.

If HACA offers the family a tenant-based voucher, HACA must terminate the housing assistance payments for a wrong-sized or accessible unit at expiration of the term of the family's voucher (including any extension granted by HACA). However, as referenced in section 5-II.C. for under-housed project-based families, if the family documents that the family's tenant-based voucher expires because the family cannot locate a suitable unit, and the family could remain housed in the project-based unit using the 2+1 rule, HACA will not terminate the housing

assistance payments and the family will be allowed to remain in the project-based unit for as long as the family size qualifies for the 2+1 rule.

If HACA offers the family another form of assistance that is not a tenant-based voucher, and the family does not accept the offer, does not move out of the PBV unit within a reasonable time as determined by HACA, or both, HACA must terminate the housing assistance payments for the unit at the expiration of a reasonable period as determined by HACA.

HACA Policy

When HACA offers a family another form of assistance that is not a tenant-based voucher, the family will be given 60 days from the date of the offer to accept the offer and move out of the PBV unit. If the family does not move out within this 60-day time frame, HACA will terminate the housing assistance payments at the expiration of this 60-day period.

HACA may make exceptions to this 60-day period if needed for reasons beyond the family's control such as death, serious illness, or other medical emergency of a family member.

Family Right to Move [24 CFR 983.260]

The family may terminate the lease at any time after the first year of occupancy. The family must give advance written notice to the owner in accordance with the lease and provide a copy of such notice to HACA. If the family wishes to move with continued tenant-based assistance, the family must contact HACA to request the rental assistance prior to providing notice to terminate the lease.

If the family terminates the lease in accordance with these requirements, HACA is required to offer the family the opportunity for continued tenant-based assistance, in the form of a voucher or other comparable tenant-based rental assistance. If voucher or other comparable tenant-based assistance is not immediately available upon termination of the family's lease in the PBV unit, HACA must give the family priority to receive the next available opportunity for continued tenant-based assistance.

HACA Policy

Prior to assisting currently housed Project-Based Voucher holders who have priority to receive the next available opportunity for continued tenant-based assistance, HACA will set aside PBVs committed for new projects coming on-line (if applicable) and assist applicants for 1.) Targeted Funding and 2.) FUP Graduates and CHOICES or FACT Programs Graduates as described in section 4-III.C.-Local Preferences-Section 8 Housing Choice Voucher Program (HCV) as these forms of tenant-based assistance have previously been committed and are not available.

If the family terminates the assisted lease before the end of the first year, the family relinquishes the opportunity for continued tenant-based assistance.

17-VI.D. EXCEPTIONS TO THE OCCUPANCY CAP [24 CFR 983.261, FR Notice 11/24/08]

HACA may not pay housing assistance under a PBV HAP contract for more than 25 percent of the number of dwelling units in a project unless the units are [24 CFR 983.56]:

HOUSING AUTHORITY OF ALAMEDA COUNTY

AGENDA STATEMENT

Meeting: November 18, 2015

Subject: Procurement Process Improvement for Solicitations and Contract Award

Exhibits Attached: None

Recommendation: Information Only

BACKGROUND

Legal review of the Emery Glen Siding Project uncovered an area of deficiency in the procurement process with respect to HACA solicitations. Staff immediately conducted a thorough analysis of current procurement processes and worked to develop procedures to address the deficient area. The new procedures are brought to your Commission for information.

DISCUSSION AND ANALYSIS

After a thorough review of the current procurement processes, new procedures have been developed to heighten the level of review prior to the release of a solicitation or the award of a contract. Key new procedures include:

- The addition of solicitation language to stress the requirement of exact naming on all required documents (i.e., license, insurance, bid document, W-9, etc.).

The company name on the license(s) must match the company name associated with the IRS tax identification number, Bonding Company bond, all applicable insurances, and the company name on the signed Proposer's (Bidder's) Statement.

- After the Procurement Analyst reviews all solicitation documentation, it is forwarded to the Procurement Clerk for review and then to the Deputy Director for Programs.
- The Deputy Director for Programs reviews and approves the solicitation documentation prior to its release.

- Checklists have been developed to increase accuracy and accountability. Many of the tasks shown on the checklists are done now; however, we have created checklists to ensure all are done and the date they are done.

Checklist Prior to Solicitation

Initials / Date

- | | | |
|-----|-----------|---|
| 1. | ____/____ | Project / Strategy meeting with stakeholders. |
| 2. | ____/____ | Independent Cost Estimate (ICE) developed. |
| 3. | ____/____ | Solicitation approval to proceed. |
| 4. | ____/____ | Solicitation timeline developed. |
| 5. | ____/____ | Development of solicitation documents. |
| 6. | ____/____ | Completed solicitation reviewed by Procurement Analyst. |
| 7. | ____/____ | Completed solicitation reviewed by Procurement Clerk. |
| 8. | ____/____ | Completed solicitation reviewed and approved by Deputy Director for Programs. |
| 9. | ____/____ | Newspaper ad placed, if required. |
| 10. | ____/____ | Solicitation released. |

Checklist Prior to Contract Award

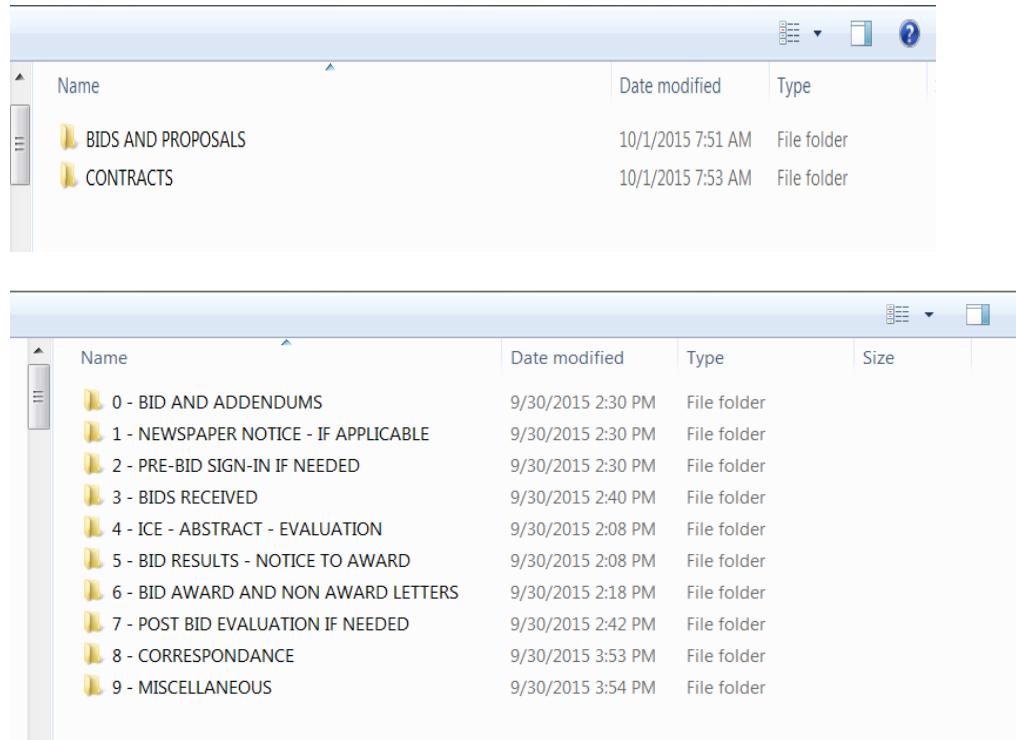
Initials / Date

- | | | |
|-----|-----------|---|
| 1. | ____/____ | Solicitations received are time/date stamped. |
| 2. | ____/____ | Solicitations received are opened and logged. |
| 3. | ____/____ | Solicitation amounts are made available to bidders. |
| 4. | ____/____ | All required bid documentation thoroughly checked. |
| 5. | ____/____ | Confirmation of exact name on all required documents. |
| 6. | ____/____ | Evaluation and scoring of bids based on solicitation criteria or selection of lowest responsive and responsible bid, depending on the solicitation. |
| 7. | ____/____ | References checked for bidder with highest points from an evaluation or lowest responsive and responsible bid, depending on the solicitation. |
| 8. | ____/____ | Notice of Intent to Award. |
| 9. | ____/____ | Contract Award and Participant letters forwarded to solicitation participants. |
| 10. | ____/____ | Post solicitation review. |

- Completed Checklists are included with solicitation and/or contract files.

HACA AGENDA ITEM NO.: 4-3.

- Documentation is placed on HACA's internal drive. Information is disseminated into individual labeled folders, making it easy for those with access to review documentation at any time.



- Additional training for Procurement Analyst (completed)
 - Construction Documentation – Preparing Effective Job Records
 - Additional Insured Coverage
 - California Prevailing Wage
- Additional training for Procurement Analyst (to be completed by Dec. 31, 2015)
 - Streamlining your Procurement Process
 - Conducting a successful Purchasing Audit

Staff believes that the implementation of these steps will avoid some of the issues that arose with the Emery Glen solicitation process. These steps are already operational.

BUDGET STATUS

REPORT

Housing Authority of Alameda County
HOUSING CHOICE VOUCHER
Administrative Budget Status Report FYE 2015-2016
September 2015

| FY 2016 - HCV OPERATING BUDGET | Budgeted @ 9/30/2015 | Actual @ 9/30/2015 | OVER (UNDER) | PROJECTED TO 6/30/16 | SCH. NO. | 2015 BUDGET | 2016 BUDGET | DIFFERENCE |
|---|---------------------------------|-------------------------------|-------------------------|---------------------------------|---------------------|------------------------|------------------------|-------------------|
| INCOME | | | | | | | | |
| Investment Income | 184 | 110 | (74) | 440 | A1 | 1,680 | 735 | (945) |
| Misc. Income | 80,925 | 81,334 | 409 | 325,334 | A1 | 346,000 | 323,698 | (22,302) |
| Grant Income | 0 | | 0 | 0 | | 350,000 | | (350,000) |
| Administrative Fee Income | 1,611,797 | 1,593,825 | (17,972) | 6,443,975 | A | 6,697,025 | 6,447,189 | (249,836) |
| TOTAL INCOME | 1,692,906 | 1,675,269 | (17,637) | 6,769,750 | | 7,394,705 | 6,771,622 | (623,083) |
| EXPENSES | | | | | | | | |
| Administration | | | | | B-1& 2 | (4,035,794) | (3,794,397) | 241,397 |
| Salaries | (948,599) | (939,412) | 9,187 | (3,489,245) | C-1&2 | (1,337,122) | (1,538,303) | (201,181) |
| Other Admin. | (384,576) | (378,576) | 6,000 | (1,514,305) | | (5,372,915) | (5,332,700) | 40,215 |
| Total | (1,333,175) | (1,317,988) | 15,187 | (5,003,550) | | | | |
| General | | | | | E | (203,253) | (203,970) | (717) |
| Insurance | (50,993) | (44,296) | 6,697 | (177,184) | | (2,098,613) | (2,124,862) | (26,250) |
| Employee Benefits | (531,216) | (560,038) | (28,823) | (2,124,862) | | 0 | 0 | 0 |
| Miscellaneous | 0 | 0 | 0 | 0 | | (2,301,865) | (2,328,832) | (26,967) |
| Total | (582,208) | (604,334) | (22,126) | (2,302,046) | | (7,674,781) | (7,661,532) | 13,248 |
| Total Routine Expenses | (1,915,383) | (1,922,323) | (6,940) | (7,305,596) | | | | |
| Capital Expenditures | 0 | 0 | 0 | 0 | D2 | 0 | 0 | 0 |
| TOTAL EXPENSES | (1,915,383) | (1,922,323) | (6,940) | (7,305,596) | | (7,674,781) | (7,661,532) | 13,248 |
| Income (Deficit) UNSPECIFIED BUDGET REDUCTION | | | | | | (280,075) | (889,910) | |
| NET INCOME (DEFICIT) | (222,478) | (247,054) | (24,577) | (535,846) | | (280,075) | (889,910) | (609,835) |

Unaudited Unrestricted Net Assets @ 6/30/15
 Projected Income (Deficit) @ 6/30/16
 Projected Unrestricted Net Assets @ 6/30/16

1,892,976
 (535,846)
 \$ 1,357,130

Housing Authority of Alameda County
PUBLIC HOUSING
Administrative Budget Status Report FYE 2015-2016
September 2015

| FY 2016 - PH OPERATING BUDGET | YTD BUDGET 9/30/2015 | YTD ACTUALS 9/30/15 | OVER/ (UNDER) BUDGET | Projected to 6/30/16 | SCH. NO. | 2015 BUDGET | 2016 BUDGET | Difference |
|---|-------------------------|------------------------|----------------------------|-------------------------|-------------|--------------------|------------------|-----------------|
| INCOME | | | | | | | | |
| Dwelling Rentals | 92,383 | 102,606 | 10,223 | 410,424 | A-1 | 349,229 | 369,533 | 20,304 |
| Office Rental (Mission Blvd-net) | 0 | 0 | 0 | 0 | A | 0 | 0 | 0 |
| Investment Income | 225 | 216 | (9) | 865 | A | 665 | 900 | 235 |
| Misc. Income | 18,323 | 18,336 | 13 | 73,290 | A-1 | 71,250 | 73,290 | 2,040 |
| Transfer of Reserves from Ocean Ave | | | | 0 | | | | 0 |
| Operating Subsidy | 55,432 | 54,060 | (1,373) | 221,726 | A-1 | 161,830 | 221,726 | 59,896 |
| Asset Reposition Fee | 15,705 | 0 | (15,705) | 62,822 | A-1 | 175,568 | 62,822 | (112,747) |
| Capital Grant | 46,549 | 46,549 | 0 | 186,197 | A-1 | 204,000 | 186,197 | (17,803) |
| TOTAL INCOME | 228,617 | 221,767 | (6,851) | 955,324 | | 962,542 | 914,468 | (48,074) |
| EXPENSES | | | | | | | | |
| Administration | | | | | | | | |
| Salaries | (51,773) | (59,726) | (7,953) | (221,840) | B-1&2 | (209,968) | (207,091) | 2,877 |
| Other Admin. | (19,454) | (76,143) | (56,689) | (200,408) | C-1 | (96,513) | (77,814) | 18,699 |
| Total | (71,226) | (135,869) | (64,642) | (422,249) | | (306,481) | (284,906) | 21,576 |
| Tenant Services | | | | | | | | |
| Resident Managers | (1,375) | (150) | 1,225 | (600) | | (5,500) | (5,500) | 0 |
| Recreation | 0 | 0 | 0 | 0 | | (7,500) | 0 | 7,500 |
| Total | (1,375) | (150) | 1,225 | (600) | | (13,000) | (5,500) | 7,500 |
| Utilities | | | | | | | | |
| Water | (12,520) | (4,144) | 8,377 | (16,575) | | (50,081) | (50,081) | 0 |
| Electricity | (4,750) | (2,315) | 2,435 | (9,260) | | (19,000) | (19,000) | 0 |
| Gas | (350) | (116) | 235 | (465) | | (1,400) | (1,400) | 0 |
| Sewer | (4,500) | (2,837) | 1,663 | (11,349) | | (26,400) | (18,000) | 8,400 |
| Total | (22,120) | (9,412) | 12,710 | (37,648) | | (96,881) | (88,481) | 8,400 |
| Maintenance | | | | | | | | |
| Salaries | (17,935) | (19,638) | (1,702) | (72,940) | B-2 | (70,822) | (71,742) | (919) |
| Materials | (12,500) | (8,777) | 3,723 | (46,758) | D | (43,904) | (50,001) | (6,097) |
| Contract Costs | (52,475) | (86,500) | (34,025) | (221,231) | D | (358,834) | (209,900) | 148,934 |
| Total | (82,911) | (114,915) | (32,005) | (340,929) | | (473,560) | (331,643) | 141,918 |
| General | | | | | | | | |
| Insurance | (7,225) | (5,464) | 1,762 | (24,380) | E | (28,426) | (28,900) | (474) |
| Tax-In Lieu Of | (7,026) | (7,026) | 0 | (28,105) | | (25,235) | (28,105) | (2,870) |
| Employee Benefits | (37,642) | (23,676) | 13,966 | (150,338) | | (146,011) | (150,570) | (4,559) |
| Collection Loss | (250) | 0 | 250 | (1,000) | | (1,000) | (1,000) | 0 |
| Miscellaneous | (250) | 0 | 250 | (1,000) | | (1,000) | (1,000) | 0 |
| Total | (52,394) | (36,167) | 16,228 | (204,823) | | (201,672) | (209,575) | (7,903) |
| Total Routine Expenses | (230,026) | (296,513) | (66,485) | (1,006,249) | | (1,091,594) | (920,104) | 171,490 |
| Capital Expenditure-exterior renovation of Emery Glen | | | | | | | | |
| TOTAL EXPENSES | (230,026) | (296,513) | (66,485) | (1,006,249) | | (1,091,594) | (920,104) | 171,490 |
| NET INCOME (DEFICIT) | (1,409) | (74,745) | (73,335) | (50,925) | | (129,052) | (5,636) | 123,416 |

PROGRAM ACTIVITY

REPORT

HOUSING AUTHORITY OF THE COUNTY OF ALAMEDA

AGENDA STATEMENT

Meeting: November 18, 2015

Subject: Programs Activity Report

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

Recommendation: Receive Report

Financial Statement: None

SECTION 8 HOUSING CHOICE VOUCHERS

- **Lease-Up:** As of November 1, 2015, the Section 8 Housing Choice Voucher program had 6,006 units under contract. The fiscal year-to-date lease-up average is 96.95% units as of November 1, 2015. The budget authority use average through September 2015 is 103%.
- **Program Utilization:** As of November 1, 2015, the average HAP subsidy was \$1,097 and the average tenant-paid rent portion was \$476 for an average Contract Rent of \$1,574. Amounts vary by \$1 due to rounding.
 - ❖ As of November 1, 2015, HACA had 67 outgoing billed portability contracts (i.e., HACA voucher holders who are housed in another housing authority's jurisdiction).
 - ❖ As of November 1, 2015, HACA billed other housing authorities, primarily the Oakland Housing Authority, for 547 incoming portability contracts. The number is dropping as HACA absorbs older port-in contracts in order to increase its lease-up, which has been dropping due to skyrocketing rents in the county and the inability of tenants to locate affordable units.
- **Section 8 Contract Report:** A copy of the Contract Report is attached.
- **Fraud / Debt Recovery:** HACA retained \$4,363.48 for the month of October 2015. A total of \$22,998.06 was retained over the last six months.
- **Landlord Rental Listings:** As of November 2, 2015 there were 691 landlords with properties in HACA's jurisdiction utilizing the *GoSection8* rental listing service. There was one new landlord added to the Section 8 program this month. There were only 4 active properties listed as of November 2, 2015.

FAMILY SELF SUFFICIENCY (FSS)

The FSS Department's annual *It's Your Time to Shine* celebration was a real success and included inspiring stories from current and former FSS participants. We would like to thank Commissioner Michael Hannon of Newark, Commissioner Christine Steiner of Pleasanton and Commissioner Ursula Reed from San Leandro for providing their support by attending the event.

The FSS Department held a *Managing Your Checking Account* workshop in October. The workshop was presented by Safe America Credit Union.

Safe America Credit Union also generously donated \$1,500 to our FSS program as part of their ongoing commitment to giving back to the community they serve.

The FSS Department is gearing up for its annual holiday Giving Connection. The Giving Connection provides grocery store gift cards and toys to FSS families and is so successful each year because of donations from HACA Commissioners, HACA staff, HACA landlords and others.

PUBLIC HOUSING

- **Occupancy:** As of November 1, 2015, the Public Housing program had 67 of 72 units leased. The program has a 94.17% fiscal year-to-date lease up rate as of November 1, 2015. Three of the unleased units are in the Emery Glen public housing project and are off-line due to water damage from the incomplete exterior siding project.

HOUSING AUTHORITY OF THE COUNTY OF ALAMEDA

Section 8 Contract and HAP Report for the Month of October 2015

| | Certificates | | Vouchers | | October 2015 TOTAL | | | |
|------------------|--------------|--------------|----------|----------------|-----------------------|----------------|-----------------|-----------------|
| City | Number | HAP* | Number | HAP** | Number | HAP | October 2014 | October 2013 |
| Albany | 0 | \$0 | 29 | \$31,697 | 29 | \$31,697 | 28 | 34 |
| Castro Valley | 11 | \$11,473 | 201 | \$219,693 | 212 | \$231,166 | 223 | 226 |
| Dublin | 3 | \$3,129 | 350 | \$382,550 | 353 | \$385,679 | 357 | 361 |
| Emeryville | 5 | \$5,215 | 122 | \$133,346 | 127 | \$138,561 | 118 | 109 |
| Fremont | 24 | \$25,032 | 1,074 | \$1,173,882 | 1,098 | \$1,198,914 | 1,203 | 1,283 |
| Hayward | 119 | \$124,117 | 1,987 | \$2,171,791 | 2,106 | \$2,295,908 | 2,324 | 2,483 |
| Newark | 3 | \$3,129 | 224 | \$244,832 | 227 | \$247,961 | 246 | 266 |
| Pleasanton | 3 | \$3,129 | 112 | \$122,416 | 115 | \$125,545 | 121 | 129 |
| San Leandro | 18 | \$18,774 | 1,462 | \$1,597,966 | 1,480 | \$1,616,740 | 1,529 | 1,486 |
| San Lorenzo | 0 | \$0 | 203 | \$221,879 | 203 | \$221,879 | 221 | 233 |
| Union City | 6 | \$6,258 | 744 | \$813,192 | 750 | \$819,450 | 791 | 833 |
| TOTALS | 192 | \$200,256.00 | 6,508 | \$7,113,244.00 | 6,700 | \$7,313,500.00 | 7,161 | 7,443 |

*Based on an average October Housing Assistance Payment (HAP) of \$1043 per certificate contract.

**Based on an average October Housing Assistance Payment (HAP) of \$1,093 per voucher contract.

HOUSING AUTHORITY OF THE COUNTY OF ALAMEDA

Section 8 Average Contract Rent Report for the Month of: October 2015

| 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 | 29 | \$1,396 | \$1,087 | \$309 | 22% |
| Castro Valley | 187 | \$1,553 | \$1,069 | \$484 | 31% |
| Dublin | 269 | \$1,722 | \$1,272 | \$450 | 26% |
| Emeryville | 116 | \$1,365 | \$966 | \$399 | 29% |
| Fremont | 1020 | \$1,747 | \$1,238 | \$509 | 29% |
| Hayward | 1950 | \$1,492 | \$1,020 | \$472 | 32% |
| Newark | 223 | \$1,951 | \$1,338 | \$613 | 31% |
| Pleasanton | 113 | \$1,421 | \$1,000 | \$420 | 30% |
| San Leandro | 1474 | \$1,469 | \$1,007 | \$462 | 31% |
| San Lorenzo | 207 | \$1,769 | \$1,263 | \$505 | 29% |
| Union City | 564 | \$1,811 | \$1,277 | \$534 | 29% |

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

HACA ITEM NO.: 4-5.

DEBT COLLECTIONS

2015-2016

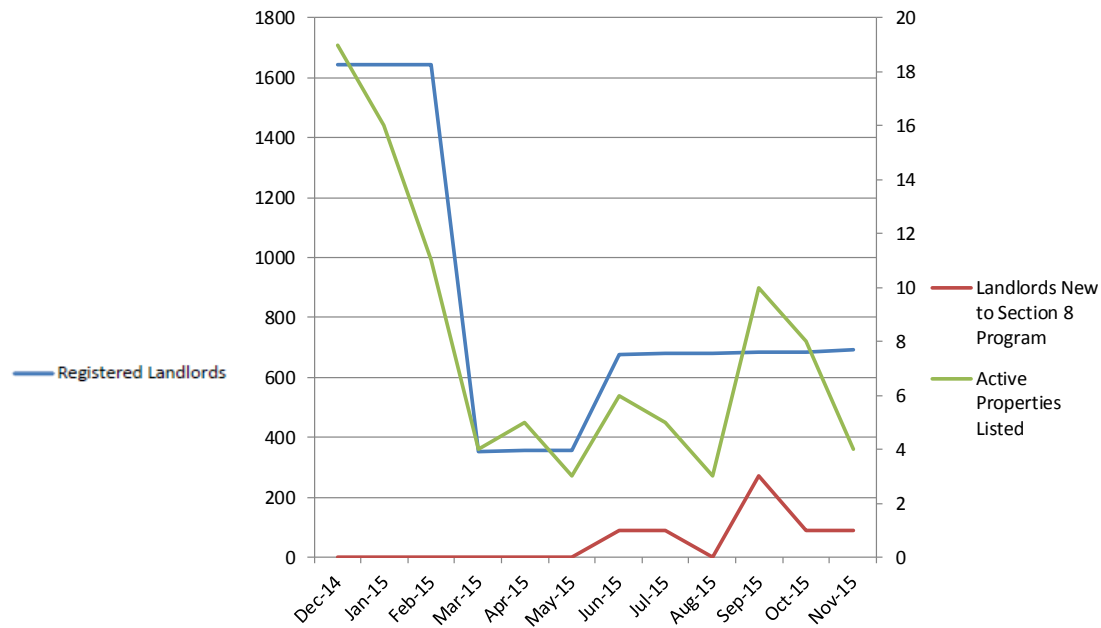
FYE 06/30/16

| | JULY | AUGUST | SEPTEMBER | OCTOBER | NOVEMBER | DECEMBER | JANUARY '16 | FEBRUARY | MARCH | APRIL | MAY | JUNE | GRAND TOTALS |
|-------------------------|-------------------|-------------------|-------------------|-------------------|---------------|---------------|---------------|---------------|---------------|---------------|---------------|---------------|--------------------|
| <i>DAMAGE CLAIMS</i> | \$200.00 | \$0.00 | \$0.00 | \$0.00 | | | | | | | | | \$200.00 |
| <i>FRAUD REPAYMENTS</i> | \$5,070.25 | \$3,442.19 | \$1,941.91 | \$4,363.48 | | | | | | | | | \$14,817.83 |
| TOTALS | \$5,270.25 | \$3,442.19 | \$1,941.91 | \$4,363.48 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$15,017.83 |

Landlord Rental Listing Report

Monthly

| | 12/1/2014 | 1/2/2015 | 2/2/2015 | 3/2/2015 | 4/1/2015 | 5/1/2015 | 6/1/2015 | 7/1/2015 | 8/3/2015 | 9/1/2015 | 10/1/2015 | 11/2/2015 |
|------------------------------------|-----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|-----------|-----------|
| Registered Landlords | 1643 | 1645 | 1645 | 354 | 355 | 355 | 675 | 678 | 678 | 685 | 686 | 691 |
| Landlords New to Section 8 Program | 0 | 0 | 0 | 0 | 0 | 0 | 1 | 1 | 0 | 3 | 1 | 1 |
| Active Properties Listed | 19 | 16 | 11 | 4 | 5 | 3 | 6 | 5 | 3 | 10 | 8 | 4 |





To: Christine Gouig, Executive Director
From: Daniel Taylor, Special Programs Manager
Re: **FSS Program Summary**
CC: Ron Dion, Linda Evans, Phyllis Harrison, Mary Sturges, Eli Isaacs
Date: November 2, 2015

| Program Summary | October 2015 |
|-------------------------------|---------------------|
| Total Clients Under Contract: | 142 |
| MDRC: | 100 |
| Graduates: | 1 |
| Escrow Disbursed: | \$12,009.77 |
| Ports In: | 0 |
| Ports Out: | 0 |
| Terminations: | 2 |
| New Contracts: | 2 |

FSS PROGRAM NEWS:

It's Your Time to Shine Event

On Thursday, November 5, 2015, the FSS team held its annual "*It's Your Time to Shine*" event at the Marina Community Center in San Leandro. The evening was hosted by HACA's Executive Director, Christine Gouig. One hundred and five FSS participants and their family members attended. The accomplishments of FSS participants and graduates were recognized and the NAHRO "What Home Means to Me" poster contest winners from HACA, including our national winner whose poster will appear on NAHRO's 2016 calendar, were acknowledged. FSS program graduates encouraged participants to dream big and take advantage of all the program has to offer. Commissioners Hannon, Reed and Steiner along with supporters of the FSS program and HACA staff members that generously volunteered their time were recognized. The celebration was an uplifting and successful event.

Workshops

On Saturday, October 17, 2015, Safe America Credit Union presented a *Managing Your Checking Account* workshop. Participants were introduced to:

- Understanding the importance of a checking account
- Using a checking account to manage your budget
- Learning how to avoid overdrafts and ChexSystems

Safe America Credit Union

The FSS program received a community grant award from Safe America Credit Union in the amount of \$1,500. The grant award is to support the costs of this year's *It's Your Time to Shine* celebration. Melissa Buendia, Safe America Marketing Manager, presented the FSS team with a check on Monday, October 19, 2015. Safe America posted the photo below on its company Facebook page. Melissa says Safe America is excited to contribute to the FSS program as part of its ongoing commitment to giving back to the community.

Pictured: Mary Sturges, HACA FSS Coordinator; Melissa Buendia, Safe America; Daniel Taylor, HACA Special Programs Manager



The Giving Connection

The FSS team is preparing for our annual holiday Giving Connection. Through generous donations from HACA Commissioners, HACA staff and others we are able to make the holidays a little brighter for our FSS participant families. The donations are used to give grocery store gift cards and toys to the families each year. Our participant families are always grateful and some of them also participate by giving instead of receiving.

Referrals = 53