

**HOUSING COMMISSION AGENDA**  
**Regular Meeting: December 11, 2013**

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, December 5, 2013 duly distributed this Agenda to the Clerk of the Board of Supervisors for posting in the office of the Alameda County Administration Building and has posted it on the bulletin board of the Housing Authority of the County of Alameda.*

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

<b>1. CALL TO ORDER / ROLL CALL</b>		<b><u>PAGE</u></b>
<b>2. CLOSED SESSION</b>		
<i>Contract Negotiations with SEIU Local 1021 and the Housing Authority of the County of Alameda Labor Negotiations Pursuant to Government Code 54957.6</i>		
<b>3. APPROVAL OF THE MINUTES OF THE OCTOBER 30, 2013 SPECIAL MEETING</b>	<b>ACTION</b>	<b>2</b>
<b>4. PUBLIC COMMENT</b>		
<i>On matters not on the Agenda</i>		
<b>5. NEW BUSINESS</b>		
5-1. Furlough Days for Management Employees	<b>ACTION</b>	<b>8</b>
5-2. HACA Section 8 Administrative Plan Revisions	<b>ACTION</b>	<b>9</b>
5-3. Budget Status Report	<b>INFORMATION</b>	<b>26</b>
5-4. Program Activity Report	<b>INFORMATION</b>	<b>29</b>
<b>6. COMMITTEE REPORTS</b>		
<b>7. COMMISSIONER REPORTS</b>		
<b>8. COMMUNICATIONS</b>		
<i>HACA Main Office Renovation Project – Updated Design Plans Updated List of Acronyms</i>		
<b>9. ADJOURNMENT</b>		

**MINUTES**  
**October 30, 2013**



**HOUSING COMMISSION MINUTES  
REGULAR MEETING: OCTOBER 30, 2013 8:00 A.M.  
NIDUS RECREATION ROOM, 2020 NIDUS COURT, UNION CITY, CA 94587**

**SUMMARY ACTION MINUTES**

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

**Call to Order**

Vice Chairperson Biddle called the meeting to order at 8:14 a.m.

**Roll Call**

Present: Cmr. Biddle, Gascoscas, Haddock, Iosefa, Natarajan, Peixoto and Steiner

Excused: Cmr. Apodaca and Cashmere

Entered after Roll Call: Cmr. Asher

Absent: Cmr. Gerry and Reed

**2. EXECUTIVE SESSION**

*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 Executive Session at 8:15 a.m. and reconvened in regular session at 8:49 a.m. Vice Chairperson Biddle reported that there were no reportable actions taken during the Executive Session.

**3. APPROVAL OF THE MINUTES OF THE SEPTEMBER 11, 2013 COMMISSION MEETING**

Recommendation: Approve the minutes of the September 11, 2013 meeting as presented.

Motion/Second: Natarajan/Peixoto.

6 ayes; 2 abstentions: Cmr. Asher and Steiner. Motion passed.

**APPROVED AS RECOMMENDED.**

**4. PUBLIC COMMENT - On matters not on the agenda.**

None.

**5. NEW BUSINESS**

**5-1. PRESENTATION: RECOGNIZE MERANDA JONES AS HACA'S SHINING STAR**

Christine Gouig, Executive Director, introduced Meranda Jones as HACA's Shining Star for October 2013 - March 2014 and Linda Evans, Communications Committee Chairperson, presented the staff report. Ms. Evans read the comments that were submitted by those who nominated Meranda. Meranda expressed her appreciation for the award. The Commission applauded Meranda and Vice Chairperson Biddle presented her with a certificate.

**5-2. ACTION: PUBLIC HEARING ON SUBCONTRACTOR SUBSTITUTION AND AWARD OF CONTRACT FOR OFFICE BUILDING REMODEL**

Beverly Brewer, Procurement Analyst, presented the staff report. Ms. Brewer reported that HACA issued an Invitation for Bids for the renovation of HACA's main office building and determined that Sausal Corporation (Sausal) is the lowest responsible and responsive bidder. She also reported that subsequent to the receipt of the bids, Sausal notified HACA of a clerical error on its subcontractor list and requested a subcontractor substitution. Ms. Brewer explained that a public hearing would need to be conducted before Sausal's request for a subcontractor substitution could be approved and recommended that the Commission open the public hearing to accept comments from the public regarding the subcontractor substitution.

Public Hearing:

Vice Chairperson Biddle opened the public hearing at 9:12 a.m. George Smith, HACA Maintenance and Modernization Manager, introduced Jim Herrenbruck, HACA's construction manager with URS Corporation. Mr. Herrenbruck described his role in the main office renovation project. Greg Gillis, Vice President with Sausal Corporation, introduced himself and commented that he is looking forward to working on the main office renovation project. No other comments from the public were received. Vice Chairperson Biddle closed the public hearing at 9:15 a.m.

Recommendation: Approve the request made by Sausal Corporation for a subcontractor substitution.

Motion/Second: Steiner/Gacoscos.

Ayes: All Motion passed.

**APPROVED AS RECOMMENDED.**

Following the Commission's approval of Sausal's request for a subcontractor substitution, Ms. Brewer recommended that the Commission award a contract to Sausal Corporation in the amount of \$4,633,100. She explained that this amount includes \$4,536,000 for the base work plus \$97,100 for two alternates. Ms. Brewer also stated that staff is requesting budgetary authorization for an additional 10% for change orders and contingencies.

Recommendation: Authorize the Executive Director to execute a contract with Sausal Corporation in the amount of \$4,633,100 and further approve budget authority for the Executive Director to utilize up to an additional 10% of the contract amount (\$463,310) for contingencies and change orders.

Commission Discussion: Cmr. Gacoscos asked if there have been any updates to the design plans. Ms. Gouig indicated that staff will display the updated building design plans at the next Commission meeting. Cmr. Natarajan commented that she is pleased that the renovation project is moving forward.

Motion/Second: Natarajan/Gacoscos.

Ayes: All Motion passed.

**APPROVED AS RECOMMENDED.**

**5-3. ACTION: RESOLUTION NO. 13-08 AUTHORIZING SUBMITTAL OF RAD APPLICATION TO HUD**

Christine Gouig presented the staff report. Ms. Gouig reported that staff has prepared and is ready to submit an application to HUD to convert its two remaining public housing projects to HUD's Rental Assistance Demonstration (RAD) program. She described the application process, gave a report on the meeting that was held with the residents of the projects targeted for RAD, and summarized the information contained in the documents that will be submitted to HUD.

Recommendation: Adopt Resolution No. 13-08 authorizing the Executive Director to sign and submit a RAD application to HUD.

Commission Discussion: Cmr. Asher and Ms. Gouig discussed the length of time that Replacement Housing Factor funding would be made available through the RAD program. Cmr. Asher and Ms. Gouig also discussed the meeting that was held with the residents of the Emery Glen project in Emeryville. Cmr. Natarajan inquired about the amount of available slots in the RAD program and Ms. Gouig indicated that applicants will be placed on a waiting list should the number of applications exceed the number of slots that HUD has made available for the RAD program. Cmr. Gacoscas asked if city staff needs to be involved in the application process and Ms. Gouig stated that they do not.

Motion/Second: Steiner/Asher.

Ayes: All Motion passed.

**APPROVED AS RECOMMENDED.**

**5-4. ACTION: RESOLUTION NO. 13-09 APPROVING AMENDMENTS TO HACA’S CONFLICT OF INTEREST CODE**

Christine Gouig presented the staff report. Ms. Gouig reported that an amendment to the list of designated employees in HACA’s Conflict of Interest Code is being proposed in order to reflect some new job titles that have been created as a result of a recent reorganization of HACA’s programs departments.

Recommendation: Adopt Resolution No. 13-09 approving amendments to HACA’s Conflict of Interest Code.

Motion/Second: Peixoto/Asher.

Ayes: All Motion passed.

**APPROVED AS RECOMMENDED.**

**5-5. ACTION: RESOLUTION NO. 13-10 RESTATING AND REAFFIRMING THE HOUSING AUTHORITY’S TREATMENT OF MANDATORY EMPLOYEE RETIREMENT CONTRIBUTIONS**

Cathy Leoncio, Finance Director, presented the staff report. Ms. Leoncio reported that the Alameda County Employees’ Retirement Association (ACERA) has requested that all participating employers reaffirm and restate their practice of treating mandatory employee contributions as pre-tax in accordance with IRS Revenue Ruling 2006-43.

Recommendation: Adopt Resolution No. 13-10 reaffirming and restating HACA’s treatment of mandatory employee retirement contributions.

Motion/Second: Gacoscas/Steiner.

Ayes: All Motion passed.

**APPROVED AS RECOMMENDED.**

**5-6. INFORMATION: QUARTERLY INVESTMENT PORTFOLIO**

Cathy Leoncio, Finance Director, presented the staff report. Ms. Leoncio reported that the investment amount in the Housing Choice Voucher program has slightly decreased. She explained that the decrease is a result of the funding cuts and the delay in funding that resulted from the government shutdown.

**5-7. INFORMATION: BUDGET STATUS REPORT**

Cathy Leoncio presented the staff report. Report received with no questions or comments from the Commission.

**5-8. INFORMATION: PROGRAM ACTIVITY REPORT**

Christine Gouig introduced Daniel Taylor as HACA's new Special Programs Manager. Mr. Taylor described his background and experience and presented the program activity report. He reported that the annual Family Self-Sufficiency *It's Your Time to Shine* event will be held on November 7<sup>th</sup> at the San Leandro Library and invited the Commissioners to attend.

**6. COMMITTEE REPORTS**

None.

**7. COMMISSIONER REPORTS**

Cmr. Steiner reported on her attendance at the 2013 NAHRO National Conference in Cleveland. She commented that the sessions were very valuable and that she attended the Awards of Excellence luncheon where HACA was recognized for receiving an Award of Excellence for its *Paperless Portability Documentation Processing* project. An article from the Sacramento Bee, in which this project was featured, was distributed to the Commission. Cmr. Steiner also shared a flyer she obtained at the conference and asked that staff email copies of this flyer to the Commissioners.

**8. COMMUNICATIONS**

Christine Gouig announced that the November Commission meeting scheduled for November 13, 2013 would be cancelled and that there would be a Commission meeting in December. Ms. Gouig also asked the Commission if they would prefer a later meeting time and the Commission indicated that they would like to keep the meeting time at 8:00 a.m.

**9. ADJOURNMENT**

There being no further business, Vice-Chairperson Biddle adjourned the meeting at 9:45 a.m.

Respectfully submitted,

Melissa Taesali  
Executive Assistant

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Christine Gouig  
Executive Director/Housing Commission Secretary

**Approved:**

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Ursula Reed  
Housing Commission Chairperson

# **NEW BUSINESS**

**December 11, 2013**

## HOUSING AUTHORITY OF THE COUNTY OF ALAMEDA

### AGENDA STATEMENT

Meeting: December 11, 2013

Subject: Furlough Days for Management Employees

Exhibits Attached: None

Recommendation: Authorize the Executive Director to develop a schedule of five furlough days for management employees

Financial Statement: Each management furlough day saves approximately \$8,324

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### BACKGROUND

In June, your Commission approved HACA's budget for FY2013-14. The budget reflects the need for an unspecified cost reduction of \$427,000. However, that budget was prepared in April/May and assumed that the Section 8 Administrative Fee, our largest source of revenue by far, would be funded at 69% of formula entitlement for the first six months and 75% for the remaining six months. Since then, the government shut down and was reopened with a continuing resolution (CR) after being closed for 16 days. That CR continues the Administrative Fee funding at 69%, not 75%, until January 15, 2014. Staff does not know (at the time of this writing) what will happen on January 15: whether another CR will be passed, a budget will be adopted or another shutdown will occur. Assuming that the Administrative Fee funding remains at 69% for the *entire* year results in a budget shortfall of \$920,000, not \$427,000.

While cost savings are being negotiated with represented employees, managers have expressed a preference for furlough days over salary cuts, as furlough days do not have a financial impact on retirement benefits and managers would get the benefit of days off, although those days would be unpaid. Managers do not want to wait until negotiations are resolved to begin taking furlough days and it is not necessary that they do so.

Staff recommends that you authorize the Executive Director to institute five furlough days for management employees and to develop a schedule of when these days would be taken. These could be spread out over several days, with some managers taking a furlough while others continue to work, be flexible (as opposed to fixed) days or be furloughs in-lieu of holidays. Authorizing this approach now will alleviate the necessity for salary cuts for managers, should the negotiations with represented employees be prolonged, and also allow the furlough days to be spread over a longer period of time.

Staff would return to your Commission to reduce the number of managers' furlough days should the funding picture stabilize and the funding increase beyond what is anticipated.



## HOUSING AUTHORITY OF THE COUNTY OF ALAMEDA

### AGENDA STATEMENT

Meeting: December 11, 2013

Subject: Administrative Plan Policy Revisions

Exhibits Attached: Redline summary of policy revisions

Recommendation: Approve proposed policy revisions

Financial Statement: None

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#### 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.

#### ANALYSIS and DISCUSSION

Policy revisions are proposed to the following HACA Admin Plan Chapters. A red-line version of the changes is enclosed.

##### Chapter 3

As required by HUD Notice PIH 2012-28, adds a provision to Section 3.III.D., stating that HACA will ask if an applicant, or any member of the applicant's household, is subject to a lifetime registered sex offender registration requirement in any state. Also states that HACA will use the Dru Sjodin National Sex Offender database to screen applicants for admission.

##### Chapter 5

Assisted families in Project-Based Voucher (PBV) or Moderate- Rehabilitation (Mod Rehab) developments must occupy units whose number of bedrooms is based on HACA's subsidy standards. Occasionally, a family with a disabled member requests a reasonable accommodation to live in a unit smaller than the one for which the participant is eligible. Such an accommodation is reasonable as long as the unit is not overcrowded as defined by Housing Quality Standards (HQS) and the addition to the applicable Policy on page 5-13 authorizes it. In order to address the common occurrence of a PHA requiring additional time to process a tenant porting from HACA, adds a provision to Section 5-II.E., to allow HACA to consider a 30-day extension of the participant's voucher to allow for completion of the transfer process by the receiving PHA.

## **Chapter 6**

As mandated, deletes income from the Job Training Partnership Act as an exclusion from earned income and revises benefits under a number of federal programs as exclusions from annual income as set forth on pp. 6-36, 37, and 38.

Also as mandated, provides that HACA will impute income from assets by using a passbook rate annually-determined by HACA.

## **Chapter 7**

Deletes reference to the discontinued EIV Discrepancy Report.

## **Chapter 12**

Adds a provision required by HUD Notice PIH 2012-28 related to changes to Chapter 3.

## **Chapter 16**

Clarifies and makes more precise the content on page 16-2 related to the Unrestricted Net Assets (UNA) account. Corrects a needless limitation for which there does not appear to be authorization by specifying that a request for a reasonable accommodation for a higher payment standard may be initiated at any time, not just when a Request for Tenancy Approval (RTA) is submitted.

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

### 3-III.D. SCREENING

#### Screening for Eligibility

PHAs are authorized to obtain criminal conviction records from law enforcement agencies to screen applicants for admission to the HCV program. This authority assists PHAs in complying with HUD requirements and HACA policies to deny assistance to applicants who are engaging in or have engaged in certain criminal activities. In order to obtain access to the records PHAs must require every applicant family to submit a consent form signed by each adult household member [24 CFR 5.903].

#### HACA Policy

HACA will perform a criminal background check for every adult household member.

PHAs are required to perform criminal background checks necessary to determine whether any household member is subject to a lifetime registration requirement under a state sex offender program in the state where the housing is located, as well as in any other state where a household member is known to have resided [24 CFR 982.553(a)(2)(i)].

#### HACA Policy

HACA will use the Dru Sjodin National Sex Offender database to screen applicants for admission.

Additionally, PHAs must ask whether the applicant, or any member of the applicant's household, is subject to a lifetime registered sex offender registration requirement in any state [Notice PIH 2012-28].

If a PHA proposes to deny assistance based on a criminal record or on lifetime sex offender registration information, it must notify the household of the proposed action and must provide the subject of the record and the applicant a copy of the record and an opportunity to dispute the accuracy and relevance of the information prior to a denial of admission. [24 CFR 5.903(f) and 5.905(d)].

## 5-II.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.

## 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 90 calendar days.

The family must submit a Request for Tenancy Approval and proposed lease within the 90-day period unless HACA grants an extension.

### Extensions of Voucher Term [24 CFR 982.303(b)]

HACA 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 HACA can approve. Discretionary policies related to extension and expiration of search time must be described in HACA'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 HACA's decision to approve or deny an extension. HACA'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 additional extensions only in the following circumstances:

It is necessary as a reasonable accommodation for a person with disabilities.

It is necessary due to reasons beyond the family's control, as determined by HACA. Following is a list of extenuating circumstances that HACA may consider in making its decision. The presence of these circumstances does not guarantee that an extension will be granted:

Serious illness or death in the family

Other emergency (such as an accident or hospitalization or death)

In the case of portability, upon the written request of the receiving PHA, HACA will consider a 30 day extension to allow for completion of the transfer process.

Any request for an additional extension must include the reason(s) an additional extension is necessary. HACA may require the family to provide documentation to support the request ~~or obtain verification from a qualified third party.~~

All requests for extensions to the voucher term must be made in writing and submitted to HACA prior to the expiration date of the voucher (or extended term of the voucher).

HACA will decide whether to approve or deny an extension request within 10 business days of the date the request is received, and will immediately provide the family written notice of its decision.

## 6-1.M. ADDITIONAL EXCLUSIONS FROM ANNUAL INCOME

Other exclusions contained in 24 CFR 5.609(c) and updated by FR Notice 12/14/12 that have not been discussed earlier in this chapter include the following:

- Reimbursement of medical expenses [24 CFR 5.609(c)(4)]
- Amounts received by participants in other publicly assisted programs which are specifically for or in reimbursement of out-of-pocket expenses incurred and which are made solely to allow participation in a specific program [24 CFR 5.609(c)(8)(iii)]
- Amounts received by a person with a disability that are disregarded for a limited time for purposes of Supplemental Security Income eligibility and benefits because they are set aside for use under a Plan to Attain Self-Sufficiency (PASS) [(24 CFR 5.609(c)(8)(ii)]
- Reparation payments paid by a foreign government pursuant to claims filed under the laws of that government by persons who were persecuted during the Nazi era [24 CFR 5.609(c)(10)]
- Adoption assistance payments in excess of \$480 per adopted child [24 CFR 5.609(c)(12)]
- Refunds or rebates on property taxes paid on the dwelling unit [24 CFR 5.609(c)(15)]
- Amounts paid by a state agency to a family with a member who has a developmental disability and is living at home to offset the cost of services and equipment needed to keep the developmentally disabled family member at home [24 CFR 5.609(c)(16)]
- Amounts specifically excluded by any other federal statute [24 CFR 5.609(c)(17). FR Notice 12/14/12]. HUD publishes an updated list of these exclusions periodically. It includes:
  - (a) ~~(a)~~ The value of the allotment provided to an eligible household under the Food Stamp Act of 1977 (7 U.S.C. 2017 (b))
  - ~~(a)~~(b) Benefits under Section 1780 of the School Lunch Act and Child Nutrition Act of 1966, including WIC
  - ~~(b)~~(c) ~~(b)~~ Payments to Volunteers under the Domestic Volunteer Services Act of 1973 (42 U.S.C. 5044(g), 5058)
  - ~~(e)~~(d) ~~(e)~~ Payments received under the Alaska Native Claims Settlement Act (43 U.S.C. 1626(c))
  - ~~(d)~~(e) ~~(d)~~ Income derived from certain submarginal land of the United States that is held in trust for certain Indian tribes (25 U.S.C. 459e)
  - ~~(e)~~(f) ~~(e)~~ Payments or allowances made under the Department of Health and Human Services' Low-Income Home Energy Assistance Program (42 U.S.C. 8624(f))



- ~~(g)(f)~~ — Payments received under programs funded in whole or in part under the Workforce Investment Act of 1998 (29 U.S.C. 2931) Job Training Partnership Act (29 U.S.C. 1552(b)) (Effective July 1, 2000, references to Job Training Partnership Act shall be deemed to refer to the corresponding provision of the Workforce Investment Act of 1998 (29 U.S.C. 2931).)
- ~~(h)~~ — Deferred disability benefits from the Department of Veterans Affairs, whether received as a lump sum or in monthly prospective amounts
- ~~(i)(g)~~ — Income derived from the disposition of funds to the Grand River Band of Ottawa Indians (Pub. L. 94-540, 90 Stat. 2503-04)
- ~~(j)~~ — Payments, funds, or distributions authorized, established, or directed by the Seneca Nation Settlement Act of 1990 (25 U.S.C. 1774f(b))
- ~~(k)~~ — A lump sum or periodic payment received by an individual Indian pursuant to the Class Action Settlement Agreement in the United States District Court case entitled *Elouise Cobell et al. v. Ken Salazar et al*
- ~~(l)(h)~~ — The first \$2,000 of per capita shares received from judgment funds awarded by the Indian Claims Commission or the U. S. Claims Court, the interests of individual Indians in trust or restricted lands, including the first \$2,000 per year of income received by individual Indians from funds derived from interests held in such trust or restricted lands (25 U.S.C. 1407-1408)
- ~~(m)~~ — Benefits under the Indian Veterans Housing Opportunity Act of 2010 (only applies to Native American housing programs)
- ~~(n)(i)~~ — Payments received from programs funded under Title V of the Older Americans Act of 1985 (42 U.S.C. 3056(f))
- ~~(o)(j)~~ — Payments received on or after January 1, 1989, from the Agent Orange Settlement Fund or any other fund established pursuant to the settlement in *In Re Agent-product liability litigation*, M.D.L. No. 381 (E.D.N.Y.)
- ~~(p)(k)~~ — Payments received under the Maine Indian Claims Settlement Act of 1980 (25 U.S.C. 1721)
- ~~(q)(l)~~ — The value of any child care provided or arranged (or any amount received as payment for such care or reimbursement for costs incurred for such care) under the Child Care and Development Block Grant Act of 1990 (42 U.S.C. 9858q)
- ~~(r)(m)~~ — Earned income tax credit (EITC) refund payments received on or after January 1, 1991 (26 U.S.C. 32(j))
- ~~(s)(n)~~ — Payments by the Indian Claims Commission to the Confederated Tribes and Bands of Yakima Indian Nation or the Apache Tribe of Mescalero Reservation (Pub. L. 95-433)
- ~~(t)(o)~~ — Allowances, earnings and payments to AmeriCorps participants under the National and Community Service Act of 1990 (42 U.S.C. 12637(d))
- ~~(u)(p)~~ — Amounts of scholarships funded under Title IV of the Higher Education Act of 1965j, including awards under federal work-study programs or under the Bureau of Indian Affairs student assistance programs (20 U.S.C. 1087uu). For Section 8 programs, the exception found in § 237 of Public Law 109-249 applies and requires that the amount of financial assistance in excess of tuition and mandatory fees shall be considered income in accordance with the provisions codified at 24 CFR 5.609(b)(9), except for those persons with disabilities as defined by 42 U.S.C. 1437a(b)(3)(E) (Pub. L. 109-249) (See See Section 6-I.L. for exceptions.) Any allowance paid under the



~~provisions of 38 U.S.C. 1805 to a child suffering from spina bifida who is the child of a Vietnam veteran (38 U.S.C. 1805)~~

~~(q)(v) (q)~~—Any amount of crime victim compensation (under the Victims of Crime Act) received through crime victim assistance (or payment or reimbursement of the cost of such assistance) as determined under the Victims of Crime Act because of the commission of a crime against the applicant under the Victims of Crime Act (42 U.S.C. 10602)

~~(r) (r)~~—Allowances, earnings and payments to individuals participating in programs under the Workforce Investment Act of 1998 (29 U.S.C. 2031)

#### *Income Earned under Certain Federal Programs*

Income from some federal programs is specifically excluded from consideration as income [24 CFR 5.609(c)(17)], including:

- Payments to volunteers under the Domestic Volunteer Services Act of 1973 (42 U.S.C. 5044(g), 5058)
- ~~Payments received under programs funded in whole or in part under the Job Training Partnership Act (29 U.S.C. 1552(b))~~
- Awards under the federal work-study program (20 U.S.C. 1087 uu)
- Payments received from programs funded under Title V of the Older Americans Act of 1985 (42 U.S.C. 3056(f))
- Allowances, earnings, and payments to AmeriCorps participants under the National and Community Service Act of 1990 (42 U.S.C. 12637(d))
- Allowances, earnings, and payments to participants in programs funded under the Workforce Investment Act of 1998 (29 U.S.C. 2931)

#### *Resident Service Stipend*

Amounts received under a resident service stipend are not included in annual income. A resident service stipend is a modest amount (not to exceed \$200 per individual per month) received by a resident for performing a service for HACA or owner, on a part-time basis, that enhances the quality of life in the development. Such services may include, but are not limited to, fire patrol, hall monitoring, lawn maintenance, resident initiatives coordination, and serving as a member of HACA's governing board. No resident may receive more than one such stipend during the same period of time [24 CFR 5.600(c)(8)(iv)].

### *Valuing Assets*

The calculation of asset income sometimes requires HACA to make a distinction between an asset's market value and its cash value.

- The market value of an asset is its worth in the market (e.g., the amount a buyer would pay for real estate or the ~~balance in~~ total value of an investment account).
- The cash value of an asset is its market value less all reasonable amounts that would be incurred when converting the asset to cash.

#### HACA Policy

Where the family has net family assets equal to or less than \$5,000, HACA will accept the family's declaration of the value of those assets. Where the family has net family assets in excess \$5,000, HACA, generally, will use current circumstances to determine the value of an asset. HACA will use other than current circumstances to anticipate value when (1) an imminent change in circumstances is expected, or (2) HACA believes that past value is the best indicator of current value.

Anytime current circumstances are not used to determine the value of an asset, a clear rationale for the decision will be documented in the file. In such cases the family may present information and documentation to HACA to show why the value of the asset does not represent the family's anticipated asset income.

Reasonable costs that would be incurred when disposing of an asset include, but are not limited to, penalties for premature withdrawal, broker and legal fees, and settlement costs incurred in real estate transactions [HCV GB, p. 5-28].

### *Lump-Sum Receipts*

Payments that are received in a single lump sum, such as inheritances, capital gains, lottery winnings, insurance settlements, and proceeds from the sale of property, are generally considered assets, not income. However, such lump-sum receipts are counted as assets only if they are retained by a family in a form recognizable as an asset (e.g., deposited in a savings or checking account) [RHIP FAQs]. (For a discussion of lump-sum payments that represent the delayed start of a periodic payment, most of which are counted as income, see sections 6-I.H and 6-I.I.)

#### *Imputing Income from Assets [24 CFR 5.609(b)(3), Notice PIH 2012-29]*

When net family assets are \$5,000 or less, HACA will include in annual income the actual income anticipated to be derived from the assets. When the family has net family assets in excess of \$5,000, HACA will include in annual income the greater of (1) the actual income derived from the assets or (2) the imputed income. Imputed income from assets is calculated by multiplying the total cash value of all family assets by an average passbook savings rate as determined by the PHA. The PHA must review its passbook rate annually to ensure that it remains within 0.75 percent of the national average.

#### PHA Policy

The PHA will initially set the imputed asset passbook rate at the national rate established by the Federal Deposit Insurance Corporation (FDIC).

The PHA will review the passbook rate annually, in December of each year. The rate will not be adjusted unless the current PHA rate is no longer within 0.75 percent of the national rate. If it is no longer within 0.75 percent of the national rate, the passbook rate will be set at the current national rate.

Changes to the passbook rate will take effect on February 1 following the December review.

~~the current HUD established passbook savings rate.~~

#### *Determining Actual Anticipated Income from Assets*

It may or may not be necessary for HACA to use the value of an asset to compute the actual anticipated income from the asset. When the value is required to compute the anticipated income from an asset, the market value of the asset is used. For example, if the asset is a property for which a family receives rental income, the anticipated income is determined by annualizing the actual monthly rental amount received for the property; it is not based on the property's market value. However, if the asset is a savings account, the anticipated income is determined by multiplying the market value of the account by the interest rate on the account.

## 7-I.C. UP-FRONT INCOME VERIFICATION (UIV)

Up-front income verification (UIV) refers to a PHA's use of the verification tools available from independent sources that maintain computerized information about earnings and benefits.

There may be legitimate differences between the information provided by the family and UIV-generated information. If the family disputes the accuracy of UIV data, no adverse action can be taken until the PHA has independently verified the UIV information and the family has been granted an opportunity to contest any adverse findings through the informal review/hearing process of the PHA.

See Chapter 6 for the PHA's policy on the use of UIV/EIV to determine annual income.

### Upfront Income Verification Using HUD's Enterprise Income Verification (EIV) System (Mandatory)

PHAs must use HUD's EIV system in its entirety as a third-party source to verify tenant employment and income information during mandatory reexaminations or recertifications of family composition and income in accordance with 24 CFR 5.236 and administrative guidance issued by HUD. The EIV system contains data showing earned income, unemployment benefits, social security benefits, and SSI benefits for participant families. HUD requires PHAs to use the EIV system in its entirety. The following policies apply to HACA's use of HUD's EIV system.

#### *EIV Income Reports*

The data shown on income reports is updated quarterly. Data may be between 3 and 6 months old at the time reports are generated.

##### HACA Policy

HACA will obtain income reports for annual reexaminations on a monthly basis. Reports will be generated as part of the regular reexamination process.

Income reports may be used in the calculation of annual income, as described in Chapter 6-I.C. Income reports may also be used to meet the regulatory requirement for third party verification, as described above. Policies for resolving discrepancies between income reports and family-provided information will be resolved as described in Chapter 6-I.C. and in this chapter.

Income reports will be used in interim reexaminations to identify any discrepancies between reported income and income shown in the EIV system, and as necessary to verify and calculate earned income, unemployment benefits, Social Security and/or SSI benefits. EIV will also be used to verify that families claiming zero income are not receiving income from any of these sources.

Income reports will be retained in participant files with the applicable annual or interim reexamination documents.

When HACA determines through income reports and third-party verification that a family has concealed or under-reported income, corrective action will be taken pursuant to the policies in Chapter 14, Program Integrity.

#### *EIV Discrepancy Reports*



~~The EIV discrepancy report is a tool for identifying families who may have concealed or under-reported income. Data in the discrepancy report represents income for past reporting periods and may be between 6 months and 30 months old at the time reports are generated.~~

~~Families who have not concealed or under-reported income may appear on the discrepancy report in some circumstances, such as loss of a job or addition of new family members.~~

~~Income discrepancies may be identified through use of the EIV "Income Discrepancy Report" or by review of the discrepancy tab for the individual family.~~

#### ~~HACA Policy~~

~~HACA will generate the Income Discrepancy Report at least once every 6 months.~~

~~When HACA determines that a participant appearing on the Income Discrepancy Report has not concealed or under-reported income, the participant's name will be placed on a list of "false positive" reviews. To avoid multiple reviews in this situation, participants appearing on this list will be eliminated from discrepancy processing until a subsequent interim or annual reexamination has been completed.~~

~~HACA will review the EIV discrepancy tab during processing of annual and interim reexaminations.~~

~~When it appears that a family may have concealed or under-reported income, HACA will request written third party verification of the income in question.~~

~~When HACA determines through file review and third party verification that a family has concealed or under-reported income, corrective action will be taken pursuant to the policies in Chapter 14, Program Integrity.~~

#### *EIV Identity Verification*

The EIV system verifies tenant identities against SSA records. These records are compared to PIC data for a match on social security number, name, and date of birth.

PHAs are required to use EIV's *Identity Verification Report* on a monthly basis to improve the availability of income information in EIV [Notice PIH2012-10].

When identity verification for a participant fails, a message is displayed within the EIV system and no income information is displayed.

#### HACA Policy

HACA will identify participants whose identity verification has failed by reviewing EIV's *Identity Verification Report* on a monthly basis.

HACA will attempt to resolve PIC/SSA discrepancies by obtaining appropriate documentation from the participant. When HACA determines that discrepancies exist due to HACA errors such as spelling errors or incorrect birth dates, the errors will be corrected promptly.

#### **Failure to Document Citizenship [24 CFR 982.552(b)(4) and [24 CFR 5.514(c)]**

HACA must terminate assistance if (1) a family fails to submit required documentation within the required timeframe concerning any family member's citizenship or immigration status; (2) a family submits evidence of citizenship and eligible immigration status in a timely manner, but United States Citizenship and Immigration Services (USCIS) primary and secondary verification does not verify eligible immigration status of the family; or (3) a family member, as determined by HACA, has knowingly permitted another individual who is not eligible for assistance to reside (on a permanent basis) in the unit.

For (3) above, such termination must be for a period of at least 24 months. This does not apply to ineligible noncitizens already in the household where the family's assistance has been prorated. See Chapter 7 for a complete discussion of documentation requirements.

#### **Failure to Disclose and Document Social Security Numbers [24 CFR 5.218(c), Notice PIH 2012-10]**

HACA must terminate assistance of a participant and the participant's household, if a participant family fails to disclose the complete and accurate social security numbers of each household member and the documentation necessary to verify each social security number.

However, if the family is otherwise eligible for continued program assistance, and HACA determines that the family's failure to meet the SSN disclosure and documentation requirements was due to circumstances that could not have been foreseen and were outside of the family's control, HACA may defer the family's termination and provide the opportunity to comply with the requirement within a period not to exceed 90 calendar days from the date HACA determined the family to be noncompliant.

#### **PHA Policy**

HACA will defer the family's termination and provide the family with the opportunity to comply with the requirement for a period of 90 calendar days for circumstances beyond the participant's control such as delayed processing of the SSN application by the SSA, natural disaster, fire, death in the family, or other emergency, if there is a reasonable likelihood that the participant will be able to disclose an SSN by the deadline.

#### **Methamphetamine Manufacture or Production [24 CFR 982.553(b)(1)(ii)]**

HACA must terminate assistance if any household member has ever been convicted of the manufacture or production of methamphetamine on the premises of federally-assisted housing.

#### **Lifetime Registered Sex Offenders [Notice PIH 2012-28]**

Should a PHA discover that a member of an assisted household was subject to a lifetime registration requirement at admission and was erroneously admitted after June 25, 2001, the PHA must immediately terminate assistance for the household member.

In this situation, the PHA must offer the family the opportunity to remove the ineligible family member from the household. If the family is unwilling to remove that individual from the household, the PHA must terminate assistance for the household.

## PART I: ADMINISTRATIVE FEE RESERVE [24 CFR 982.155]

HACA will maintain administrative fee reserves, or unrestricted net assets (UNA) for the program to pay program administrative expenses in excess of administrative fees paid by HUD for a HACA fiscal year. HUD appropriations acts beginning with FFY 2004 have specified that administrative fee funding may be used only for activities related to the provision of HCV assistance, including related development activities. Notice PIH 2012-9 cites two examples of related development activities: unit modification for accessibility purposes and development of project-based voucher units. The notice makes clear that other activities may also qualify as related development activities. Administrative fees that remain in the UNA account from funding provided prior to 2004 may be used for "other housing purposes permitted by state and local law," in accordance with 24 CFR 982.155(b)(1).

If a PHA has not adequately administered its HCV program, HUD may prohibit use of funds in the UNA Account and may direct the PHA to use funds in that account to improve administration of the program, for HCV HAP expenses, or to reimburse ineligible expenses in accordance with the regulation at 24 CFR 982.155(b)(3).

HUD requires the PHA Board of Commissioners or other authorized officials to establish the maximum amount that may be charged against the UNA account without specific approval. ~~HACA must maintain an administrative fee reserve for the program to pay program administrative expenses in excess of administrative fees paid by HUD for HACA's fiscal year. If funds in the administrative fee reserve are not needed to cover HACA administrative expenses, HACA may use these funds for other housing purposes permitted by Federal, State and local law.~~

If HACA has not adequately administered any Section 8 program, HUD may prohibit use of funds in the administrative fee reserve, and may direct HACA to use funds in the reserve to improve administration of the program or to reimburse ineligible expenses. HUD also may prohibit use of the funds for certain purposes.

~~HUD requires HACA's Board of Commissioners or other authorized officials to establish the maximum amount that may be charged against the administrative fee reserve without specific approval.~~

### HACA Policy

Expenditures from the administrative fee reserve UNA account will be made in accordance with all applicable federal requirements. HACA's Board of Commissioners approves expenditures during the budget approval process. Expenditures will not exceed \$100,000 per occurrence without the prior approval of HACA's Board of Commissioners.



### HACA Policy (continued)

Changes to payment standard amounts will be effective on December 1<sup>st</sup> of every year, unless based on the proposed FMRs, it appears that one or more of HACA's current payment standard amounts will be outside the basic range when the final FMRs are published. In that case, HACA's payment standards will be effective October 1<sup>st</sup> instead of December 1<sup>st</sup>.

If HACA has already processed reexaminations that will be effective on or after October 1<sup>st</sup>, and the effective date of the payment standards is October 1<sup>st</sup>, HACA will make retroactive adjustments to any such reexaminations if the new payment standard amount is higher than the one used by HACA at the time the reexamination was originally processed.

### **Exception Payment Standards [982.503(c)]**

HACA must request HUD approval to establish payment standards that are higher than the basic range. At HUD's sole discretion, HUD may approve a payment standard amount that is higher than the basic range for a designated part of the FMR area. HUD may approve an exception payment standard amount (in accordance with program requirements) for all units, or for all units of a given size, leased by program families in the exception area. Any PHA with jurisdiction in the exception area may use the HUD-approved exception payment standard amount. The total population of all HUD-approved exception areas in an FMR area may not include more than 50 percent of the population of the FMR area.

**Unit-by-Unit Exceptions [24 CFR 982.503(c)(2)(ii) , 24 CFR 982.505(d), Notice PIH 2010-26, Notice PIH 2013-03 (HA)]**

Unit-by-unit exceptions to HACA's payment standards generally are not permitted. However, an exception may be made as a reasonable accommodation for a family that includes a person with disabilities. (See Chapter 2 for a discussion of reasonable accommodations.) This type of exception does not affect HACA's payment standard schedule.

When needed as a reasonable accommodation, HACA may make an exception to the payment standard without HUD approval if the exception amount does not exceed 120 percent of the applicable FMR for the unit size [Notice PIH 2013-03 (HA)].

### HACA Policy

A family that requires a reasonable accommodation may request a higher payment standard at ~~anytime the Request for Tenancy Approval (RTA) is submitted~~. The family must document the need for the exception. In order to approve an exception, HACA must determine that:

There is a shortage of affordable units that would be appropriate for the family ~~(excludes families remaining in their currently assisted unit)~~;

The family's TTP would otherwise exceed 40 percent of adjusted monthly income; and

The rent for the unit is reasonable.

# **BUDGET STATUS**

## **REPORT**

**Housing Authority of Alameda County**  
**HOUSING CHOICE VOUCHER**  
**Budget Status Report FYE 2013-2014**  
**October 2013**

<b>FY 2014 - HCV</b>	<b>Budgeted @</b>	<b>Actual @</b>	<b>OVER</b>	<b>PROJECTED</b>		<b>SCH.</b>	<b>2013</b>	<b>2014</b>	
<b>OPERATING BUDGET</b>	<b>10/31/2013</b>	<b>10/31/2013</b>	<b>(UNDER)</b>	<b>TO 6/30/14</b>		<b>NO.</b>	<b>BUDGET</b>	<b>BUDGET</b>	<b>DIFFERENCE</b>
<b>INCOME</b>									
Investment Income	1,200	1,065	(135)	3,195		A1	3,600	3,600	0
Misc. Income	115,333	79,394	(35,940)	193,513		A1	208,000	346,000	138,000
Administrative Fee Income	2,194,310	2,008,936	(185,374)	5,951,454		A	6,905,311	6,582,930	(322,381)
<b>TOTAL INCOME</b>	<b>2,310,843</b>	<b>2,089,395</b>	<b>(221,448)</b>	<b>6,148,162</b>			<b>7,116,911</b>	<b>6,932,530</b>	<b>(184,381)</b>
<b>EXPENSES</b>									
Administration									
Salaries	(1,285,831)	(1,272,877)	12,954	(3,677,202)		B-1& 2	(4,362,145)	(3,857,494)	504,651
Other Admin.	(437,833)	(384,654)	53,179	(1,153,963)		C-1&2	(1,161,477)	(1,313,499)	(152,022)
Total	(1,723,664)	(1,657,532)	66,132	(4,831,165)			(5,523,622)	(5,170,993)	352,629
General									
Insurance	(60,780)	(38,429)	22,351	(115,286)		E	(201,590)	(182,340)	19,250
Employee Benefits	(668,632)	(702,024)	(33,392)	(2,106,073)			(2,224,694)	(2,005,897)	218,797
Miscellaneous	0	0	0	0			0	0	0
Total	(729,412)	(740,453)	(11,041)	(2,221,359)			(2,426,284)	(2,188,237)	238,047
Total Routine Expenses	(2,453,076)	(2,397,985)	55,092	(7,052,524)			(7,949,906)	(7,359,229)	590,676
Capital Expenditures	0	0	0	0		D2	0	0	0
<b>TOTAL EXPENSES</b>	<b>(2,453,076)</b>	<b>(2,397,985)</b>	<b>55,092</b>	<b>(7,052,524)</b>			<b>(7,949,906)</b>	<b>(7,359,229)</b>	<b>590,676</b>
Income (Deficit) Unfunded 2012 FSS (1/2 year) - Use of Reserve							(158,607)		
Income (Deficit) UNSPECIFIED BUDGET REDUCTION							(674,387)	(426,699)	
<b>NET INCOME (DEFICIT)</b>	<b>(142,233)</b>	<b>(308,590)</b>	<b>(276,540)</b>	<b>(904,361)</b>			<b>(832,994)</b>	<b>(426,699)</b>	<b>(775,057)</b>

Unrestricted Net Assets @ 6/30/13  
Projected Income (Deficit) @ 6/30/14  
Projected Unrestricted Net Assets @ 6/30/14

\$2,478,875  
**(904,361)**  
\$1,574,514

**Housing Authority of Alameda County**  
**PUBLIC HOUSING**  
**Budget Status Report FYE 2013-2014**  
**October 2013**

FY 2014 - PH OPERATING BUDGET	YTD BUDGET 10/31/2013	YTD ACTUALS 10/31/13	OVER/ (UNDER) BUDGET	Projected to 6/30/14	SCH. NO.	2013 BUDGET	2014 BUDGET	Difference
<b>INCOME</b>								
Dwelling Rentals	130,182	110,367	(19,815)	331,101	A-1	533,610	390,545	(143,065)
Office Rental (Mission Blvd-net)	15,563	0	(15,563)	0	A	0	46,688	46,688
Investment Income	733	665	(68)	1,995	A	2,200	2,200	0
Misc. Income	23,750	29,587	5,836	88,760	A-1	135,764	71,250	(64,514)
Transfer of Reserves from Ocean Ave				0		500,000		(500,000)
Operating Subsidy	68,658	207,374	138,715	205,974	A-1	380,579	205,974	(174,605)
Asset Reposition Fee	61,746	0	(61,746)	188,237	A-1	199,020	185,237	(13,783)
Capital Grant	9,853	0	(9,853)	0	A-1	258,378	29,559	(228,819)
<b>TOTAL INCOME</b>	<b>310,485</b>	<b>347,993</b>	<b>37,507</b>	<b>816,067</b>		<b>2,009,551</b>	<b>931,454</b>	<b>(1,078,096)</b>
<b>EXPENSES</b>								
Administration					B-1&2			
Salaries	(75,406)	(77,523)	(2,117)	(223,955)	C-1	(233,093)	(226,217)	6,876
Other Admin.	(9,610)	(8,118)	1,492	(24,355)		(116,368)	(28,830)	87,538
Total	(85,016)	(85,641)	(626)	(248,310)		(349,461)	(255,047)	94,414
Tenant Services								
Resident Managers	(1,833)	(725)	1,108	(5,500)		(5,500)	(5,500)	0
Recreation	(2,500)	0	2,500	(7,500)		(7,500)	(7,500)	0
Total	(4,333)	(725)	3,608	(13,000)		(13,000)	(13,000)	0
Utilities								
Water	(16,694)	(11,505)	5,189	(34,515)		(74,000)	(50,081)	23,919
Electricity	(6,333)	(3,663)	2,670	(10,990)		(19,000)	(19,000)	0
Gas	(467)	(55)	413	(165)		(2,600)	(1,400)	1,200
Sewage	(8,800)	(6,259)	2,541	(18,777)		(47,600)	(26,400)	21,200
Total	(32,294)	(21,482)	10,813	(64,447)		(143,199)	(96,881)	46,318
Maintenance					B-2	(69,983)	(69,983)	(0)
Salaries	(23,328)	(25,345)	(2,017)	(73,218)	D	(63,960)	(51,942)	12,018
Materials	(17,314)	(6,505)	10,809	(19,515)	D	(594,158)	(368,818)	225,340
Contract Costs	(122,939)	(61,147)	61,793	(258,440)		(728,101)	(490,743)	237,357
Total	(163,581)	(92,996)	70,585	(351,173)				
General					E	(80,712)	(41,081)	39,631
Insurance	(13,694)	(10,257)	3,438	(30,771)		(39,041)	(29,366)	9,675
Tax-In Lieu Of	(9,789)	(7,341)	2,447	(22,024)		(154,569)	(154,024)	545
Employee Benefits	(51,341)	(24,150)	27,192	(72,449)		(1,000)	(1,000)	0
Collection Loss	(333)	0	333	0		(1,000)	(1,000)	0
Miscellaneous	(333)	0	333	0		(276,322)	(226,472)	49,850
Total	(75,491)	(41,748)	33,744	(125,244)				
Total Routine Expenses	(360,714)	(242,593)	118,124	(802,174)		(1,510,083)	(1,082,143)	427,940
Capital Expenditure-exterior renovation of Emery Glen						(500,000)		500,000
<b>TOTAL EXPENSES</b>	<b>(360,714)</b>	<b>(242,593)</b>	<b>118,124</b>	<b>(802,174)</b>		<b>(2,010,083)</b>	<b>(1,082,143)</b>	<b>927,940</b>
<b>NET INCOME (DEFICIT)</b>	<b>(50,230)</b>	<b>105,400</b>	<b>155,631</b>	<b>13,893</b>		<b>(533)</b>	<b>(150,689)</b>	<b>(150,156)</b>

Unrestricted Net Assets @ 6/30/13  
Projected Income/(Deficit) @ 6/30/14  
Projected Unrestricted Net Assets @ 6/30/13

\$1,378,834  
13,893  
\$1,392,727

# **PROGRAM ACTIVITY**

## **REPORT**

## HOUSING AUTHORITY OF THE COUNTY OF ALAMEDA

### AGENDA STATEMENT

Meeting: December 11, 2013

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

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

- **Lease-Up:** As of November 1, 2013, the Section 8 Housing Choice Voucher program had 6,197 units under contract and 6,226 units under contract as of December 1, 2013. The fiscal year-to-date lease-up average is 97.91% units for November 1, 2013 and 98.41% for December 1, 2013. The budget authority use average through October 2013 is 102.8%.
- **Program Utilization:** As of November 1, 2013, the average HAP subsidy is \$1,037 and the average tenant-paid rent portion is \$417 for an average Contract Rent of \$1,454. As of December 1, 2013, the average HAP subsidy is \$1,038 and the average tenant-paid rent portion is \$417 for an average Contract Rent of \$1,455.
  - ❖ As of November 1, 2013, HACA had 159 outgoing billed portability contracts and 155 as of December 1, 2013 (i.e., HACA voucher holders who are housed in another housing authority's jurisdiction).
  - ❖ As of November 1, 2013, HACA billed other housing authorities, primarily the Oakland Housing Authority, for 1,163 incoming portability contracts and 1,150 as of December 1, 2013. HACA receives only 80% of the HUD-authorized Administrative Fee for billed incoming portability contracts.
- **Section 8 Contract Report:** Copies of the Contract Reports for October and November 2013 are attached.
- **Fraud / Debt Recovery:** HACA retained \$27,855.45 in fraud and debt recovery payments for the month of October 2013. A total of \$37,577.34 was retained over the last six months.

- **Landlord Rental Listings:** As of November 1, 2013, there were 1,604 landlords with properties in HACA's jurisdiction utilizing the *GoSection8* rental listing service and 1,613 as of December 2, 2013. There were two new landlords added to the Section 8 program last month and six this month. There were 16 active properties listed as of November 1, 2013 and 26 as of December 2, 2013.

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

The FSS *It's Your Time to Shine* celebration was a great success with 33 families in attendance. NAHRO's "What Home Means to Me" poster contest winners were recognized and guest speakers encouraged hard work, perseverance, dreaming big and taking advantage of all the FSS program has to offer.

The FSS study is moving along. Eleven applicants have been selected to join the study with additional orientations scheduled in January 2014. By the end of October 2014 a total of 200 families will become part of the study.

December is a busy time for FSS's Giving Connection. FSS has partnered with the Hayward Fire Department to provide "Toys for Tots" toys to FSS families with children during the holidays. FSS also applied for and received a \$1,500 grant from the Oakland Methodist Foundation. These funds, along with donations from HACA staff, landlords and Commissioners, will go toward holiday grocery gift cards for each of our FSS participant families.

### **PUBLIC HOUSING**

- **Occupancy:** As of November 1, 2013, the Public Housing program had 67 of 72 units leased and had a 94.44% fiscal year-to-date lease up rate. As of December 1, 2013, the Public Housing program had 65 of 72 units leased and has a 93.75% fiscal year-to-date lease up rate.

**HOUSING AUTHORITY OF THE COUNTY OF ALAMEDA**  
**Section 8 Contract and HAP Report for the Month of: October 2013**

	Certificates		Vouchers		October 2013 TOTAL			
City	Number	HAP*	Number	HAP**	Number	HAP	October 2012	October 2011
Albany	-	\$ -	33	\$ 34,221	33	\$ 34,221	37	41
Castro Valley	12	\$ 10,572	214	\$ 221,918	226	\$ 232,490	244	250
Dublin	2	\$ 1,762	361	\$ 374,357	363	\$ 376,119	282	304
Emeryville	6	\$ 5,286	104	\$ 107,848	110	\$ 113,134	115	109
Fremont	28	\$ 24,668	1,254	\$ 1,300,398	1,282	\$ 1,325,066	1,376	1,390
Hayward	113	\$ 99,553	2,341	\$ 2,427,617	2,454	\$ 2,527,170	2,586	2,503
Newark	2	\$ 1,762	261	\$ 270,657	263	\$ 272,419	278	290
Pleasanton	4	\$ 3,524	123	\$ 127,551	127	\$ 131,075	142	167
San Leandro	16	\$ 14,096	1,478	\$ 1,532,686	1,494	\$ 1,546,782	1,440	1,400
San Lorenzo	2	\$ 1,762	232	\$ 240,584	234	\$ 242,346	227	206
Union City	5	\$ 4,405	827	\$ 857,599	832	\$ 862,004	822	748
<b>TOTALS</b>	<b>190</b>	<b>\$167,390.00</b>	<b>7,228</b>	<b>\$7,495,436.00</b>	<b>7,418</b>	<b>\$7,662,826.00</b>	<b>7549</b>	<b>7408</b>

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

*\*\*Based on an average October Housing Assistance Payment (HAP) of \$1037 per voucher contract*



# HOUSING AUTHORITY OF THE COUNTY OF ALAMEDA

## Section 8 Contract and HAP Report for the Month of: November 2013

	Certificates		Vouchers		November 2013 TOTAL			
City	Number	HAP*	Number	HAP**	Number	HAP	November 2012	November 2011
Albany	-	\$ -	33	\$ 34,221	33	\$ 34,221	37	39
Castro Valley	12	\$ 10,572	213	\$ 220,881	225	\$ 231,453	244	246
Dublin	3	\$ 2,643	358	\$ 371,246	361	\$ 373,889	282	309
Emeryville	6	\$ 5,286	105	\$ 108,885	111	\$ 114,171	115	110
Fremont	28	\$ 24,668	1,244	\$ 1,290,028	1,272	\$ 1,314,696	1,371	1,402
Hayward	112	\$ 98,672	2,348	\$ 2,434,876	2,460	\$ 2,533,548	2,581	2,516
Newark	2	\$ 1,762	260	\$ 269,620	262	\$ 271,382	278	288
Pleasanton	4	\$ 3,524	124	\$ 128,588	128	\$ 132,112	142	166
San Leandro	16	\$ 14,096	1,490	\$ 1,545,130	1,506	\$ 1,559,226	1,436	1,395
San Lorenzo	2	\$ 1,762	233	\$ 241,621	235	\$ 243,383	226	211
Union City	5	\$ 4,405	827	\$ 857,599	832	\$ 862,004	870	763
<b>TOTALS</b>	<b>190</b>	<b>\$167,390.00</b>	<b>7,235</b>	<b>\$7,502,695.00</b>	<b>7,425</b>	<b>\$7,670,085.00</b>	<b>7,582</b>	<b>7,445</b>

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

\*\*Based on an average November Housing Assistance Payment (HAP) of \$1037 per voucher contract

**HOUSING AUTHORITY OF THE COUNTY OF ALAMEDA**  
**Section 8 Average Contract Rent Report for the Month of: October 2013**

<b>City</b>	<b>Number of HAP Contracts</b>	<b>Average Contract Rent</b>	<b>Average HAP Paid by HACA</b>	<b>Average Rent Paid by Family</b>	<b>Average Family-Paid Rent as a Percentage of Average Contract Rent</b>
Albany	34	\$1,283	\$1,017	\$266	21%
Castro Valley	213	\$1,379	\$921	\$457	33%
Dublin	359	\$1,577	\$1,201	\$376	24%
Emeryville	103	\$1,226	\$873	\$353	29%
Fremont	1,254	\$1,582	\$1,121	\$461	29%
Hayward	2,370	\$1,366	\$969	\$397	29%
Newark	264	\$1,806	\$1,296	\$510	28%
Pleasanton	124	\$1,368	\$970	\$397	29%
San Leandro	1,471	\$1,365	\$970	\$395	29%
San Lorenzo	231	\$1,679	\$1,238	\$441	26%
Union City	741	\$1,635	\$1,164	\$471	29%

\*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: November 2013**

<b>City</b>	<b>Number of HAP Contracts</b>	<b>Average Contract Rent</b>	<b>Average HAP Paid by HACA</b>	<b>Average Rent Paid by Family</b>	<b>Average Family-Paid Rent as a Percentage of Average Contract Rent</b>
Albany	33	\$1,270	\$985	\$284	22%
Castro Valley	214	\$1,378	\$937	\$441	32%
Dublin	361	\$1,579	\$1,207	\$372	24%
Emeryville	104	\$1,250	\$879	\$371	30%
Fremont	1,254	\$1,587	\$1,127	\$461	29%
Hayward	2,341	\$1,369	\$976	\$393	29%
Newark	261	\$1,810	\$1,297	\$513	28%
Pleasanton	122	\$1,370	\$973	\$396	29%
San Leandro	1,478	\$1,365	\$974	\$391	29%
San Lorenzo	232	\$1,679	\$1,241	\$437	26%
Union City	741	\$1,628	\$1,158	\$470	29%

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

**DEBT COLLECTIONS**

2013-2014

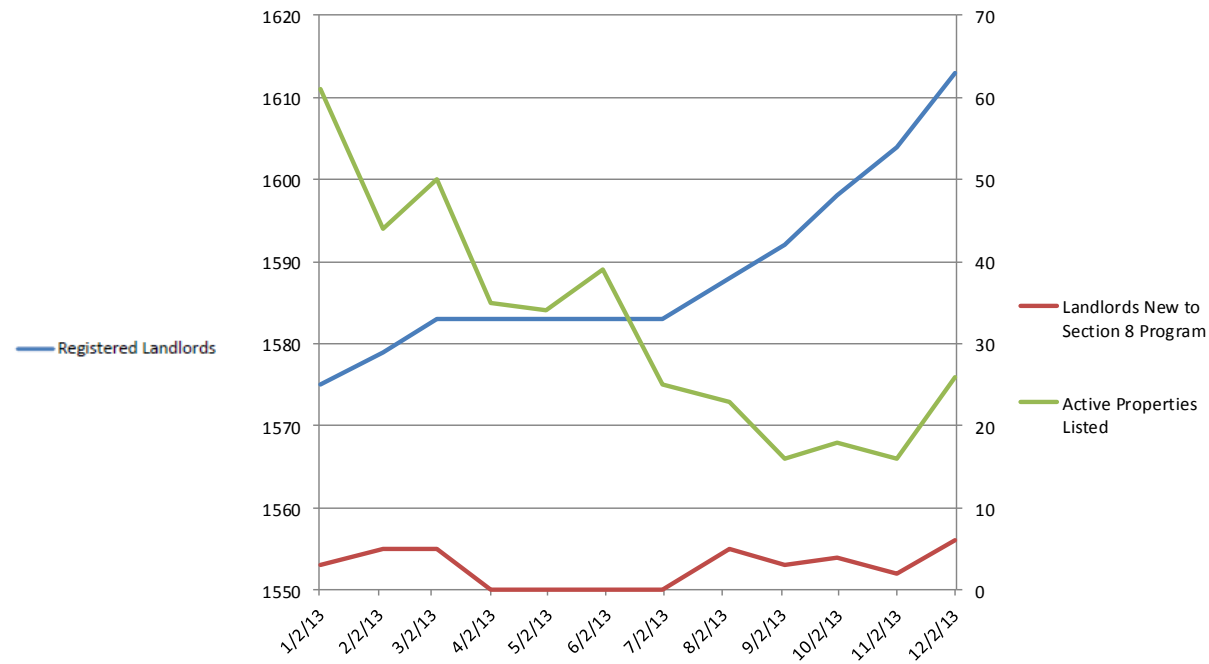
FYE 06/30/14

	JULY	AUGUST	SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER	JANUARY	FEBRUARY	MARCH	APRIL	MAY	JUNE	GRAND TOTALS
<i>DAMAGE CLAIMS</i>	\$0.00	\$0.00	\$0.00	\$0.00									\$0.00
<i>FRAUD REPAYMENTS</i>	\$1,738.00	\$2,321.84	\$555.05	\$27,855.45									\$32,470.34
<b>TOTALS</b>	<b>\$1,738.00</b>	<b>\$2,321.84</b>	<b>\$555.05</b>	<b>\$27,855.45</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$32,470.34</b>

## Landlord Rental Listing Report

### Monthly

	1/2/2013	2/4/2013	3/4/2013	4/2/2013	5/1/2013	5/31/2013	7/1/2013	8/5/2013	9/3/2013	10/1/2013	11/1/2013	12/2/2013
Registered Landlords	1575	1579	1583	1583	1583	1583	1583	1588	1592	1598	1604	1613
Landlords New to Section 8 Program	3	5	5	0	0	0	0	5	3	4	2	6
Active Properties Listed	61	44	50	35	34	39	25	23	16	18	16	26





**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 5, 2013

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<b>Program Summary</b>	<b>October 2013</b>
Total Clients Under Contract:	132
Graduates:	2
Escrow Disbursed:	\$31,306.53
Ports In:	0
Ports Out:	1
Terminations:	1
New Contracts:	3

#### **FSS PROGRAM NEWS:**

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

This year's annual *It's Your Time to Shine* event is upon us and will be held on Thursday, November 7 at the San Leandro Main Library. The event will begin at 6:00 p.m. and end at 7:30 p.m. During the celebration, the FSS program will recognize participants and their household family members who have accomplished educational and/or employment milestones over the last year. Supporters of the FSS program will be honored, including volunteers and donors who help make FSS events like this possible. Winners of NAHRO's "What Home Means to Me" poster contest will be presented. Those recognized will include two of HACA's young artists that were selected to be in the 2014 NAHRO calendar. Another artist received an Honorable Mention and will be featured in a section of the calendar as well. The evening will include dinner, raffles and a spoken word performance by one of our FSS participants. FSS staff is looking forward to having a festive evening with everyone in attendance.

##### **National Evaluation of the Family Self-Sufficiency (FSS) Program**

The FSS staff held several telephone conferences with MDRC during the month of October in order to prepare for the start of the FSS study and onsite training. MDRC conducted a half-day "random assignment" training on October 22. This training demonstrated the software that is used to conduct the random assignment of prospective FSS participants into the study group and the control group. Half of the participants that sign up for the FSS study will be placed in each group; assignment to one of the two groups occurs purely by chance.

The FSS group: This group will receive the FSS program services that HACA normally provides.

The Control group: This group will not be eligible for FSS program services for three years or until the research team stops collecting data, whichever occurs first.

The goal of the study is to test whether the FSS program is effective in improving the economic well-being of program participants.

The timeline for the random assignment is October 23, 2013 through October 2014. By this time, 200 families will have consented to participate in the FSS study; 100 families will receive FSS services and 100 families will be assigned to the control group and will receive information on services available in the community.

### **Orientations**

The FSS staff held orientations October 23<sup>rd</sup> and 24<sup>th</sup>. The orientations covered general information about the FSS program, the new enrollment process, an explanation of the study (including a short video provided by MDRC), and a question and answer session. To indicate their willingness to be in the study, the prospective FSS study participants signed MDRC's Informed Consent Form; the form confirms their understanding of what it means to participate in the FSS study and gives MDRC permission to access the requested information of their household. A total of 36 attended the orientations and 27 signed Informed Consent Forms. Staff is currently following up with those that attended the orientations but wanted more time to think about being part of it. There will be more orientations beginning January 2014.

### **Workshops**

Workshops were not scheduled for the month of October due to the temporary office re-location.

**Case Management Referrals** = 47



**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:** December 2, 2013

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<b>Program Summary</b>	<b>November 2013</b>
Total Clients Under Contract:	130
Graduates:	1
Escrow Disbursed:	\$10,182.09
Ports In:	0
Ports Out:	0
Terminations:	1
New Contracts:	2

#### **FSS PROGRAM NEWS:**

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

The FSS Department held its annual "It's Your Time to Shine" event at the San Leandro Library on Thursday, November 7. The event was hosted by Executive Director Chris Gouig and 33 families were in attendance. Six HACA employees generously volunteered their time and helped make the celebration a fun and uplifting event. The evening was full of celebration as the accomplishments of FSS participants and graduates were shared. FSS supporters and NAHRO's "What Home Means to Me" poster contest regional, state and agency winners were also acknowledged. There was a performance of inspirational spoken word by one of the newest FSS participants. The poem emphasized actions such as hard work, striving to meet goals, and perseverance. Two special guest speakers, both 2013 graduates of the FSS program, encouraged participants to dream big and take advantage of all the program has to offer.

##### **FSS Giving Connection**

During the month of December, FSS partners with the Hayward Fire Department in conjunction with the Department's "Toys for Tots" program. FSS families with children will receive toys as well as grocery gift cards. Depending on the monetary donations received throughout the year, each family will receive a card based on the size of their family. Many participants donate gift cards to the program instead of requesting to receive one. FSS hopes the Giving Connection sparks the idea of giving, as well as receiving, in all of the FSS participants.



### **OMF Grant**

FSS applied for and received a \$1,500 grant from the Oakland Methodist Foundation (OMF). The funds will go toward assisting FSS families with grocery gift cards this holiday season. FSS is very grateful for this grant award.

### **MDRC - National Evaluation of the FSS Program**

FSS staff is meeting weekly via phone conference with MDRC to report on the progress of HACA's participation in the study. Random Assignment meetings held in November resulted in 6 participants being assigned to the Control group and 5 to the FSS group. To date, FSS staff is on schedule with the timeline of activities as projected during earlier planning meetings. In January 2014, staff will conduct additional orientations in order to bring in more study participants.

### **Workshops**

There were no workshops scheduled for the month of November.

**Case Management Referrals** = 37