



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

Regular Meeting: November 9, 2016

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 3, 2016, duly distributed this Agenda to the Clerk of the Board of Supervisors for posting in the office of the Alameda County Administration Building and has posted it on the bulletin board of the Housing Authority of the County of Alameda.

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

1. CALL TO ORDER / ROLL CALL

2. CLOSED SESSION

CONFERENCE WITH LEGAL COUNSEL - EXISTING LITIGATION - 2 CASES

World Priority LLC v. Housing Authority of the County of Alameda, Superior Court, State of California, County of Alameda, Case No. RG14752066

Philadelphia Indemnity Insurance Co. v. Housing Authority of the County of Alameda, Superior Court, State of California, County of Alameda, Case No. RG16820347

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MINUTES

September 14, 2016



Housing Authority of the
County of Alameda

HACA AGENDA ITEM NO.: 3.

22941 Atherton Street, Hayward, CA 94541

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

**HOUSING COMMISSION MINUTES
SPECIAL MEETING: SEPTEMBER 14, 2016
HACA BOARD ROOM, 22941 ATHERTON STREET, HAYWARD, CA 94541**

SUMMARY ACTION MINUTES

1. CALL TO ORDER/ROLL CALL

Call to Order

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

Roll Call

Present: Cmr. Biddle, Gacoscos, Gerry, Hannon, Iosefa, Maass, Peixoto and Steiner

Entered after Roll Call: Cmr. Bacon, Buckholz and Cox

Excused: Cmr. Asher

2. CLOSED SESSION

Conference with Legal Counsel - Existing Litigation - 2 Cases

World Priority LLC v. Housing Authority of the County of Alameda, Superior Court, State of California, County of Alameda, Case No. RG14752066

Philadelphia Indemnity Insurance Co. v. Housing Authority of the County of Alameda, Superior Court, State of California, County of Alameda, Case No. RG16820347

The Housing Commission adjourned into a closed session at 8:01 a.m. and reconvened in regular session at 8:16 a.m. Chairperson Gacoscos reported that there were no reportable actions taken in the closed session.

3. APPROVAL OF THE MINUTES OF THE JULY 20, 2016 HOUSING COMMISSION MEETING

Recommendation: Approve the minutes of the July 20, 2016 Housing Commission meeting as presented.

Motion/Second: Biddle/Bacon

Ayes: 9; 1 abstention: Cmr. Steiner; 1 not present for the vote: Cmr. Buckholz.

Motion passed. **APPROVED AS RECOMMENDED.**

4. PUBLIC COMMENT

None.

Chairperson Gacoscos called for Agenda Item No. 5-6 first and the Commission heard this item out of agenda order.

5-6. ACTION: CHANGE ORDER #2 TO CONTRACT NO. HACA 2013-03A, EMERY GLEN EXTERIOR IMPROVEMENTS

Christine Gouig, Executive Director, introduced George Smith, Maintenance and Modernization Manager, who presented the staff report. Mr. Smith described the corrective work that has been completed by CNW Construction, Inc. (CNW) for the exterior improvement project at the Emery Glen development in the city of Emeryville. He explained that a change order is required in order to fully compensate CNW for the work that they performed and described the additional work that was required in the project. Mr. Smith reported that staff is also planning to do a number of other improvements at the property.

Recommendation: Approve change order #2 to Contract No. HACA 2013-03A with CNW Construction, Inc. in an amount not to exceed \$7,784.

Commission Discussion: Cmr. Steiner and Ms. Gouig discussed when information on the final costs of this project might be known. Cmr. Hannon thanked Mr. Smith for his work and enthusiasm in improving this project for the residents. Cmr. Maass, Cmr. Gerry and Mr. Smith discussed the need for and location of garbage and recycling receptacles at Emery Glen.

Motion/Second: Biddle/Bacon.

Ayes: 10; 1 not present for the vote: Cmr. Buckholz.

Motion passed. **APPROVED AS RECOMMENDED.**

Chairperson Gacoscas returned to Agenda Item No. 5-1 on the meeting agenda.

5-1. ACTION: APPROVE SECTION 8 BENEFIT PAYMENT STANDARDS

Christine Gouig presented the staff report. Ms. Gouig explained how the Fair Market Rents (FMRs) that HUD publishes annually are used by housing authorities to set their Section 8 Benefit Payment Standards (BPS). She described the factors that HACA staff analyzes when developing the BPS. Ms. Gouig stated that the proposed BPS are set between 90% and 110% of the FMR and are set by city.

Recommended: Approve the proposed Section 8 Program Benefit Payment Standards as presented.

Commission Discussion: Cmr. Maas and Mr. Dion discussed HUD's methodology for calculating the FMRs. Mr. Dion explained some of the flaws in the methodology and talked about the independent survey that housing authorities in the counties of Alameda and Contra Costa conducted that resulted in HUD approving a 35% increase to the FMRS. Cmr. Maass commented that the Albany City Council is considering the impact on Albany residents of the current rental market and will be discussing some possible remedies. Cmr. Hannon, Mr. Dion and Mary Rizzo-Shuman, Programs Manager, discussed shared housing. Cmr. Buckholz and Ms. Gouig discussed what would happen if a Section 8 tenant is living in a unit and that unit's rent exceeds the BPS.

Motion/Second: Biddle/Buckholz.

Ayes: all.

Motion passed. **APPROVED AS RECOMMENDED.**

5-2. ACTION: RATIFICATION OF THE MEMORANDUM OF UNDERSTANDING WITH ABODE SERVICES

Christine Gouig presented the staff report. Ms. Gouig reported that HACA applied for and was awarded Veterans Affairs Supportive Housing (VASH) Extraordinary Administrative Fees (EAF). She explained that this additional funding will be used to assist the Oakland VA office with housing search services and that in August HACA executed a Memorandum of Understanding (MOU) with Abode Services to provide these services. She recommended that the Housing Commission ratify the MOU with Abode Services.

Recommendation: Ratify the Memorandum of Understanding between HACA and Abode Services.

Commission Discussion: Cmr. Peixoto and Ms. Gouig discussed the roles of each of the agencies in this partnership. Ms. Gouig read an email of appreciation from a social worker at the Oakland VA commending HACA staff. Cmr. Steiner and Ms. Gouig discussed portability in the VASH program. Cmr. Bacon praised Abode Services for the work that they do in Fremont. Cmr. Hannon and Ms. Gouig discussed the availability of funding for these services in the future. Cmr. Hannon requested that staff report back to the Commission on the success of the partnership with Abode, including the number of veterans who were serviced and the number of landlords who were brought into the VASH program as a result of Abode's outreach services. Cmr. Bacon announced that the grand opening of the Laguna Commons affordable housing project, a project in Fremont developed to help special needs populations including veterans, is scheduled for November. Ms. Gouig commented that HACA is providing 25 VASH project-based vouchers for this project.

Motion/Second: Cox/Hannon.

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

5-3. ACTION: CONSIDER SUPPORT FOR ALAMEDA COUNTY HOUSING BOND, MEASURE A

Christine Gouig introduced this item. Ms. Gouig reported that Linda Gardner, Director of the Alameda County Housing and Community Development Department (HCD), was present to give a presentation on the Alameda County Housing Bond known as Measure A, and recommended that following the presentation the Commission consider supporting Measure A.

Recommendation: Receive presentation and consider supporting Alameda County Housing Bond, Measure A.

Commission Discussion: Cmr. Gerry expressed support for Measure A. He and Ms. Gardener discussed the cost impact of Measure A on Alameda County residents. Cmr. Bacon expressed support for Measure A and commented that the Fremont City Council has already endorsed the Measure. Cmr. Steiner asked if Measure A was getting enough support. Ms. Gardner stated that her presentation was not for campaign purposes and that the Measure A campaign committee can provide a list of endorsements. Cmr. Hannon stated that he'd like HCD to give this presentation to the City of Newark and commented that Newark has not yet taken a position on the bond. Cmr. Hannon and Ms. Gardner also discussed the administrative costs for the programs, how the funds will be administered, the estimated number of affordable housing units, language in the bond, loan interest rates for homeowners, grants for extremely low income populations, the independent oversight committee and audits of the programs. Cmr. Hannon commented that while he supports

initiatives that bring affordable housing to Alameda County, he will take a “wait and see” approach until the City of Newark has taken a position. Cmr. Peixoto and Ms. Gardner discussed the rental housing development component of Measure A. Cmr. Maass and Ms. Gardner discussed the Measure A kick-off party scheduled for September 14. Chairperson Gacoscos and Ms. Gardner discussed presenting this information to the City of Union City. Cmr. Steiner and Ms. Gardner discussed whether or not housing developers would be subjected to funding expenditure time limits or restricted from applying for other sources of funding.

Motion/Second: Bacon/Peixoto.

Ayes: All

Motion passed. **APPROVED AS RECOMMENDED.**

5-4. ACTION: MANAGEMENT CLASS ANNUAL COMPARABILITY ADJUSTMENT

Charla Freckmann presented the staff report. Ms. Freckmann described HACA’s Management Compensation Policy. She reported that staff, in accordance with this policy, conducted a survey of the housing authorities and cities in HACA’s comparability pool to determine the cost of living adjustment (COLA) for HACA’s management employees. Ms. Freckmann talked about the components of the survey and reported that the average COLA, based on the results of the survey, is 3%. She noted that the Oakland Housing Authority (OHA), one of the agencies in the comparability pool, did not have its data available as the OHA is currently in labor negotiations and was, consequently, excluded from the calculation of the average.

Recommendation: Accept the results of the survey, approve a cost of living adjustment of 3.0% retroactive to June 17, 2016, the beginning of the first pay period of the fiscal year, and continue the Management Compensation Policy.

Commission Discussion: Cmr. Peixoto and Cathy Leoncio, Finance Director, discussed the HACA budget. Cmr. Peixoto stated that he did not want COLAs to be automatic and Ms. Leoncio indicated that they are not automatic and that staff considers the COLAs during budget preparations. Cmr. Hannon and Ms. Freckmann discussed the exclusion of OHA from the calculation of the average and Cmr. Hannon recommended that if OHA’s COLA, once known, is significantly higher than 3%, staff be allowed to bring the adjustment to the Housing Commission for consideration. Cmr. Biddle commented that the adjustment would need to be reasonable and not automatic since it is difficult to determine how OHA will set its COLA. Cmr. Bacon expressed support for the amended motion.

Motion/Second: Bacon/Biddle.

Ayes: All.

Motion passed. **APPROVED AS RECOMMENDED.**

5-5. ACTION: HACA SECTION 8 ADMINISTRATIVE PLAN REVISIONS

Ron Dion, Deputy Director for Programs, presented the staff report. Mr. Dion reported that staff is proposing to amend HACA’s Section 8 Administrative Plan (Admin Plan) in order to incorporate changes to HUD regulations, revised HACA practices or program initiatives. Mr. Dion described the changes that staff is proposing and recommended that the Housing Commission approve them.

Recommendation: Approve the proposed amendments to HACA's Section 8 Administrative Plan as presented.

Commission Discussion: Cmr. Biddle and Mr. Dion discussed how some of these amended processes might affect staff work load. Cmr. Gerry commented that he is pleased to see an amendment that extends the voucher terms for participants, particularly in this current rental market. Cmr. Steiner commented that Section 8 participants have had a difficult time finding units in the past as well and that this is not a new issue.

Motion/Second: Biddle/Bacon.

Ayes: All

Motion passed. **APPROVED AS RECOMMENDED.**

5-7. ACTION: APPROVE APPOINTMENT TO THE PRESERVING ALAMEDA COUNTY HOUSING, INC. (PACH) BOARD OF DIRECTORS

Ron Dion presented the staff report. After a brief discussion, the Housing Commission nominated Commissioner Biddle to serve on the Preserving Alameda County Housing, Inc. (PACH) Board of Directors.

Recommendation: Approve the appointment of Housing Commissioner Don Biddle to the Preserving Alameda County Housing, Inc. Board of Directors.

Motion/Second: Hannon/Peixoto.

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

5-8. INFORMATION: FINANCIAL STATUS REPORT FOR THE QUARTER AND YEAR ENDED JUNE 30, 2016 (UNAUDITED)

Cathy Leoncio presented the staff report. Report received.

Commission Discussion: Cmr. Biddle and Ms. Leoncio discussed the format of this particular report.

5-9. INFORMATION: PROGRAM ACTIVITY REPORT

Ron Dion presented the staff report. Mr. Dion highlighted the Landlord Rental Listing report and reported that the Family Self-Sufficiency (FSS) program held its annual Health and Resource Fair, which was very successful. Cmr. Steiner and Mr. Dion discussed the upcoming "It's Your Time to Shine" annual event in November. Cmr. Steiner encouraged all Commissioners to attend. Cmr. Steiner reported that her daughter recently interviewed Daniel Taylor, Special Programs Manager, about the FSS program for a book that her daughter is writing.

5-10. COMMITTEE REPORTS

None.

6. COMMISSIONER REPORTS

Chairperson Gacoscos reported that the City of Union City is forming a task force to address rising rent costs in the city.

Cmdr. Steiner reported that she recently attended the funeral service for former Commissioner John Klein. Cmdr. Hannon asked that the Commission adjourn its meeting in his memory.

Cmdr. Cox discussed the City of San Leandro's rent review board. Cmdr. Gerry commented on the subject of rent control. Cmdr. Maass commented that it is important for cities to understand the data that is being used to calculate the fair market rents.

7. COMMUNICATIONS

Mr. Dion noted that Ms. Gouig and Jennifer Cado, Senior Administrative Analyst, were not present at this time in the meeting and that he would forego their report on the HUD Listening Session that they attended in Phoenix, Arizona.

8. ADJOURNMENT

There being no further business Chairperson Gacoscos adjourned the meeting in memory of former Housing Commissioner John Klein at 9:47 a.m.

Respectfully Submitted,

Melissa Taesali
Executive Assistant

Christine Gouig
Executive Director/Housing Commission Secretary

Approved:

Pat Gacoscos
Housing Commission Chairperson

NEW BUSINESS

November 9, 2016

HOUSING AUTHORITY OF THE COUNTY OF ALAMEDA

AGENDA STATEMENT

Meeting: November 9, 2016

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.

In a letter to housing authority executive directors dated September 26, HUD issued implementation guidance for five sections of the Housing Opportunity through Modernization Act of 2015 (HOTMA). While the remaining HOTMA changes will be implemented through the formal rulemaking process, these five sections became effective immediately upon enactment. One of the five provides an opportunity to make a welcome change to HACA policy.

Amendments that change HACA policy are brought to your Housing Commission for approval. In addition to the policy change occasioned by the passage of HOTMA, a change to the VASH program is also proposed.

DISCUSSION and ANALYSIS

A red-line version of the HACA policy changes follows.

Chapter 5 – Briefings

Revised to authorize extension of VASH vouchers upon written request from the Veterans Administration when it finds that a family’s search for a unit is being hindered by a lack of availability of units or special challenges of the family. Veterans often have psychological and/or emotional issues that hinder their search for a unit and staff believes that providing additional search time is a positive approach to enhancing the veteran’s opportunity to find housing.

Chapter 6—Income and Subsidy Determinations

HOTMA provides that no housing authority in the Housing Choice Voucher ([HCV](#)) Program is required, as a result of a reduction in the FMR, to reduce the payment standard applied to a family continuing to reside in a unit under a housing assistance payment (HAP) contract at the time the FMR was reduced. Doing so helps families maintain their current tenancy without increasing their financial burden. It also greatly simplifies program administration. Housing authorities had been requesting this change for a number of years and were pleased when it was included in HOTMA.

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

5-II.E. VOUCHER TERM, EXTENSIONS, AND SUSPENSIONS

Voucher Term [24 CFR 982.303]

The initial term of a voucher must be at least 60 calendar days. The initial term must be stated on the voucher [24 CFR 982.303(a)].

HACA Policy

The initial voucher term will be 180 calendar days.

The family must submit a Request for Tenancy Approval and proposed lease within the 180-day period unless HACA grants an extension.

Extensions of Voucher Term [24 CFR 982.303(b), Notice 2012-42]

The PHA has the authority to grant extensions of search time, to specify the length of an extension, and to determine the circumstances under which extensions will be granted. There is no limit on the number of extensions that the PHA can approve. Discretionary policies related to extension and expiration of search time must be described in the PHA's administrative plan [24 CFR 982.54].

PHAs must approve additional search time if needed as a reasonable accommodation to make the program accessible to and usable by a person with disabilities. The extension period must be reasonable for the purpose.

The family must be notified in writing of the PHA's decision to approve or deny an extension. The PHA's decision to deny a request for an extension of the voucher term is not subject to informal review [24 CFR 982.554(c)(4)].

HACA Policy

HACA will approve a voucher extension for a period reasonable for the purpose only in the following circumstances:

As a reasonable accommodation for a person with disabilities.

When warranted by reasons beyond the family's control, as determined by HACA, such as

- Serious illness or death of an immediate family member (as defined in the Glossary); or
- Incapacitation of the head of household (due to an accident or illness requiring hospitalization or restricting mobility);

VASH Vouchers: Upon written request from the Veterans Administration when it finds that a family's search for a unit is being hindered by a lack of availability of units or special challenges of the family.

Any request for an extension must be made in writing before the family's voucher expires and include the reason(s) an extension is necessary. HACA may require the family to provide documentation to support the request or obtain verification from a qualified third party.

HACA will provide the family written notice of its decision on an extension request within 10 business days of the date the request is received.

Suspensions of Voucher Term [24 CFR 982.303(c)]

The PHA must provide for suspension of the initial or any extended term of the voucher from the date the family submits a request for PHA approval of the tenancy until the date the PHA notifies the family in writing whether the request has been approved or denied.

Expiration of Voucher Term

Once a family's housing choice voucher term (including any extensions) expires, the family is no longer eligible to search for housing under the program and its program participation ends.

6-III.C. APPLYING PAYMENT STANDARDS [24 CFR 982.505; 982.503(b)]

Overview

HACA's schedule of payment standards is used to calculate housing assistance payments for HCV families. This section covers the application of HACA's payment standards. The establishment and revision of HACA's payment standard schedule are covered in Chapter 16.

Payment standard is defined as "the maximum monthly assistance payment for a family assisted in the voucher program (before deducting the total tenant payment by the family)" [24 CFR 982.4(b)].

The payment standard for a family is the lower of (1) the payment standard for the family unit size, which is defined as the appropriate number of bedrooms for the family under HACA's subsidy standards [24 CFR 982.4(b)], or (2) the payment standard for the size of the dwelling unit rented by the family.

If HACA has established an exception payment standard for a designated part of an FMR area and a family's unit is located in the exception area, HACA must use the appropriate payment standard for the exception area.

HACA is required to pay a monthly housing assistance payment (HAP) for a family that is the lower of (1) the payment standard for the family minus the family's TTP or (2) the gross rent for the family's unit minus the TTP.

If during the term of the HAP contract for a family's unit, the owner lowers the rent, HACA will recalculate the HAP using the lower of the initial payment standard or the gross rent for the unit [HCV GB, p. 7-8].

Changes in Payment Standards

When HACA revises its payment standards during the term of the HAP contract for a family's unit, it will apply the new payment standards in accordance with HUD regulations.

Decreases

If the amount on the payment standard schedule is decreased during the term of the HAP contract as a result of a reduction in the FMR, HACA will continue to use the existing higher payment standard for family subsidy calculations for as long as a family continues to receive voucher assistance in its then current unit. If such a family moves and begins to receive assistance in another unit, HACA will use the lower payment standard ~~generally will be used~~ beginning at the effective date of the ~~family's second regular reexamination following the effective date of the decrease in the payment standard. HACA will determine the payment standard for the family as follows:~~

Step 1: ~~At the first regular reexamination following the decrease in the payment standard, HACA will determine the payment standard for the family using the lower of the payment standard for the family unit size or the size of the dwelling unit rented by the family.~~

Step 2: ~~HACA will compare the payment standard from step 1 to the payment standard last used to calculate the monthly housing assistance payment for the family. The payment standard used by HACA at the first regular reexamination following the decrease in the payment standard will be the higher of these two payment standards. HACA will advise the family that the application~~

~~of the lower payment standard will be deferred until the second regular reexamination following the effective date of the decrease in the payment standard~~new HAP contract for the unit to which the family has moved.

HOUSING AUTHORITY OF THE COUNTY OF ALAMEDA

AGENDA STATEMENT

Meeting: November 9, 2016

Subject: Quarterly Investment Portfolio Report

Exhibits Attached: Investment Portfolio Report for Quarter ended September 30, 2016

Recommendation: Receive Report

Financial Statement: \$10,225,337 invested at an Average Monthly Yield ranging from 0.26% to 0.55%
(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, 2016 for each program that HACA administers. \$4.16M, or 40% of the total portfolio, is invested in Union Bank commercial paper, \$2.33M, or 23%, in various issuers' certificates of deposit (CD) and \$3.74M, or 37%, in the State of California Local Agency Investment Fund (LAIF).

The Housing Choice Voucher program had no funds invested at the end of the reported quarter. The re-establishment of HUD-held program reserves and the very small, if any, balance of Unrestricted Net Position (UNP) on hand has caused declining amounts available for investment and/or the duration to maturity to be shorter.

The Housing Development Fund has a total investment of \$3.7M, which is 37% of the total investment portfolio and entirely in LAIF.

PACH has a total investment of about \$5.3M, which is 52% of the total investment portfolio. Funds from the RAD conversion were used to establish the required replacement reserve in the amount of \$2.3M and are invested in laddered long-term CDs (2-5 years).

Ocean Avenue and Park Terrace investments are 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.

HACA AGENDA ITEM NO.: 5-2.

Housing Authority of Alameda County
Investment Portfolio
For the Quarter ended September 30, 2016

PROGRAM NAME	TYPE OF ACCOUNT	AMOUNT	INTEREST RATE	MATURITY DATE
PACH	Union Bank N.A. Commercial Paper	\$ 2,998,630.56	0.26014%	12/1/16
PACH - RAD	Certificate of Deposits (various issuers)	\$ 2,330,000.00	various	2-5 years
Ocean Avenue	Union Bank N.A. Commercial Paper	\$ 159,911.02	0.26014%	12/1/16
Park Terrace	Union Bank N.A. Commercial Paper	\$ 999,443.89	0.26014%	12/1/16
	Sub-total	\$ 6,487,985.47		
Housing Dev Fund	State of CA - Local Agency Investment Fund	\$ 3,737,351.25	0.55000%	N/A
TOTAL		\$ 10,225,336.72		

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



Christine Gouig
Executive Director

10-6-16
Date

BUDGET STATUS

REPORT

Housing Authority of Alameda County
HOUSING CHOICE VOUCHER
Administrative Budget Status Report FYE June 30, 2017
August 2016

FY 2017 - HCV OPERATING BUDGET	Budgeted @ 8/31/2016	Actual @ 8/31/2016	OVER (UNDER)	PROJECTED TO 6/30/17	SCH. NO.	2016 BUDGET	2017 BUDGET	DIFFERENCE
INCOME								
Investment Income	83	0	(83)	0	A1	735	500	(235)
Misc. Income	54,333	59,977	5,644	326,863	A1	323,698	326,000	2,302
Administrative Fee Income	1,162,706	1,149,458	(13,247)	6,692,394	A	6,447,189	6,976,234	529,045
TOTAL INCOME	1,217,122	1,209,436	(7,687)	7,019,257		6,771,622	7,302,735	531,113
EXPENSES								
Administration								
Salaries	(685,122)	(592,129)	92,993	(3,779,072)	B-1& 2	(3,794,397)	(4,110,734)	(316,337)
Other Admin.	(260,626)	(184,867)	75,760	(1,109,199)	C-1&2	(1,538,303)	(1,563,758)	(25,455)
Total	(945,749)	(776,996)	168,753	(4,888,271)		(5,332,700)	(5,674,492)	(341,791)
General								
Insurance	(37,738)	(41,119)	(3,381)	(246,713)	E	(203,970)	(226,429)	(22,459)
Employee Benefits	(373,392)	(339,331)	34,061	(2,240,350)		(2,124,862)	(2,240,350)	(115,488)
Miscellaneous	0	0	0	0		0	0	0
Total	(411,130)	(380,450)	30,680	(2,487,062)		(2,328,832)	(2,466,779)	(137,947)
Total Routine Expenses	(1,356,878)	(1,157,446)	199,433	(7,375,333)		(7,661,532)	(8,141,271)	(479,739)
Capital Expenditures	0	0	0	0	D2	0	0	0
TOTAL EXPENSES	(1,356,878)	(1,157,446)	199,433	(7,375,333)		(7,661,532)	(8,141,271)	(479,739)
Income (Deficit) UNSPECIFIED BUDGET REDUCTION						(889,910)	(838,536)	
NET INCOME (DEFICIT)	(139,756)	51,990	191,746	(356,076)		(889,910)	(838,536)	51,374

Unrestricted Net Position @ 6/30/16 (Unaudited)

\$ (5,223,545)

Projected Income (Deficit) @ 6/30/17

(356,076)

Projected Unrestricted Net Position @ 6/30/17

\$ (5,579,621)

PROGRAM ACTIVITY

REPORT

HOUSING AUTHORITY OF THE COUNTY OF ALAMEDA

AGENDA STATEMENT

Meeting: November 9, 2016

Subject: Programs Activity Report

Exhibits Attached: Section 8 and Housing Assistance Payments (HAP) 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 October 1, 2016, the Section 8 Housing Choice Voucher program had 6,088 units under contract. As of November 1, 2016, the program had 6,109 units under contract. The fiscal year-to-date lease-up average is 96.70% units as of November 1, 2016. The budget authority use average through September 2016 is 100%.
- **Program Utilization:** As of October 1, 2016, the average HAP subsidy was \$1,248 and the average tenant-paid rent portion was \$472 for an average Contract Rent of \$1,720. As of November 1, 2016, the average HAP subsidy was \$1,257 and the average tenant-paid rent portion was \$472 for an average Contract Rent of \$1,729. Amounts vary by \$1 due to rounding.
 - ❖ As of October 1, 2016, HACA had 70 outgoing billed portability contracts and 72 as of November 1, 2016 (i.e., HACA voucher holders who are housed in another housing authority's jurisdiction).
 - ❖ As of October 1, 2016, HACA billed other housing authorities, primarily the Oakland Housing Authority, for 227 incoming portability contracts and 201 as of November 1, 2016. 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 \$10,046.44 for the month of August 2016 and \$11,177.70 for the month of September. A total of \$25,011.03 was retained over this fiscal year.
- **Landlord Rental Listings:** As of October 3, 2016, there were 733 landlords with properties in HACA's jurisdiction utilizing the *GoSection8* rental listing service and as of November 1, 2016, there were 740. There were two new landlords added to the Section 8 program in October and five this month. There were 14 active properties listed as of October 3, 2016 and only eight as of November 1, 2016.

FAMILY SELF SUFFICIENCY (FSS)

The FSS Department strives to provide valuable information, resources, and encouragement to the FSS Program Participants as they work on their goals. In September, the FSS Department hosted the *Path to Homeownership* workshop. The workshop, designed for those interested in homeownership, was presented by Habitat for Humanity. In October, the FSS Department hosted a workshop designed to answer Social Security and SSI related questions.

On November 3, 2016, the FSS Department held its annual *It's Your Time to Shine* celebration. This event celebrates achievements of FSS families over the last year and includes dinner, raffles and presentation of awards.

HOUSING AUTHORITY OF THE COUNTY OF ALAMEDA

Section 8 and Housing Assistance Payments (HAP) Report for the Month of September 2016

	Certificates		Vouchers		September 2016 TOTAL			
City	Number	HAP*	Number	HAP**	Number	HAP	September 2015	September 2014
Albany	0	\$0	26	\$32,734	26	\$32,734	29	28
Castro Valley	11	\$12,584	200	\$251,800	211	\$264,384	215	223
Dublin	3	\$3,432	353	\$444,427	356	\$447,859	351	357
Emeryville	6	\$6,864	152	\$191,368	158	\$198,232	125	118
Fremont	20	\$22,880	1,024	\$1,289,216	1,044	\$1,312,096	1,102	1,203
Hayward	101	\$115,544	1,889	\$2,378,251	1,990	\$2,493,795	2,114	2,324
Newark	5	\$5,720	207	\$260,613	212	\$266,333	226	246
Pleasanton	3	\$3,432	109	\$137,231	112	\$140,663	116	121
San Leandro	16	\$18,304	1,423	\$1,791,557	1,439	\$1,809,861	1,495	1,529
San Lorenzo	1	\$1,144	192	\$241,728	193	\$242,872	207	221
Union City	4	\$4,576	758	\$954,322	762	\$958,898	752	791
TOTALS	170	\$194,480.00	6,333	\$7,973,247.00	6,503	\$8,167,727.00	6,732	7,161

*Based on an average September Housing Assistance Payment (HAP) of \$1144 per certificate contract

**Based on an average September Housing Assistance Payment (HAP) of \$1259 per voucher contract

HOUSING AUTHORITY OF THE COUNTY OF ALAMEDA

Section 8 and Housing Assistance Payments (HAP) Report for the Month of October 2016

City	Certificates		Vouchers		October 2016 TOTAL		October 2015	October 2014
	Number	HAP*	Number	HAP**	Number	HAP		
Albany	0	\$0	25	\$31,925	25	\$31,925	29	28
Castro Valley	11	\$12,672	198	\$252,846	209	\$265,518	212	223
Dublin	3	\$3,456	353	\$450,781	356	\$454,237	353	357
Emeryville	6	\$6,912	157	\$200,489	163	\$207,401	127	118
Fremont	21	\$24,192	1,034	\$1,320,418	1,055	\$1,344,610	1,098	1,203
Hayward	93	\$107,136	1,894	\$2,418,638	1,987	\$2,525,774	2,106	2,324
Newark	5	\$5,760	205	\$261,785	210	\$267,545	227	246
Pleasanton	3	\$3,456	108	\$137,916	111	\$141,372	115	121
San Leandro	17	\$19,584	1,414	\$1,805,678	1,431	\$1,825,262	1,480	1,529
San Lorenzo	1	\$1,152	191	\$243,907	192	\$245,059	203	221
Union City	4	\$4,608	755	\$964,135	759	\$968,743	750	791
TOTALS	164	\$188,928.00	6,334	\$8,088,518.00	6,498	\$8,277,446.00	6,700	7,161

*Based on an average October Housing Assistance Payment (HAP) of \$1152 per certificate contract

**Based on an average October Housing Assistance Payment (HAP) of \$1277 per voucher contract

HOUSING AUTHORITY OF THE COUNTY OF ALAMEDA

Section 8 Average Contract Rent Report for the Month of September 2016

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	27	\$1,441	\$1,148	\$293	20%
Castro Valley	180	\$1,679	\$1,228	\$450	27%
Dublin	275	\$1,770	\$1,327	\$443	25%
Emeryville	120	\$1,438	\$1,005	\$433	30%
Fremont	964	\$1,895	\$1,395	\$501	26%
Hayward	1,837	\$1,638	\$1,195	\$443	27%
Newark	206	\$2,112	\$1,506	\$605	29%
Pleasanton	109	\$1,504	\$1,088	\$416	28%
San Leandro	1,423	\$1,622	\$1,146	\$476	29%
San Lorenzo	191	\$1,960	\$1,468	\$492	25%
Union City	528	\$1,992	\$1,448	\$545	27%

*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 October 2016

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	26	\$1,434	\$1,188	\$246	17%
Castro Valley	182	\$1,694	\$1,230	\$464	27%
Dublin	274	\$1,801	\$1,359	\$442	25%
Emeryville	118	\$1,445	\$999	\$445	31%
Fremont	966	\$1,902	\$1,402	\$500	26%
Hayward	1,838	\$1,656	\$1,205	\$451	27%
Newark	207	\$2,146	\$1,538	\$607	28%
Pleasanton	109	\$1,516	\$1,083	\$432	28%
San Leandro	1,420	\$1,644	\$1,167	\$476	29%
San Lorenzo	192	\$1,987	\$1,487	\$500	25%
Union City	533	\$2,018	\$1,459	\$559	28%

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

DEBT COLLECTIONS

2016-2017

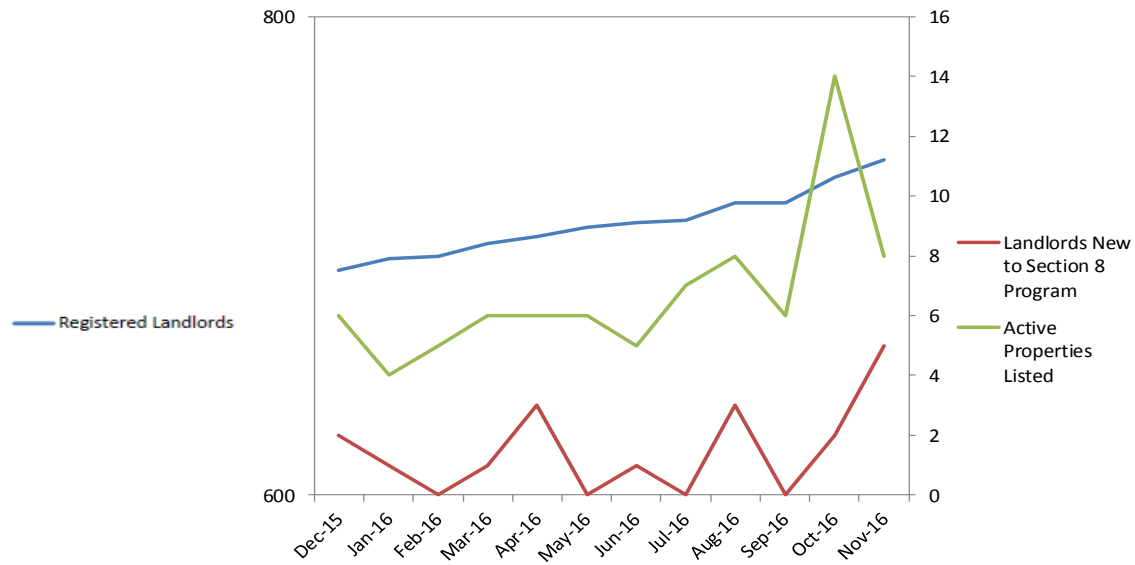
FYE 06/30/17

	JULY	AUGUST	SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER	JANUARY '17	FEBRUARY	MARCH	APRIL	MAY	JUNE	GRAND
													TOTALS
<i>DAMAGE CLAIMS</i>	\$0.00	\$408.00	\$0.00										\$408.00
<i>FRAUD REPAYMENTS</i>	\$3,786.89	\$10,046.44	\$11,177.70										\$25,011.03
TOTALS	\$3,786.89	\$10,454.44	\$11,177.70	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$25,419.03

Landlord Rental Listing Report

Monthly

	12/1/2015	1/4/2016	2/1/2016	3/1/2016	4/1/2016	5/2/2016	6/1/2016	7/5/2016	8/1/2016	9/1/2016	10/3/2016	11/1/2016
Registered Landlords	694	699	700	705	708	712	714	715	722	722	733	740
Landlords New to Section 8 Program	2	1	0	1	3	0	1	0	3	0	2	5
Active Properties Listed	6	4	5	6	6	6	5	7	8	6	14	8





To: Christine Gouig, Executive Director
From: Daniel Taylor, Special Programs Manager
Re: **FSS Program Summary**
CC: Ron Dion, Linda Evans, Phyllis Harrison, Mary Sturges
Date: September 30, 2016

Program Summary	September 2016
Total Clients Under Contract:	155
MDRC:	100
Graduates:	1
Escrow Disbursed:	\$20, 814.93
Ports In:	0
Ports Out:	1
Terminations:	1
New Contracts:	5

FSS PROGRAM NEWS:

Homeownership Workshop

On Saturday September 17, the FSS team hosted a *Path to Homeownership* workshop presented by Peggy Green of Habitat for Humanity. Peggy discussed the advantages and disadvantages of homeownership. Topics also included family budgeting; the purchasing and qualifying process, mortgage basics including types of loans available, the loan process and predatory lending practices. The workshop was designed for anyone interested in homeownership.

It's Your Time to Shine Celebration

The FSS team is finalizing the details of our annual *It's Your Time to Shine* celebration, scheduled for Thursday, November 3, 2016 at 6 p.m. This year's event will take place at the Marina Community Center, located at 15301 Wicks Blvd, San Leandro. Achievements of FSS families over the last year will be recognized. There will be dinner, raffles and presentation of awards.

Case Management Referrals = 12

Job Lead Referrals = 86



To: Christine Gouig, Executive Director
From: Daniel Taylor, Special Programs Manager
Re: **FSS Program Summary**
CC: Ron Dion, Linda Evans, Phyllis Harrison, Mary Sturges
Date: November 1, 2016

Program Summary	October 2016
Total Clients Under Contract:	152
MDRC:	100
Graduates:	0
Escrow Disbursed:	\$ 0
Ports In:	0
Ports Out:	0
Terminations:	0
New Contracts:	2

FSS PROGRAM NEWS:

Workshops

The FSS team hosted a workshop on Saturday, October 29, 2016, presented by a representative from the Social Security Administration. The workshop was designed to answer Social Security and SSI related questions. The following topics were covered:

- How savings over \$2,000 affect SSI/SS benefits
- Minor SSI recipients transitioning from childhood to adulthood
- How an SSI recipient can become their own payee
- The Ticket to Work Program
- Special Needs Trusts

It's Your Time to Shine Celebration

The FSS team is finalizing the details of our 7th annual *It's Your Time to Shine* celebration scheduled for Thursday, November 3, 2016, at 6:00 p.m. The event will be held at the Marina Community Center in San Leandro. Achievements of FSS families over the last year will be recognized. There will be dinner, raffles and presentation of awards.

Case Management Referrals = 10

Job Lead Referrals = 55