



HOUSING COMMISSION AGENDA
Regular Meeting: February 10, 2010

Time: 8:00 a.m.

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

The public is welcome at all Housing Commission meetings. 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. 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. NOTE: Only matters within the Housing Commission's jurisdiction may be addressed. Time limitations shall be at the discretion of the Housing Commission Chairperson.

*The Housing Commission Secretary of the Housing Authority of the County of Alameda has, on **Thursday, February 4, 2010**, duly distributed this Agenda to the Clerk of the Board of Supervisors for posting in the office of the Alameda County Administration Building and has posted it on the bulletin board of the Housing Authority of the County of Alameda.*

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

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MINUTES

January 13, 2010



HOUSING COMMISSION MINUTES

Regular Meeting: January 13, 2010, 8:00 a.m.

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

1. CALL TO ORDER / ROLL CALL

A Regular meeting of the Housing Commission was called to order by Chairperson Natarajan at 8:03 a.m.

COMMISSIONERS PRESENT:

Ruth Atkin Janet Lockhart
Carol Dutra-Vernaci Roberto Medina
Mark Gerry Anu Natarajan
Maxine Haddock Ursula Reed

COMMISSIONERS EXCUSED:

Christine Steiner
Anna May

COMMISSIONERS ABSENT:

None

STAFF PRESENT:

Christine Gouig, Executive Director
Ron Dion, Deputy Director for Programs
Cathy Leoncio, Finance Director
Irv Aragon, Network Administrator

Sharon DeCray, HAFS Manager
Jim McRoberts, IT Manager
Mary Rizzo-Shuman, HAHM Manager
Melissa Taesali, Executive Assistant

2. APPROVAL OF THE MINUTES OF THE NOVEMBER 10, 2009 MEETING

Recommendation: Approve the minutes of the November 10, 2009 meeting

**Motion/Second: Reed/Dutra-Vernaci. 6 ayes; 1 abstention: Cmr. Atkin
Motion passed.**

3. PUBLIC COMMENTS – *On items not on the agenda*

Pamela Holmes-Morton, Housing Specialist, stated that prior to the meeting she requested a public comment card, specifically for agendized items. She said that she was informed by Melissa Taesali, Executive Assistant, that there was no public comment card needed for agendized items. Ms. Holmes-Morton stated that she had wanted to comment on the minutes of the November 10, 2009 meeting because she found errors in the minutes.

Chairperson Natarajan asked staff to clarify the process for the comments on agendized items. Christine Gouig, Executive Director, explained that there is a public comment card for members of the public to file if they want to comment on an item that is not on the agenda but for an agendized item any member of the public can comment when the item is under discussion and the Chair calls for comments before it is brought to a vote.

Chairperson Natarajan asked if there is a process to re-open the minutes after they have been approved. Ms. Gouig stated that at the Personnel Committee (PC) meeting held earlier that morning, the PC agreed to place the minutes of its

November 10, 2009 meeting on the February agenda to hear from Ms. Holmes-Morton. Chairperson Natarajan stated that the Housing Commission would follow suit and directed staff to place the meeting minutes of the November 10, 2009 on the February agenda for discussion. Cmr. Dutra-Vernaci suggested that Ms. Holmes-Morton submit, in writing, her proposed corrections for the November 10th meeting minutes.

Bernard Morton, a member of the public, commented on the recent recruitment for the Leasing Services Leadworker classification and the appointment of Daniel Taylor to the position. Mr. Morton requested that the Commission conduct an independent investigation of the issues that Ms. Pamela Holmes-Morton had brought to the Commission on this matter.

Chairperson Natarajan stated that Ms. Holmes-Morton had submitted extensive material to the Commission that outlined her issues and included a request that the Executive Director conduct an investigation. Chairperson Natarajan reported that an investigation was conducted and that the investigation and the findings were satisfactory. Cmr. Lockhart agreed with Chairperson Natarajan and stated that the Commission sets policy for the agency as a whole and is not in place to hear individual staff complaints against other staff members. Cmr. Dutra-Vernaci commented that she and the rest of the Commission were assured that staff had complied with the policies and rules.

Cheri Keeling, Account Specialist, submitted a public comment card. When called, Ms. Keeling indicated that she no longer wished to comment.

Daniel Taylor, Leasing Services Leadworker, stated that he wanted to address the Commission because his name and questions concerning his qualifications were brought forward to the Commission. Mr. Taylor stated that when he participated in the interview process, there was no indication from the other employees that they had any issues with his participation in the interview process or with his qualifications. He stated that some of the employees who signed the petition submitted by Ms. Holmes-Morton told him they were later surprised to find that the petition, when submitted to the Executive Director, specifically referenced the Leasing Services Leadworker recruitment and his name.

4. NEW BUSINESS

4-1.	Approve an Amendment to the Demolition and Disposition Agreement for the Arroyo Vista Project	ACTION
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Christine Gouig presented the staff report.

Ms. Gouig recounted the events surrounding the Disposition and Development Agreement (DDA) for the redevelopment of the Arroyo Vista public housing site in Dublin, the subsequent lawsuit filed by four tenants of Arroyo Vista to set aside the DDA, and the eventual settlement and dismissal of the lawsuit.

Ms. Gouig explained that the DDA is over two years old and that part of the settlement agreement calls for an amendment to the DDA. She summarized the sections of the DDA that would be affected by the amendment and noted that the Citation Homes payment schedule reflected in the staff report incorrectly stated a payment due date of August 1, 2010 when it should be November 15, 2010.

Questions and comments:

Chairperson Natarajan asked if the payment due dates set for Citation Homes differ from the original DDA. Ms. Gouig stated that the dates are different than previously and indicated that the original payment schedule was tied to dates that have already passed due to the lawsuit.

Com. Lockhart commented that it is unfortunate that the lawsuit delayed the project for two years. Ms. Gouig added that because of the two year delay, the developers were not able to apply for various state financing sources and tax credits and these sources of funding are not as readily available now as they were two years ago.

Recommendation: Approve an amendment to the DDA for the Arroyo Vista project.

Motion/Second: Lockhart/Medina. Unanimous

4-2.	Revise Section 8 Housing Choice Voucher Program Payment Standards	ACTION
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Ron Dion presented the staff report.

Mr. Dion outlined how Housing Assistance Payments (HAP) to landlords are determined and summarized how HUD determines the amount of HAP funding a housing authority will receive. He explained that housing authorities must manage this funding very carefully to ensure that it does not run out before the end of the year. Mr. Dion reported that HACA continues to experience an increase in HAP payments as a result of various factors, especially, lower average participant income. He explained that after a careful analysis, staff has determined that it is necessary to adjust the payment standards again to ensure that HAP funding does not run out before the end of the fiscal year.

Questions and comments:

Com. Dutra-Vernaci asked staff to clarify the term "over-housed family." Mr. Dion explained that a family who may be eligible for a 2-bedroom unit, could feasibly rent a 3-bedroom unit if the rent on the 3-bedroom unit was within the payment standards for a 2-bedroom and the monthly rent did not exceed the participant's income limitations.

Tim May, Executive Director of the Rental Housing Owners Association (RHO), addressed the Commission. Mr. May explained that RHO represents landlords and that RHO has worked in the past with HACA to educate landlords on the Section 8 program. Mr. May commented that RHO strongly believes that in order to maintain landlord

participation in the Section 8 program and to encourage future landlord participation, RHO must be allowed time to educate its members on the proposed changes to the Section 8 payment standards. Mr. May requested that the Commission postpone approving the revision until March.

In response to a question from Chairperson Natarajan Ms. Gouig explained that for tenants in place the change would be effective in 2 years and that for new movers the change would be effective in March.

Ms. Gouig recounted the reasons that staff proposed a change to the Section 8 payment standards previously and indicated that another change is necessary to conserve funds. Ms. Gouig commented that delaying the approval of changes to the payment standards until March would be too long a period to wait. She stated that although staff has implemented minor cost cutting measures to conserve funds, it is still not known how much HUD will fund the program for 2010 and whether the changes that HACA has made will be enough to conserve funds. Ms. Gouig described some of the extreme measures some housing authorities have had to take, including cutting participants from their programs.

Mr. Gerry asked if a good compromise would be to postpone approval until February. Ms. Gouig indicated that approval could be postponed until February.

Mr. Atkin asked what HACA has done to educate the landlords. Ms. Gouig explained that staff could not issue any notifications of the changes to the payment standards since they were not yet approved by the Commission. Mr. Lockhart expressed concern that the Section 8 program may lose landlords if time is not granted to allow education of the landlords and to provide the landlords time to give their input on the proposed changes to the payment standards. She expressed concern about the shortage of funding and the use of the Housing Authority's reserves to make up for the shortage.

Mr. Lockhart moved to postpone the approval of the changes to the Section 8 payment standards for 30 days.

Motion/Second: Lockhart/Gerry. Unanimous.

4-3.	Resolution Approving an Amendment to HACA's Conflict of Interest Code	ACTION Resolution No. 01-10
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Christine Gouig presented the staff report.

Ms. Gouig explained that the Political Reform Act requires state and local governmental agencies to adopt a Conflict of Interest Code and to review its Code on a biennial basis.

Recommendation: Adopt Resolution No. 01-10 approving amendments to HACA's Conflict of Interest Code

Motion/Second: Atkin/Dutra-Vernaci. Unanimous

4-4.	Resolution Approving Appointment of the Resident Advisory Board (RAB)	ACTION Resolution No. 02-10
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Ron Dion presented the staff report.

Mr. Dion explained that as part of the process for developing HACA’s annual and 5-Year Agency Plan (Plan), HUD regulations require that HACA establish a Resident Advisory Board (RAB) to assist in making recommendations regarding the development or modification of the Plan. He indicated that due to some members voluntarily leaving the programs, there are currently 7 members left on the RAB and their term has expired. Mr. Dion indicated that a RAB of 5-7 members is sufficient for providing input into the Agency Plan and that 5 of the 7 remaining RAB members have confirmed that they would like to be re-appointed for another 2-year term. He added that staff will continue efforts to reach 2 of the members who have not yet responded.

Questions and comments:

Cmr. Lockhart asked if staff will recruit for the RAB if it turns out that the 2 members who have not responded yet do not wish to remain on the RAB. Mr. Dion described the RAB’s involvement in the development of the Plan and indicated that a 5-member RAB complies with HUD requirements and is sufficient for commentary on the Plan.

Recommendation: Adopt Resolution No. 02-10 approving the appointment of the Resident Advisory Board.

Motion/Second: Reed/Lockhart. Unanimous

4-5.	Resolution Approving and Amended and Restated Intergovernmental Cooperation Agreement Between HACA and the Housing Authorities Risk Retention Pool (HARRP)	ACTION Resolution No. 03-10
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Christine Gouig presented the staff report.

She explained that HACA entered into an intergovernmental cooperation agreement (ICA) with housing authorities in the states of California, Nevada, Oregon, and Washington, to form HARRP, HACA’s insurance provider. Ms. Gouig stated that housing authorities have begun to develop other types of affordable housing entities and that the current ICA does not allow HARRP to provide insurance coverage for these entities.

Recommendation: Adopt Resolution No. 03-10 approving the amended and restated Intergovernmental Cooperation Agreement between HACA and HARRP.

Motion/Second: Atkin/Reed. Unanimous

4-6.	New Housing Software Contingency	INFORMATION
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Christine Gouig presented the staff report.

Ms. Gouig reported that staff will be increasing the contingency line item in the contract with Emphasys Software from \$23,000 to \$40,000 to allow for the possibility of more customization and training should it be required.

4-7.	Budget Status Report	INFORMATION
4-8.	Programs Activity Report	INFORMATION

Chairperson Natarajan called for questions and comments on these items. Since there were none, the Commission moved on to the next agenda item.

5. COMMITTEE REPORTS

None.

6. COMMISSIONER REPORTS

Cmr. Gerry reported that he received a complaint from a landlord who had rented property to a Section 8 tenant. He indicated that he was looking into the matter, would talk with staff, and report back to the Commission.

7. COMMUNICATIONS

Ms. Gouig announced that the City of Albany had appointed a Commissioner to replace Allan Maris and that the new Commissioner would be in attendance at the February meeting.

Ms. Gouig also announced that the 2010 *What Home Means to Me* calendars were available and that the poster created by HACA winner, Alaysia Brooks, was featured in the month of June. Cmr. Reed commented that Alaysia was reluctant to participate in the contest and she described what she said to Alaysia that day to encourage her to create her poster.

8. ADJOURNMENT

There being no further business Chairperson Natarajan adjourned the Housing Commission meeting at 9:00 a.m.

Respectfully submitted,

Melissa Taesali
Executive Assistant

Christine Gouig Date
Executive Director/Commission Secretary

Anu Natarajan Date
Chairperson

NEW BUSINESS

February 10, 2010

HOUSING AUTHORITY OF THE COUNTY OF ALAMEDA

AGENDA STATEMENT

Meeting: February 10, 2010

Subject: Resolution Recognizing Allan Maris

Exhibits Attached: Resolution No. 04-10

Recommendation: Adopt Resolution

Financial Statement: None

DISCUSSION/ANALYSIS

The City of Albany appointed Allan Maris to your Commission in 2005. Throughout his service on the Commission Allan has actively engaged in the matters that have been brought forward to the Housing Commission. Allan's close attention to detail and his thorough review of the reports and data that have been presented by staff clearly demonstrated his sincere interest in HACA's programs, operations, and goals and a genuine concern for the Housing Commission, staff, and clients of the Housing Authority.

Allan's term ended on December 31, 2009. In addition to a resolution to recognize Allan, HACA will make a donation to Engineers Without Borders. In the summer of 2009, Allan worked on a project with Engineers Without Borders to complete a medical dispensary and a community water distribution system for a community in Tanzania.

The Commission and staff both wish Allan all the best in his future endeavors.

HOUSING AUTHORITY OF THE COUNTY OF ALAMEDA

Resolution No. 04-10

RECOGNIZING ALLAN MARIS FOR HIS YEARS OF SERVICE ON THE HOUSING COMMISSION OF THE HOUSING AUTHORITY OF THE COUNTY OF ALAMEDA

WHEREAS, the Housing Authority of the County of Alameda ("HACA") provides rental housing assistance and other related services to families in need; and

WHEREAS, in 2005, Allan Maris was appointed by the City of Albany to serve on the Housing Commission, the twelve-member body that governs HACA; and

WHEREAS, throughout his service on the Commission, Allan Maris has actively engaged in the matters that have been brought forward to the Housing Commission; and

WHEREAS, Allan Maris dedicated a great deal of time and attention to the various reports and data presented by staff, demonstrating a sincere interest in HACA's programs, operations, and goals, and a genuine concern for the Housing Commission, staff and clients of the Housing Authority; and

WHEREAS, Allan Maris will be greatly missed by the Commissioners and staff of the Housing Authority, and they wish Allan the best in all of his future endeavors;

NOW THEREFORE BE IT RESOLVED, that the Housing Commissioners and staff of the Housing Authority of the County of Alameda extend their appreciation to Allan Maris for his years of dedicated service on the Housing Commission.

PASSED, APPROVED, AND ADOPTED, by the Housing Commissioners of the Housing Authority of the County of Alameda on this 10th day of February, 2010 by the following vote:

AYES:

NAYS:

EXCUSED:

ABSENT:

ABSTAIN:

Anu Natarajan
Housing Commission Chairperson

Attest:

Christine Gouig
Executive Director/Housing Commission Secretary

Adopted: February 10, 2010

HOUSING AUTHORITY OF THE COUNTY OF ALAMEDA

AGENDA STATEMENT

Meeting: February 10, 2010

Subject: Discussion of the Housing Commission Meeting
Minutes of November 10, 2009

Exhibits Attached: Minutes of the November 10, 2009 meeting

Recommendation: None

Financial Statement: None

DISCUSSION AND ANALYSIS

The Housing Commission meeting minutes of November 10, 2009 were approved at your January 13, 2010 meeting. Subsequent to the approval of these minutes, a member of the public indicated during the Public Comment period that she wanted to comment on what she felt were errors in the meeting minutes.

Your Commission directed staff to place the minutes of the November 10, 2009 meeting on the February 10, 2010 meeting agenda for further discussion and possible action.

HOUSING AUTHORITY OF THE COUNTY OF ALAMEDA

AGENDA STATEMENT

Meeting: February 10, 2010

Subject:	Utility Allowance Schedule
Exhibits Attached:	Resolution, Proposed 04/01/2010 Utility Allowance Schedule
Recommendation:	Adopt the attached Resolution
Financial Statement:	<ul style="list-style-type: none">❖ Estimated \$162,531 decrease in Section 8 program costs for FY 2010; estimated \$650,124 decrease in Section 8 program costs for FY 2011 and subsequent fiscal years.❖ Estimated \$5,412 decrease for the Public Housing Program for FY 2010 and \$21,648 per year for FY 2011 and subsequent fiscal years.

BACKGROUND

HACA's Section 8 Program and Public Housing Program subsidies are applied against the family's rent and any utilities paid for by the family. The amount of the HACA utility subsidy is determined by our utility allowance schedule. The utility allowance schedule is based on the typical cost of essential utilities and services paid for by energy-conserving households that occupy housing of similar size and type in HACA's jurisdiction.

HUD requires that housing authorities review their utility allowance schedules at least annually and revise them if utility rates have changed, either up or down, by 10% or more. As rates have changed by more than this amount, staff has developed a revised utility allowance schedule for your approval.

DISCUSSION AND ANALYSIS

HACA generally completes its analysis of its utility allowance schedule between July and November of each year; however, HACA needs to prepare and adopt its budget by June 30 of each year. Beginning this year, HACA intends to complete future utility allowance assessments prior to June in order to account for the fiscal change in our budget.

The utility allowances for gas and electric service are based on the PG&E *California Alternate Rates for Energy (CARE)* program. Targeted to very low income families, the CARE program reduces typical PG&E rates by almost 20%. In order to obtain the CARE rates, families must submit a simple one-page form to PG&E. HACA is a Community Outreach Contractor for PG&E,

providing information, applications and assistance to Section 8 households and the public wishing to apply for the CARE program. In addition, HACA surveyed its Section 8 participants last year to determine if they are participating in the CARE program and found that nearly 90% of Section 8 participants are participating. (Another 10% indicated the gas and electric bill for their unit was paid by the landlord or someone else so they weren't eligible for the CARE program.)

The underlying methodology for analyzing gas and electric rates follows that of an outside consultant retained by HACA in 2001, 2002 and 2004 except as otherwise noted.

Gas: In the past, a snapshot of the gas rates at a fixed point in time was used to set the annual utility allowance schedule. However, since rates fluctuate from month-to-month and year-to-year HACA began incorporating a floating 12-month rate average in 2006 and continues this method for 2010. This year, gas rates decreased by 18.7-30.9% in every category and the proposed utility allowance schedule reflects decreases from \$0-\$7.

Electricity: Rates decreased in November 2004 and have not changed since. Consequently, the current HACA allowances for electricity are not changed on the schedule.

Water: Water rates decreased by 0-12.4% this year, due to the discontinuance of drought surcharges. Consequently, the proposed utility allowance schedule reflects decreases from \$0-\$6.

Garbage: Garbage rates decreased by 6.6-9.0% this year. The current HACA allowances for garbage are not changed on the schedule as the rate changes were less than 10%.

Tenant-Supplied Stove or Refrigerator: No increase is proposed over the current \$2 per month allowance.

For your information, a Utility Allowance cost comparison of the last five years for the Section 8 program is provided on the next page.

2006 – 2010 Section 8 UA Comparison										
	2006		2007		2008		2009		2010	
Monthly Increase in Utility Allowance	\$	106,550	\$	2,838	\$	7,179	\$	58,986		(\$54,177)
Number of Months		12		12		12		12		12
Annual Cost	\$	1,278,596	\$	34,056	\$	86,148	\$	707,832		(\$650,124)
Total Allocated Section 8 Units		65,472		65,472		65,880		65,928		79,752
5,456 x 12 months for 2006 and 2007										
5,490 x 12 months for 2008										
5,494 x 12 months for 2009										
6,646 x 12 months for 2010										
Estimated Increase/Decrease to Per Unit Cost (PUC)	\$	19.53	\$	0.52	\$	1.31	\$	10.74		(\$9.60)
Funded Per Unit Cost (PUC)	\$	1,037.04	\$	1,058.29	\$	1,030.93	\$	1,025.00		\$1,039.00
Estimated PUC with Utility Allowance Increase/Decrease	\$	1,056.57	\$	1,058.81	\$	1,032.24	\$	1,036.00		\$1,029.00

**Housing Authority of Alameda County
Section 8 Utility Allowance Schedule
Effective 04/01/2010 for Re-examinations
Effective 04/01/2010 or Later**

	Studio	1 Bedroom	2 Bedrooms	3 Bedrooms	4 Bedrooms	5 Bedrooms
Single Family Homes						
Electric Heating	10	10	18	23	41	44
Gas Heating	12	15	20	24	27	33
Electric Cooking	1	2	2	3	3	3
Gas Cooking	2	2	2	2	2	2
Electric Hot Water	10	11	19	25	26	26
Gas Hot Water	6	8	11	14	17	19
Refrigerator (If tenant-supplied)	2	2	2	2	2	2
Stove (If tenant-supplied)	2	2	2	2	2	2
Water	20	26	33	41	52	59
Trash	22	22	22	38	38	59
Other Electric	11	14	20	24	28	31
Attached Homes						
Electric Heating	8	8	11	14	17	25
Gas Heating	9	12	14	16	18	19
Electric Cooking	1	2	2	3	3	3
Gas Cooking	2	2	2	2	2	2
Electric Hot Water	10	11	20	25	26	26
Gas Hot Water	6	8	11	14	17	19
Refrigerator (If tenant-supplied)	2	2	2	2	2	2
Stove (If tenant-supplied)	2	2	2	2	2	2
Water	19	27	35	43	54	62
Trash	22	22	22	38	38	59
Other Electric	11	14	20	24	28	31

HOUSING AUTHORITY OF THE COUNTY OF ALAMEDA

Resolution No. 05-10

APPROVING UPDATE TO THE UTILITY ALLOWANCE SCHEDULE

WHEREAS, the U. S. Department of Housing and Urban Development (HUD) requires that housing authorities review their utility allowance schedules at least annually and revise them if utility rates have changed by 10% or more; and

WHEREAS, rates for some utilities have changed by at least 10%;

NOW THEREFORE BE IT RESOLVED, that the Housing Commission does hereby adopt a utility allowance schedule with an effective date of April 1, 2010 for annual and interim re-examinations with an effective date of April 1, 2010 or later.

PASSED, APPROVED, AND ADOPTED by the Housing Commissioners of the Housing Authority of the County of Alameda on this 10th day of February, 2010 by the following vote:

AYES:

NAYS:

EXCUSED:

ABSENT:

ABSTAIN:

Anu Natarajan
Housing Commission Chairperson

Attest:

Christine Gouig
Executive Director/Housing Commission Secretary

Adopted: February 10, 2010

HOUSING AUTHORITY OF THE COUNTY OF ALAMEDA

AGENDA STATEMENT

Meeting: ~~January 13, 2010~~ February 10, 2010

Subject: Section 8 Benefit Payment Standards

Exhibits Attached: Payment Standards by City, Payment Standards Amounts

Recommendation: Approve the Proposed Payment Standards

Financial Statement: None

BACKGROUND

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

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

The rents that a housing authority allows participating families to pay are determined, in part, by HUD. Each year, HUD publishes the fair market rents (FMR) for each market area in the United States to be effective on October 1 of that year. FMR is the rent, including the cost of utilities (except telephone and cable TV), that is generally paid in the market area to rent privately owned, existing, decent, safe and sanitary rental housing that is modest (i.e., non-luxury).

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

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

The housing authority may establish the payment standard amount for a unit size at any level between 90 percent and 110 percent of the published FMR for that unit size. HUD approval is not required to establish a payment standard amount in that range (called the “basic range”), but is required to establish a payment standard amount that is higher or lower than the basic range.

DISCUSSION AND ANALYSIS

At your September 2009 meeting you approved payment standards based on HUD’s most recent FMRs. Those payment standards lowered the maximum gross rent for most unit sizes in most of the cities HACA serves. When payment standards are lowered, currently housed participants do not experience the decrease until their second annual reexamination after the decrease. Participants who move and new participants experience the decrease immediately.

HACA lowered its payment standards last fall as a part of a plan to conserve funds in the face of changes made by HUD in its HAP funding formula in the last two years. In addition, the economic crisis has resulted in Section 8 tenants losing their jobs and/or having their public assistance reduced. These factors have resulted in a number of housing authorities cutting participants from their programs. HUD and housing professional associations continue to expect future budget cuts for the HCV program.

Since HACA lowered its payment standards last fall, we have continued to experience an increase in HAP payments (as illustrated in the table below), as a result of various factors, including, especially, lower average participant income.

Average HAP

Period	Average HAP
January 2010	\$1,076
October 2009	\$1,063
July 2009	\$1,040
January 2009	\$1,002
October 2008	\$988
July 2008	\$984

Staff has analyzed data including gross rents currently being paid by Section 8 participants, the number of over-housed families, the number of families whose

rent exceeds the current payment standards, approved increases in the utility allowance, and impact on the total tenant portion of existing participants. The proposed payment standards are surgical adjustments necessary to continue to allow HACA to pay landlords enough so that families can afford modest housing and yet not run out of money before the end of the fiscal year. Staff recommends that your Housing Commission approve the following payment standards.

FEBRUARY 10, 2010 UPDATE

On January 26, 2010, Deputy Director for Programs, Ron Dion, and Housing Assistance & Housing Management Unit Manager, Mary Rizzo-Shuman, met with Rental Housing Organization (RHO) Executive Director, Tim May, members of the RHO Board of Directors, and Executive Director, Steven Edrington of the Rental Housing Association of Northern Alameda County (RHANAC).

HACA staff explained the background and rationale behind the proposed reduction in Benefit Payment Standards and answered attendees' questions, including about steps that HACA was taking to reduce Section 8 Program costs. These include reducing utility allowances to reflect significantly reduced natural gas rates, halting the issuance of new vouchers and increasing the area within which HACA bills housing authorities from which Section 8 participants "port" (i.e., move) to HACA's jurisdiction.¹ Billing these housing authorities rather than absorbing the Section 8 participant reduces HACA's Section 8 Administrative Fee (not a desirable outcome) but reduces costs charged to its constrained Housing Assistance Payments resources.

Meeting attendees were supportive of HACA's need to reduce its benefits payment standards in light of the present funding environment. In response to RHO's interest in disseminating information about the revised payment standards, Ron Dion volunteered to write an article for RHO's upcoming newsletter once your Commission has acted on this matter.

Since the January Housing Commission meeting, HACA has added another month of Average HAP data to that shown in the table above. February HAP increased to \$1,082, continuing the month-over-month HAP increase trend.

Last year HUD made special funding available to housing authorities who had exhausted their HAP allocations. HUD has indicated that it will again make similar funding available this fiscal year. It is HACA's intention to apply for funding once HUD begins taking applications.

¹ In addition to the cost reduction steps that Ron Dion described at the RHO meeting, HACA has systematically screened its Section 8 program against a series of possible cost reduction steps outlined by HUD. HACA had already implemented a number of possible potential reductions, was in the process of implementing others (e.g., reducing the utility allowance), or has chosen not to implement some recommendations as too severe (e.g., converting single persons from a 1-BR voucher to a zero bedroom voucher, a step that would disproportionately impact elderly and disabled participants). HACA is also implementing cost reduction measures beyond those recommended by HUD, namely, reviewing, quarterly, the income of participants whose Total Tenant Payment is less than \$50/month.

Payment Standards by City

City	Number of Bedrooms				
	1	2	3	4	5
Albany	95%	95%	95%	95%	95%
Castro Valley	90%	95%	95%	95%	95%
Dublin	120%	120%	120%	120%	120%
Emeryville	95%	95%	90%	95%	95%
Fremont	95%	90%	90%	90%	90%
Hayward	90%	95%	95%	90%	90%
Newark	95%	95%	95%	95%	95%
Pleasanton	90%	95%	95%	95%	95%
San Leandro	90%	95%	95%	95%	95%
San Lorenzo	95%	95%	95%	95%	95%
Union City	95%	90%	90%	90%	90%

(Cities shown in the same background color have identical payment standards. Payment standards in excess of 100% are bordered. Payment standards shown in **red fonts** required HUD approval which was received in October 2009.)

Dublin payment standards are higher due to the commitment to relocate the Arroyo Vista residents. Once all residents are relocated Dublin's payment standards will be revised as appropriate.

Payment Standards Amounts

BR	FMR*	Benefits Payment Standard						
		90%	95%	100%	105%	110%	115%	120%
1	\$1,162	\$1,046	\$1,104	\$1,162	\$1,220	\$1,278	\$1,336	\$1,394
2	\$1,377	\$1,240	\$1,308	\$1,377	\$1,445	\$1,514	\$1,583	\$1,652
3	\$1,867	\$1,681	\$1,774	\$1,867	\$1,960	\$2,053	\$2,147	\$2,240
4	\$2,312	\$2,081	\$2,196	\$2,312	\$2,427	\$2,543	\$2,658	\$2,774
5	\$2,658	\$2,393	\$2,525	\$2,658	\$2,790	\$2,923	\$3,056	\$3,189

***effective 10/1/09**

HOUSING AUTHORITY OF THE COUNTY OF ALAMEDA

AGENDA STATEMENT

Meeting: February 10, 2010

Subject: Budget/Audit Committee Appointments

Exhibits Attached: None

Recommendation: Appoint Committee Members

Financial Statement: None

DISCUSSION/ANALYSIS

Your Commission needs to appoint a Budget/Audit Committee to work with staff for the Fiscal Year 2010-2011.

The 2009-2010 Committee was comprised of Commissioners Dutra-Vernaci, Medina and Natarajan.

The primary purpose of the Budget/Audit Committee is to assist your Commission in fulfilling its fiscal oversight responsibilities. Duties of the Committee include:

- ❖ Overseeing the independence and performance of the independent auditors;
- ❖ Providing an avenue of communication among the independent auditors, staff, and the Commissioners;
- ❖ Representing and providing assistance to the Commission in fulfilling its fiduciary obligations with respect to matters involving the accounting, auditing, and financial reporting functions of the Housing Authority; and
- ❖ Reviewing the draft budget prepared by staff and communicating to the Commission its recommendations related to the budget.

Typically, there will be three meetings with staff on development of the budget and two with the auditor. These meetings are held in person at HACA's office.

HOUSING AUTHORITY OF ALAMEDA COUNTY

AGENDA STATEMENT

Meeting: February 10, 2010

Subject: Draft of HACA's 5-Year Plan for Fiscal Years 2010 – 2014 and Annual Plan for Fiscal Year 2010

Exhibits: Draft of HACA's 5-Year Plan for Fiscal Years 2010 – 2014 and Annual Plan for Fiscal Year 2010 (Attachment "B")

Recommendation: Receive (Information only)

Financial Statement: None

BACKGROUND

The HACA 5-Year and Annual Plans are guides to HACA's policies, programs, operations, and strategies for meeting local housing needs and goals. HUD regulations require that housing authorities update their 5-Year Plans in 2010 and their Annual Plans each year.

Staff has prepared the draft Plans, using the templates required by HUD. The Plans are due at HUD by April 15. We are bringing the draft Plan to you in February so that you have sufficient time for review prior to the due date. We will present the Plans as action items at the March 10 meeting for which a public hearing will need to be held. (HACA has already published the notice for the public hearing. No comments had been received as of the time of this agenda's preparation.) Before the March 10 meeting we will also have met with Resident Advisory Board (RAB) and have any input from it.

DISCUSSION AND ANALYSIS

The following are the substantive changes proposed in the current draft Plans:

HACA proposes to adopt the following goals and objectives:

- Preserve the long-term financial viability of all 230 of HACA's Public Housing units by disposing of them in orderly phases; by obtaining project-based replacement vouchers or project-based rental assistance for each unit; and by transferring the units to a HACA-controlled non-profit entity in order to achieve a one-to-one replacement of all 230 Public Housing units with Section 8 Project-Based Voucher units or other HUD project-based rental assistance.

- Achieve consolidation with the Dublin Housing Authority.
- Evaluate and, if feasible, undertake public housing development opportunities using Replacement Housing Factor (RHF) funds and other funds available, including HUD development funds.
- Partner with social services providers in order to use housing as a platform for improving quality of life, including as set forth in the FY 2011 HUD budget.
- Achieve over 98% utilization of HACA's HCVP HAP payments in order to assist as many qualified families as possible.
- Reduce the number of annual reexaminations that are more than 2 months overdue from the SEMAP rating category of 5 to 10 percent to the SEMAP rating category of fewer than 5 percent.

HACA also proposes to revise one element of its definition of a "significant amendment" and a "substantial deviation/modification from "any change with regard to demolition or disposition, designation, homeownership programs, or conversion activities" to an action "that provides for public housing demolition and/or disposition". This definition is entirely at the discretion of the local housing authority.

As in recent years, total Capital Funds are now shown as a transfer to operations rather than being separately budgeted for each project. This is allowed for housing authorities with fewer than 250 public housing units and that, like HACA, are, at a minimum, standard performers under the PHAS reporting system. Capital Fund allocations are determined either by HUD formula (annual allocations), or through competition (such as the capital funds made available by last year's stimulus funding for the Mission View Development re-siding project)

QUARTERLY
BUDGET STATUS REPORT
Quarter Ending December 31, 2009

HOUSING AUTHORITY OF ALAMEDA COUNTY
Budget Status Report for the Quarter ending December 31, 2009

	Low Rent Public Housing	Housing Choice Vouchers	Housing Development Fund	Park Terrace	Ocean Avenue	Totals
<u>Operating revenues</u>						
Rental revenue - tenants	\$ 506,636	\$	113,640	\$ 52,871	\$ 28,186	\$ 701,333
Other revenue	45,187			189	461	45,837
Total operating revenues	<u>551,823</u>		<u>113,640</u>	<u>53,060</u>	<u>28,647</u>	<u>747,170</u>
<u>Operating expenses</u>						
Administration	203,590	2,716,538	29,406	16,161	10,565	2,976,260
Tenant service	8,418		0	0	0	8,418
Utilities	68,945		25,626	66	2,628	97,265
Ordinary maintenance and operations	393,577		56,042	29,987	4,070	483,676
General expenses	164,205	1,021,748	5,683	763	687	1,193,086
Capital Eqpt Purchase		0	0	0	0	0
Transfer of Equity to PH	(40,273)		40,273			0
Total operating expenses	<u>798,462</u>	<u>3,738,286</u>	<u>157,030</u>	<u>46,977</u>	<u>17,950</u>	<u>4,758,705</u>
Operating (loss)	<u>(246,639)</u>	<u>(3,738,286)</u>	<u>(43,390)</u>	<u>6,083</u>	<u>10,697</u>	<u>(4,011,535)</u>
<u>Non-operating revenues</u>						
HUD PHA grants	207,580	3,554,022		0	0	3,761,602
Capital grants	0			0	0	0
Other revenue	0	174,995	41,194	0	0	216,189
Investment income	369	521	17,805	2,362	1,756	22,813
Total non-operating revenues	<u>207,949</u>	<u>3,729,538</u>	<u>58,999</u>	<u>2,362</u>	<u>1,756</u>	<u>4,000,604</u>
Income/(loss)	\$ (38,690)	\$ (8,748)	\$ 15,609	\$ 8,445	\$ 12,453	\$ (10,931)
Net Assets-Beginning Bal. 7/1/09	283,853	2,978,208	9,386,446	865,075	648,843	14,162,425
Ending net assets	\$ 245,163	\$ 2,969,460	\$ 9,402,055	\$ 873,520	\$ 661,296	\$ 14,151,494

PROGRAMS **ACTIVITY REPORT**

HOUSING AUTHORITY OF THE COUNTY OF ALAMEDA

AGENDA STATEMENT

Meeting: February 10, 2010

Subject: Programs Activity Report

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

Recommendation: Receive Report

Financial Statement: None

SECTION 8 HOUSING CHOICE VOUCHERS

- **Lease-Up:** As of February 1, 2010 the Section 8 Housing Choice Voucher program had 5,607 units under contract. The 2-month lease-up average for the 2009 calendar year is 98.98%.
- **Program Utilization:** As of February 1, 2010 the average HAP subsidy is \$1,064 and the average tenant-paid rent portion is \$360 for an average Contract Rent of \$1,423.
 - ❖ As of February 1, 2010 HACA has 116 outgoing billed portability contracts (i.e., HACA voucher holders who are housed in another housing authority's jurisdiction).
 - ❖ As of February 1, 2010 HACA billed other housing authorities, primarily the Oakland Housing Authority, for 1,471 incoming portability contracts. HACA receives only 80% of the HUD-authorized Administrative Fee for billed incoming portability contracts.
- **Section 8 Contract Report:** A copy of the Contract Report is attached.
- **Fraud / Debt Recovery:** HACA successfully collected \$6,236.99 in fraud and debt recovery payments for the month of January 2010. A total of \$34,557.08 was collected over the last six months.

HACA collected \$613.50 in Housing Assistance Payment (HAP) overpayments for the month of January 2010. A total of \$3,490.70 was collected over the last six months.

- **Landlord Rental Listings:** As of February 1, 2010 there are 1,050 landlords with properties in HACA's jurisdiction utilizing the *GoSection8* rental listing service. Of those, 24 are new to the Section 8 program this month. There were 252 active properties listed.

FAMILY SELF SUFFICIENCY

The annual report for FSS is due to HUD on January 31st, so staff activities this month were focused on auditing files, determining final outcomes, and preparing an analysis of cost of services. The outcomes this year were excellent in spite of the significant impact of the economic downturn on FSS participants.

- Interest in the program was greater than in past years as participants sought skills to find employment and manage their limited incomes. As a result, FSS exceeded all goals related to securing employment and self sufficiency skills.
- We graduated two fewer participants than had been projected as the result of lost employment.
- No participants were able to purchase a home as the result of lack of credit availability to low income participants.

On the whole, the outcomes were very good and reflected the hard work of staff in meeting the needs of participants. These outcomes were achieved with only two of the three positions filled for 8 of the 12 months.

Recruitment for an FSS Coordinator to fill the open position has begun. We are looking forward to having a full staff for the remainder of 2010.

PUBLIC HOUSING

- **Occupancy:** As of February 1, 2010 the Public Housing program had 224 of 230 units leased and has a 97.01% fiscal year-to-date lease up rate.

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

City	Certificates		Vouchers		JANUARY 2010 TOTAL		JANUARY 2009	JANUARY 2008
	Number	HAP*	Number	HAP**	Number	HAP		
Albany	-	\$ -	45	\$ 48,420	45	\$ 48,420	43	41
Castro Valley	13	\$ 11,453	238	\$ 256,088	251	\$ 267,541	248	262
Dublin	2	\$ 1,762	232	\$ 249,632	234	\$ 251,394	198	164
Emeryville	6	\$ 5,286	92	\$ 98,992	98	\$ 104,278	99	104
Fremont	28	\$ 24,668	1,407	\$ 1,513,932	1,435	\$1,538,600	1,359	1,435
Hayward	109	\$ 96,029	2,285	\$ 2,458,660	2,394	\$2,554,689	2,407	2,390
Newark	3	\$ 2,643	294	\$ 316,344	297	\$ 318,987	292	292
Pleasanton	4	\$ 3,524	144	\$ 154,944	148	\$ 158,468	149	147
San Leandro	20	\$ 17,620	1,324	\$ 1,424,624	1,344	\$1,442,244	1,293	1,287
San Lorenzo	2	\$ 1,762	192	\$ 206,592	194	\$ 208,354	181	185
Union City	3	\$ 2,643	698	\$ 751,048	701	\$ 753,691	702	735
TOTALS	190	\$167,390.00	6,951	\$7,479,276.00	7,141	\$7,646,666.00	6,971	7,042

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

**based on an average January Housing Assistance Payment (HAP) of \$1,076 per voucher contract

09-10

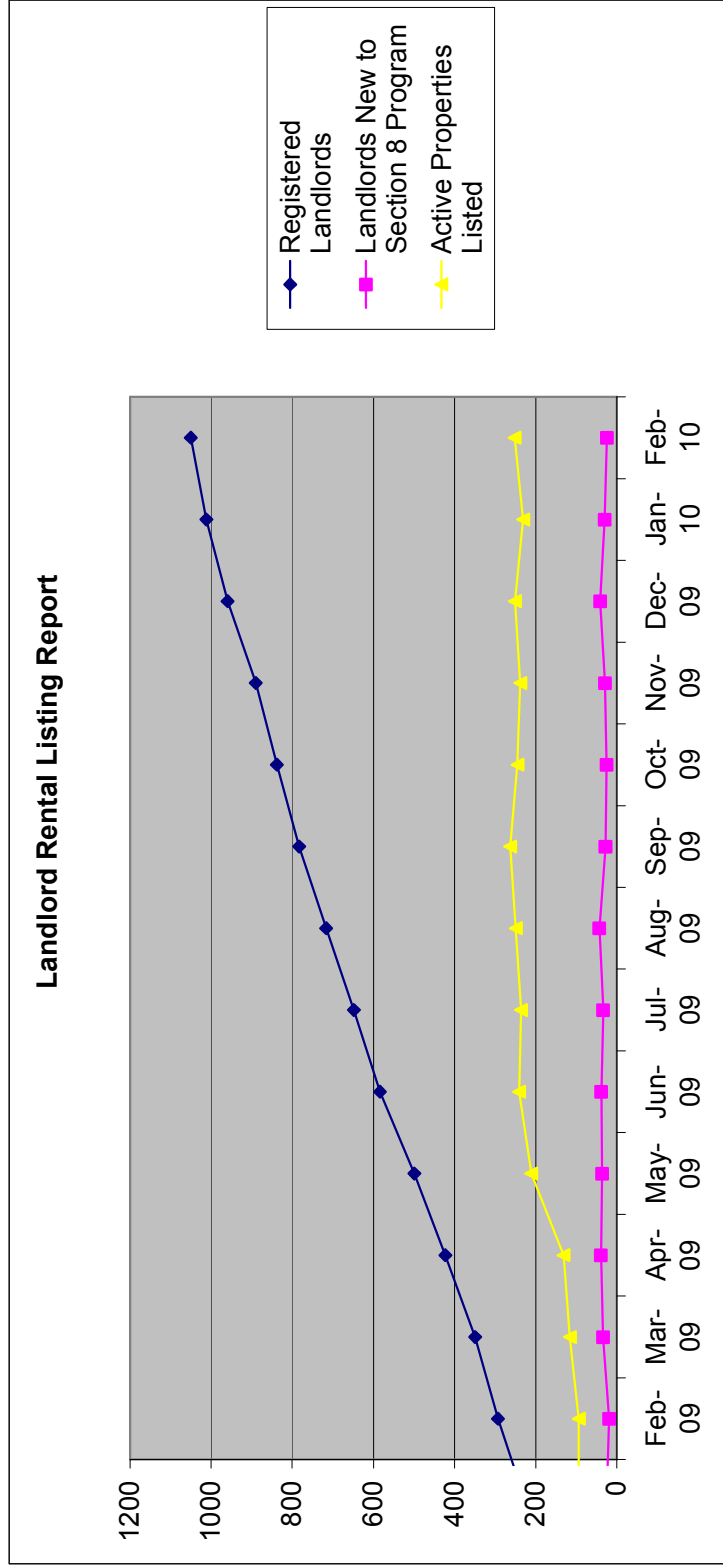
DEBT COLLECTIONS
FYE 6/30/10

	JULY	AUGUST	SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER	JANUARY	FEBRUARY	MARCH	APRIL	MAY	JUNE	GRAND TOTALS
<i>DAMAGE CLAIMS</i>	\$0.00	\$0.00	\$0.00	\$50.00	\$0.00	\$0.00	\$65.00						\$115.00
<i>FRAUD REPAYMENTS</i>	\$15,456.33	\$8,002.83	\$6,044.44	\$5,083.96	\$4,735.92	\$4,452.94	\$6,236.99						\$50,013.41
<i>HAP OVERPAYMENTS</i>	\$686.50	\$538.00	\$691.50	\$570.00	\$501.00	\$576.70	\$613.50						\$4,177.20
TOTALS	\$16,142.83	\$8,540.83	\$6,735.94	\$5,703.96	\$5,236.92	\$5,029.64	\$6,915.49	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$54,305.61

Landlord Rental Listing Report

Monthly

	2/2/09	3/2/09	4/1/09	5/1/09	6/1/09	7/1/09	8/1/09	9/1/09	10/1/09	11/2/09	12/1/09	1/4/10	2/1/10
Registered Landlords	293	349	423	499	584	648	716	783	838	890	959	1012	1050
Landlords New to Section 8 Program	19	34	39	36	38	33	43	28	25	29	41	30	24
Active Properties Listed	94	116	131	211	241	236	249	263	245	238	251	231	252





To: Christine Gouig, Executive Director
From: Sharon DeCray, HAFS Manager
Re: **FSS Program Summary**
CC: Ron Dion, Phyllis Harrison, Linda Evans
Date: January 29, 2010

Program Summary	January 2010
Total Clients under Contract:	202
Graduates:	0
Escrow Disbursed:	\$0
Ports In:	0
Ports Out:	1
Terminations:	1
New Contracts:	2

FSS Program News:

HUD Reporting

FSS staff audited 250 participant files in preparation for our annual reporting to HUD. The information in the report allows HUD to better understand the relationships between service delivery and expected results, how well our program operates and the impact it may have in communities and on the persons receiving services. Some of the highlights were:

- ❖ 112 households received employment counseling and job referrals
- ❖ 36 families increased their household annual earned income with an average dollar increase of \$6,299
- ❖ 12 individuals became employed full-time
- ❖ 5 individuals became employed part-time
- ❖ 4 households experienced a reduction in cash welfare assistance
- ❖ 4 households ceased receiving cash welfare assistance as a result of increased earned income
- ❖ 47 households enrolled and completed credit repair education workshops
- ❖ 49 households enrolled and completed financial management education workshops
- ❖ 18 participants successfully graduated from the FSS program

Participant Feedback

FSS staff continues its efforts to keep participants informed about current job openings and community resources. We are always appreciative of feedback from the participants on how the information benefits them or their family as well as suggestions for improvement on reaching more clients with the information. Here is a quote from one of our FSS participants, "First I just want to say THANK YOU and I am truly grateful for all of your efforts working with me during my time in this program. I have received countless flyers about training, money managing classes, job vacancies, credit repair and home ownership, which are classes that would contribute to my overall self -improvement. The flyers that you sent at the end of last year regarding customer service training were very helpful to my daughter and thanks to your efforts she now has a part time job at Safeway while attending Chabot College."

This quote indicates that FSS is being successful in its goal to serve the entire family with self sufficiency training.

2010 Calendar of Events

FSS is now working on our 2010 calendar of events and workshops. We have received some feedback from our participants on the kind of events and workshops they would like to see for 2010. Most suggestions referred to more financial and credit repair education workshops, as well as home ownership. Each FSS household will receive a calendar of events. Our goal is to allow the families enough time to set their calendars and schedules accordingly. We are looking to increase our client participation in the various workshops.

Referrals

Staff did 52 case management referrals. We did a mass mailing to our 202 households concerning the 2010 US Census Bureau testing and hiring process.

COMMUNICATIONS

U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT
SAN FRANCISCO OFFICE OF PUBLIC HOUSING



HOUSING CHOICE VOUCHER
2009 HIGH PERFORMER

Housing Authority of the County of Alameda


Stephen Schneller

STEPHEN SCHNELLER, DIRECTOR
JANUARY 31, 2010

ATTACHMENT A



HOUSING COMMISSION MINUTES

Special Meeting: November 10, 2009, 8:00 a.m.

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

1. CALL TO ORDER / ROLL CALL

A Special meeting of the Housing Commission was called to order by Chairperson Natarajan at 8:03 a.m.

COMMISSIONERS PRESENT:

Runa Atai (entered after roll call)
Carol Dutra-Vernaci
Maxine Haddock
Janet Lockhart
Allan Maris (entered after roll call)

Anna May
Roberto Medina
Anu Natarajan
Ursula Reed (entered after roll call)
Christine Steiner

COMMISSIONERS EXCUSED:

Ruth Atkin
Mark Gerry

STAFF PRESENT:

Christine Gouig, Executive Director
Ron Dion, Deputy Director for Programs
Cathy Leoncio, Finance Director
Tom Makin, Deputy Director for Operations
Irv Aragon, Network Administrator
Jennifer Cado, Sr. Administrative Analyst

Sharon DeCray, HAFS Manager
Jim McRoberts, IT Manager
Mary Rizzo-Shuman, HAHM Manager
George Smith, Contracts Manager
Melissa Taesali, Executive Assistant

2. APPROVAL OF THE MINUTES OF THE OCTOBER 14, 2009 MEETING

Recommendation: Approve the minutes of October 14, 2009

Motion/Second: Lockhart/Dutra-Vernaci. Unanimous

3. PUBLIC COMMENTS – *On items not on the agenda*

Pamela Holmes-Morton submitted a document to the Housing Commission. Ms. Morton stated that the document outlined her concerns with a recent recruitment.

4. NEW BUSINESS

4-1. Management Class Annual Comparability Adjustment	ACTION
--------------------------------------------------------------	---------------

Tom Makin presented the staff report.

Mr. Makin reported that a survey of the agencies in the Housing Authority's Comparability Pool was conducted to determine the cost of living salary adjustments that were granted to management employees in the Pool. Mr. Makin presented the results of the survey and explained that the average adjustment was 1.13%, and that the amount, rounded down to 1%, is the amount proposed for the HACA management class annual comparability adjustment. He indicated that the adjustment would be applied to both the employees' salaries and salary ranges and that approval was required from the Commission.

Recommendation: Approve the management class comparability adjustment.
Motion/Second: Maris/Medina. Unanimous

4-2. Addition of an Administrative Analyst Position	ACTION
------------------------------------------------------------	---------------

Tom Makin presented the staff report.

Mr. Makin reported that staff has been working to bring HACA's existing contracts into compliance with the new HACA Procurement Policy that was adopted by the Commission in October 2008. He described some of the procurement activities and contracts that staff has completed and indicated that there are still several existing contracts that are not in compliance with the new Procurement Policy. He stated that this is a concern since HUD closely monitors procurement activities whenever they conduct audits of housing authorities.

Mr. Makin explained that since HACA does not have full time procurement staff, staff recommends the addition of an Administrative Analyst position to bring the balance of the Housing Authority's contracts and contracting activities into compliance with the Procurement Policy. He noted that the appointment to this position would be on a provisional basis, expected to last one year. Mr. Makin also noted that the Personnel Committee had considered and approved the creation of the Administrative Analyst position at their meeting held earlier that morning and that final approval from the Housing Commission is required.

Recommendation: Approve the addition of an Administrative Analyst position.
**Motion/Second: Haddock/May. 8 ayes; 1 nay: Cmr. Maris;
1 abstention: Cmr. Reed
Motion passed**

4-3. Award Contract for Architect of Record	ACTION
----------------------------------------------------	---------------

Tom Makin presented the staff report.

Mr. Makin reported that staff issued a request for qualifications (RFQ) for an architect of record in July and that 15 responses were received. He explained that staff reviewed and scored the responses and selected a "short list" of 3 firms. He further explained that the firms were invited to a formal panel interview and presentation on September 30, 2009 and reported that the panel unanimously selected K2A Architecture + Interiors (K2A). Mr. Makin stated that K2A's presentation was thorough and that they used a Styrofoam model of the office building to present design alternatives that included a cost analysis detailing how the alternatives would save construction costs. He also stated that K2A had excellent references including the San Mateo County Housing Authority, the San Francisco Housing Authority, the City of San Francisco, the San Francisco Superior Court, City College of San Francisco, and Calyon Investments. Mr. Makin noted that staff reviewed K2A's financial statements and the information that was presented was acceptable. He recommended that the Commission award the contract for architectural and engineering services to K2A for a two year period with an option for a third year. Henry Kwong, Principal, and Cheryl Gordon, Interior Design Director, were present at the meeting to answer questions from the Commission.

Questions and Comments from the Commission:

Cmr. Steiner recounted that prior to the termination of the contract with Edward J. Gee and Associates (EJGA) plans had been submitted to the City of Hayward. She asked staff for the outcome. Mr. Makin stated that after the plans were submitted, HACA's Contracts Manager met with the city staff to discuss their comments on the plans. Mr. Makin said that the comments from the city were extensive and that the plans developed by the new architect will have to address the city's concerns. Cmr. Steiner also asked for an updated timeline of the office remodel. Mr. Makin explained that once the contract is awarded and signed, the new architects will need a couple of weeks to familiarize themselves with the state of the project and then they will be able to provide a schedule for the project.

Chairperson Natarajan asked Mr. Kwong to outline his experience with green/sustainable projects. Mr. Kwong described a project that K2A did for the City College of San Francisco. He also indicated that some of K2A's subcontractors are LEED consultants that have worked on green/sustainable buildings throughout the Bay Area. Chairperson Natarajan asked if there were any LEED Accredited Professionals (LEED APs) within the K2A organization. Mr. Kwong indicated that he and Ms. Gordon both were LEED APs. Ms. Gordon added that two project managers at K2A were also LEED APs.

Cmr. Maris asked what criteria staff used to judge the firm's financial statements as acceptable. Mr. Makin explained that in the response to the RFQ, K2A provided indication of their ongoing projects. He further explained that the ongoing projects were reflected in their financial statements. Cmr. Maris asked how long K2A has been in business. Ms. Gordon stated that in 2010, K2A will celebrate its 20 year anniversary and indicated that K2A has future projects lined up. Cmr. Maris asked what priority K2A will give to the HACA project. Ms. Gordon stated that once the contract is awarded they will begin working on the HACA project immediately. Mr. Kwong added that they have started working on some design plans already and are excited to start the HACA office remodel project.

Recommendation: Award contract for Architect of Record to K2A Architecture + Interiors.

Motion/Second: Reed/Maris. Unanimous

4-4. Quarterly Budget Status Report for the Quarter Ending September 30, 2009	INFORMATION
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Cathy Leoncio presented the staff report. Report received with no questions or comments from the Commission.

4-5. Program Activity Reports	INFORMATION
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Jennifer Cado presented the staff report.

Ms. Cado highlighted two items in the report. She reported that the participants in the 2009 NAHRO *What Home Means to Me* poster contest would be recognized at the next Housing Commission meeting scheduled for December 9, 2009.

She also reported that staff opened the waitlist for public housing one bedroom units for the elderly and disabled in Union City. Ms. Cado stated that the waitlist was opened from November 2, 2009 to November 6, 2009 and that HACA received a little over 500 applications. She also stated that HACA would conduct a lottery among the applications received to create a waitlist of 300 applicants. Ms. Cado reported that a number of city libraries and community based organizations served as distribution sites. Ms. Gouig commented that staff received excellent cooperation from the city libraries.

Questions and Comments from the Commission:

Cmr. May asked Ms. Cado to clarify how the libraries acted as distribution sites. Ms. Cado explained that the libraries agreed to let HACA place paper applications at the library so that those who did not have access to the internet could visit their local library for a paper application.

5. COMMITTEE REPORTS

None.

6. COMMISSIONER REPORTS

None.

Cmr. Maris commented on the personnel matter that was raised by Pamela Holmes-Morton and asked if staff was looking into the matter. Cmr. Dutra-Vernaci, who chaired the Personnel Committee meeting earlier that morning, stated that she talked to Christine Gouig about the issues and that Ms. Gouig reassured her that the matter is being handled internally. Cmr. Makin thanked Cmr. Dutra-Vernaci and stated that he wanted to be sure that the matter was being dealt with.

ATTACHMENT B

PHA 5-Year and Annual Plan	U.S. Department of Housing and Urban Development Office of Public and Indian Housing	OMB No. 2577-0226 Expires 4/30/2011
-----------------------------------	-------------------------------------------------------------------------------------------------	------------------------------------------------

1.0	PHA Information PHA Name: Housing Authority of the County of Alameda PHA Code: CA067 PHA Type: <input type="checkbox"/> Small <input checked="" type="checkbox"/> High Performing (SEMAP) <input checked="" type="checkbox"/> Standard (PHAS) <input type="checkbox"/> HCV (Section 8) PHA Fiscal Year Beginning: (MM/YYYY): 07/2010																										
2.0	Inventory (based on ACC units at time of FY beginning in 1.0 above) Number of PH units: 230 Number of HCV units: 5646																										
3.0	Submission Type <input checked="" type="checkbox"/> 5-Year and Annual Plan <input type="checkbox"/> Annual Plan Only <input type="checkbox"/> 5-Year Plan Only																										
4.0	PHA Consortia <input type="checkbox"/> PHA Consortia: (Check box if submitting a joint Plan and complete table below.)																										
	<table border="1"> <thead> <tr> <th rowspan="2">Participating PHAs</th> <th rowspan="2">PHA Code</th> <th rowspan="2">Program(s) Included in the Consortia</th> <th rowspan="2">Programs Not in the Consortia</th> <th colspan="2">No. of Units in Each Program</th> </tr> <tr> <th>PH</th> <th>HCV</th> </tr> </thead> <tbody> <tr> <td>PHA 1:</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>PHA 2:</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>PHA 3:</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table>	Participating PHAs	PHA Code	Program(s) Included in the Consortia	Programs Not in the Consortia	No. of Units in Each Program		PH	HCV	PHA 1:						PHA 2:						PHA 3:					
Participating PHAs	PHA Code					Program(s) Included in the Consortia	Programs Not in the Consortia	No. of Units in Each Program																			
		PH	HCV																								
PHA 1:																											
PHA 2:																											
PHA 3:																											
5.0	5-Year Plan. Complete items 5.1 and 5.2 only at 5-Year Plan update.																										
5.1	Mission. State the PHA's Mission for serving the needs of low-income, very low-income, and extremely low income families in the PHA's jurisdiction for the next five years. HACA's mission is to deliver housing, housing assistance and related services to low-, very low- and extremely low-income: <ul style="list-style-type: none"> Elderly persons and persons with verifiable disabilities, in order to enable them to live as independently as possible within their economic resources, and Persons who are not elderly or do not have verifiable disabilities, for the time necessary to enable them to become self-sufficient and economically independent. 																										
5.2	Goals and Objectives. Identify the PHA's quantifiable goals and objectives that will enable the PHA to serve the needs of low-income and very low-income, and extremely low-income families for the next five years. Include a report on the progress the PHA has made in meeting the goals and objectives described in the previous 5-Year Plan.																										
6.0	PHA Plan Update (a) Identify all PHA Plan elements that have been revised by the PHA since its last Annual Plan submission. (b) Identify the specific location(s) where the public may obtain copies of the 5-Year and Annual PHA Plan. For a complete list of PHA Plan elements, see Section 6.0 of the instructions.																										
7.0	Hope VI, Mixed Finance Modernization or Development, Demolition and/or Disposition, Conversion of Public Housing, Homeownership Programs, and Project-based Vouchers. Include statements related to these programs as applicable.																										
8.0	Capital Improvements. Please complete Parts 8.1 through 8.3, as applicable.																										
8.1	Capital Fund Program Annual Statement/Performance and Evaluation Report. As part of the PHA 5-Year and Annual Plan, annually complete and submit the <i>Capital Fund Program Annual Statement/Performance and Evaluation Report</i> , form HUD-50075.1, for each current and open CFP grant and CFFP financing.																										
8.2	Capital Fund Program Five-Year Action Plan. As part of the submission of the Annual Plan, PHAs must complete and submit the <i>Capital Fund Program Five-Year Action Plan</i> , form HUD-50075.2, and subsequent annual updates (on a rolling basis, e.g., drop current year, and add latest year for a five year period). Large capital items must be included in the Five-Year Action Plan.																										
8.3	Capital Fund Financing Program (CFFP). <input type="checkbox"/> Check if the PHA proposes to use any portion of its Capital Fund Program (CFP)/Replacement Housing Factor (RHF) to repay debt incurred to finance capital improvements.																										
9.0	Housing Needs. Based on information provided by the applicable Consolidated Plan, information provided by HUD, and other generally available data, make a reasonable effort to identify the housing needs of the low-income, very low-income, and extremely low-income families who reside in the jurisdiction served by the PHA, including elderly families, families with disabilities, and households of various races and ethnic groups, and other families who are on the public housing and Section 8 tenant-based assistance waiting lists. The identification of housing needs must address issues of affordability, supply, quality, accessibility, size of units, and location.																										

9.1	<p>Strategy for Addressing Housing Needs. Provide a brief description of the PHA's strategy for addressing the housing needs of families in the jurisdiction and on the waiting list in the upcoming year. Note: Small, Section 8 only, and High Performing PHAs complete only for Annual Plan submission with the 5-Year Plan.</p>
10.0	<p>Additional Information. Describe the following, as well as any additional information HUD has requested.</p> <p>(a) Progress in Meeting Mission and Goals. Provide a brief statement of the PHA's progress in meeting the mission and goals described in the 5-Year Plan.</p> <p>(b) Significant Amendment and Substantial Deviation/Modification. Provide the PHA's definition of "significant amendment" and "substantial deviation/modification."</p>
11.0	<p>Required Submission for HUD Field Office Review. In addition to the PHA Plan template (HUD-50075), PHAs must submit the following documents. Items (a) through (g) may be submitted with signature by mail or electronically with scanned signatures, but electronic submission is encouraged. Items (h) through (i) must be attached electronically with the PHA Plan. Note: Faxed copies of these documents will not be accepted by the Field Office.</p> <p>(a) Form HUD-50077, <i>PHA Certifications of Compliance with the PHA Plans and Related Regulations</i> (which includes all certifications relating to Civil Rights)</p> <p>(b) Form HUD-50070, <i>Certification for a Drug-Free Workplace</i> (PHAs receiving CFP grants only)</p> <p>(c) Form HUD-50071, <i>Certification of Payments to Influence Federal Transactions</i> (PHAs receiving CFP grants only)</p> <p>(d) Form SF-LLL, <i>Disclosure of Lobbying Activities</i> (PHAs receiving CFP grants only)</p> <p>(e) Form SF-LLL-A, <i>Disclosure of Lobbying Activities Continuation Sheet</i> (PHAs receiving CFP grants only)</p> <p>(f) Resident Advisory Board (RAB) comments. Comments received from the RAB must be submitted by the PHA as an attachment to the PHA Plan. PHAs must also include a narrative describing their analysis of the recommendations and the decisions made on these recommendations.</p> <p>(g) Challenged Elements</p> <p>(h) Form HUD-50075.1, <i>Capital Fund Program Annual Statement/Performance and Evaluation Report</i> (PHAs receiving CFP grants only)</p> <p>(i) Form HUD-50075.2, <i>Capital Fund Program Five-Year Action Plan</i> (PHAs receiving CFP grants only)</p>

HUD-50075 PHA 5-Year and Annual Plan – Attachment Fiscal Year Beginning: 07/2010

5.0 Five-Year Plan

5.1 Mission (See form HUD-50075)

5.2 Goals and Objectives

- 5.2.1 Preserve the long-term financial viability of all 230 of HACA's Public Housing units by disposing of them in orderly phases; by obtaining project-based replacement vouchers or project-based rental assistance for each unit; and by transferring the units to a HACA-controlled non-profit entity in order to achieve a one-to-one replacement of all 230 Public Housing units with Section 8 Project-Based Voucher units or other HUD project-based rental assistance.
- 5.2.2 Achieve consolidation with the Dublin Housing Authority.
- 5.2.3 Evaluate and, if feasible, undertake public housing development opportunities using Replacement Housing Factor (RHF) funds and other funds available, including HUD development funds.
- 5.2.4 Partner with social services providers in order to use housing as a platform for improving quality of life, including as set forth in the FY 2011 HUD budget.
- 5.2.5 Achieve over 98% utilization of HACA's HCVP HAP payments in order to assist as many qualified families as possible.
- 5.2.6 Reduce the number of annual reexaminations that are more than 2 months overdue from the SEMAP rating category of 5 to 10 percent to the SEMAP rating category of fewer than 5 percent.

6.0 The following PHA Plan elements have been revised since HACA's last Annual Plan submission:

- 6.1.1 Element #1: Eligibility, Selection and Admission Policies, including Deconcentration and Wait List Procedures;
- 6.1.2 Element #2: Financial Resources;
- 6.1.3 Element #3: Rent Determination;
- 6.1.4 Element #4: Operation and Management;
- 6.1.5 Element #5: Grievance Procedures; and
- 6.1.6 Element #11: Fiscal Year Audit.

This completed form HUD-50075 with attachments is available at the PHA's Business Office, 22941 Atherton St., Hayward, CA 94541. It's also available on the HACA website at _____.

7.0 Hope VI, Mixed Finance Modernization or Development, Demolition and/or Disposition, Conversion of Public Housing, Homeownership Programs, and Project-based Vouchers.

7.1 Hope VI, Mixed Finance Modernization or Development.

7.1.1 HACA plans to consolidate with the Dublin Housing Authority (DHA) upon DHA's disposition of its Arroyo Vista public housing project. HACA will then have access to the modest RHF funds from Arroyo Vista as well as remaining development funds from DHA and its own account, which it plans to use to create additional public housing units in a mixed finance project. To do this, HACA will seek to partner with an experienced non-profit or for-profit developer to secure a percentage of units as public housing units in a project(s) developed by such developer.

7.2 Demolition and/or Disposition.

7.2.1 In 2009, HACA submitted an application to HUD to dispose of all 58 of its scattered-site Public Housing units. That application is now pending. Because the combination of tenant rents and fees, HUD Operating Subsidy, and Capital Fund funding is inadequate to finance the long-term viability of HACA's Public Housing units, HACA plans to dispose of its additional 172 Public Housing units in stages over the next five years, as well. As for its disposition application currently pending, subsequent to HUD's approval of each HACA disposition application, HACA will apply for project-based replacement vouchers or other HUD project-based rental assistance, including HUD's Transforming Rental Assistance initiative, if applicable. Upon receipt of the vouchers/assistance, HACA will transfer the scattered-site units to a HACA-controlled non-profit instrumentality in order to achieve a one-to-one replacement of the Public Housing units with Section 8 Project-Based Voucher units or other HUD project-based rental assistance.

7.2.2 Disposition Timetable (estimated):

Disposition Stage 2: CAL 67-8, All 100 1-Br Elderly and Disabled units, of which units are wheelchair accessible	
Consult with impacted Residents, RAB and City of Union City	July-August 2011
Submit Disposition Application	January 2012
HUD Approval of Disposition Application	June 2012
Submit application for replacement vouchers to be project based	July 2012
HUD approval of replacement vouchers	February 2013
Dispose of units to HACA-affiliated non-profit	June 2013
Disposition Stage 3: CAL 67-13 36	

Consult with impacted Residents, RAB and City of Union City	February-March 2012
Submit Disposition Application	August 2012
HUD Approval of Disposition Application	January 2013
Submit application for replacement vouchers to be project based	February 2013
HUD approval of replacement vouchers	September 2013
Dispose of units to HACA-affiliated non-profit	January 2014
Disposition Stage 4: Estimated # of units: 36	
Consult with impacted Residents, RAB and City of Emeryville	February-March 2013
Submit Disposition Application	August 2013
HUD Approval of Disposition Application	January 2014
Submit application for replacement vouchers to be project based	February 2014
HUD approval of replacement vouchers	September 2014
Dispose of units to HACA-affiliated non-profit	January 2015

7.3 Conversion of Public Housing (to tenant-based assistance). N/A

7.4 Homeownership. N/A

7.5 Project-Based Vouchers.

7.5.1 HACA anticipates project-basing up to 400 units. The cities of Emeryville, Dublin, Fremont, San Leandro, and Union City are currently-identified potential locations. Additional locations in Alameda County are possible.

8.0 Capital Improvements

HACA will use 100 percent of funds from the Capital Fund program for activities that are eligible under the Operating Fund.

8.1 Form HUD-50075.1, *Capital Fund Program Annual Statement/Performance and Evaluation Report* has been completed as required and is enclosed.

8.2 Form HUD-50075.2, *Capital Fund Program Five-Year Action Plan* has been completed as required and is enclosed.

8.3 HACA does not propose to pledge any portion of its CPF/RHF funds to repay debt incurred to finance capital improvements.

9.0 Housing Needs

Housing Needs in HACA's jurisdiction are set forth in Part I of the Alameda County HOME Consortium's FY05-09 Consolidated Plan and Annual Action Plan at <http://www.acgov.org/cda/hcd/documents/Con%20Plan%20Part%20I%20Housing%20Needs%20Assessment.pdf>.

The Consolidated Plan's profile of housing and homeless needs and conditions in the Alameda County HOME Consortium states:

In the past five years, the Consortium has seen little growth in the area's economy. This has been coupled with increasing costs of living in Alameda County. The economy and loss of jobs has had negative impacts as workers have had to search for housing in a tight housing market. Home prices have increased dramatically along with the costs of food, clothing and transportation. Rents had stabilized, however, now are starting to increase again. While Welfare to Work Programs moved people off of the welfare rolls, many have found only minimum wage jobs. This and loss of higher paying jobs have led to an increase in the numbers of working poor who need different federal assistance. Instead of welfare, these families need housing rental assistance programs and food programs. The homeless demographics are also changing. While many long term homeless are individuals with dual diagnoses of alcohol or drug addictions with a physical or mental disability, many more families are moving in and out of homelessness as their ability to pay for food and shelter varies from paycheck to paycheck.

While that statement was developed a number of years ago, much of it is still accurate. The housing market, however, has changed dramatically. The Great Recession and the sub-prime mortgage crisis have resulted in a decrease in home prices and rents in HACA's jurisdiction. As of December 2009, unemployment in California is over 12% and exceeds the national average. Notwithstanding the softness in the rental market, the high rate of unemployment and the reduction in some public benefits has exacerbated housing affordability.

9.1 Strategy for Addressing Housing Needs

HACA will continue to apply for additional HUD funding and assisted housing contract authority as made available by Notices of Funding Availability (NOFAs), and as any other HUD funding opportunities present themselves, including use of Replacement Housing Factor (RHF) funds and HUD development funds. HACA will also continue to seek to partner with social services providers in order to use housing as a platform for improving quality of life, including as set forth in the FY 2011 HUD budget.

10.0 Additional Information

10.1 Progress in Meeting Mission and Goals

10.1.1 **Mission:** HACA's success in meeting its mission is reflected in its High Performing SEMAP designation and its PHAS Standard Performer designation.

10.1.2 **Goal:** Expand the supply of assisted housing

Objectives: Apply for additional rental vouchers; and, depending on available funding, utilize Section 8 HCV Project-Basing to increase housing opportunities for special needs populations.

Progress: HACA has applied for additional funding as made available by Notices of Funding Availability (NOFAs), and has received additional opt-out and tenant protection vouchers, and vouchers to offset Public Housing unit disposition. HACA applied for Family Unification Program vouchers but was not selected for funding. The total number of HACA Section 8 vouchers increased from 5,456 in 2005 to 5,646 today.

10.1.3 **Goal:** Improve the quality of assisted housing

Objectives: Maintain Public Housing Assessment System (PHAS) and Section Eight Management Assessment Program (SEMAP) scores of 90 or higher; transition to a computerized inspection system and inspections conducted by census tract; and modernize five public housing units.

Performance: In 2004, HACA was a High Performer as measured by SEMAP. HACA remains a High Performer as measured by SEMAP. In 2005, HACA was a Standard Performer as measured by PHAS. HACA remains a Standard Performer as measured by PHAS.

HACA has decoupled HQS inspections from annual redeterminations and implemented computerized scheduling of HQS inspections by census tract. HACA's HQS inspections are current. HACA obtained all 10 SEMAP points for HQS inspections last fiscal year and is on track to do so again this fiscal year.

As of January 2009, HACA had completed modernization of 16 units.

10.1.4 **Goal:** Increase assisted housing choices

Objectives: Conduct outreach efforts to potential voucher landlords; monitor voucher success and utilization rates and assess adequacy of payment standards; and continue promoting homeownership activities and assisting participants to become homeowners.

Progress: HACA has, for years, been an active participant in the Rental Housing Organization of Southern Alameda County (RHO). Participation has included membership on the RHO Governing Board, and participation in RHO activities and trainings. HACA has promoted the HCVP in publications of RHO and the Rental Housing Association of Northern Alameda County (RHANAC). HACA monitors voucher success and utilization rates and, at least once per year, assesses the adequacy of payment standards. HACA also continues to implement its Family Self Sufficiency (FSS) homeownership program, although participants are not currently able to purchase homes due to the crisis in the banking/lending industry.

10.1.5 Goal: Provide an improved living environment

Objectives: Work proactively with local governments to foster understanding and support of HACA and its assisted housing programs.

Progress: HACA staff, at various levels, participates in a variety of local government forums as part of a continuous effort to provide information and support for HACA's assisted housing programs.

10.1.6 Goal: Promote self-sufficiency and asset development of assisted households

Objectives: Provide or attract supportive services to improve employability.

Progress: HACA's FSS program sponsors and provides supportive services to improve assistance recipients' employability.

10.1.7 Goal: Ensure equal opportunity and affirmatively further fair housing

Objectives: Undertake affirmative measures to ensure access to assisted housing, and a suitable living environment for families living in assisted housing, regardless of race, color, religion, national origin, gender, family status, or disability.

Progress: HACA developed a Section 504 Grievance Procedure (discrimination on the basis of handicap) and began providing hard-copy weekly rental listings which include units designated for the disabled. (As a public service, HACA also lists privately owned subsidized developments in its jurisdiction, including those with accessibility features, regardless of whether the developments accept Housing Choice Vouchers.)

HACA periodically monitors its weekly rental listing to insure that at least 35% of the listed units are located in non-impacted (minority/poverty) areas. (In fact, well over 90% of the units on the rental listing are typically located in areas outside of areas of minority or poverty concentration.)

HACA surveyed Public Housing (PH) and Section 8 wait list applicants to determine which would benefit from an accessible unit, and the interpretation/translation needs of those applicants with Limited English Proficiency (LEP).

HACA developed a Language Assistance Plan for serving LEP populations in its jurisdiction; developed a Public Housing Affirmative Fair Housing Marketing Plan, conducted a needs assessment of its PH units for Uniform Federal Accessibility Standards (UFAS) compliance; and created a Transition Plan in order to reach compliance with UFAS requirements.

HACA applied for competitive stimulus Capital Grant funds to renovate one unit at its Mission View project to make it UFAS-compliant and to renovate the two community buildings at the Nidus and Dyer senior/disabled projects to make them UFAS-compliant but was not selected for funding.

10.2 Significant Amendment and Substantial Deviation/Modification

HACA defines a "significant amendment" and a "substantial deviation/modification" as, except for changes in the following required to reflect changes in HUD regulatory requirements, a change:

- to HACA's criteria for eligibility for admission; or
- that provides for public housing demolition and/or disposition.

10.3 Memorandum of Agreement with HUD or Plan to Improve Performance

Not applicable.

Annual Statement/Performance and Evaluation Report
 Capital Fund Program, Capital Fund Program Replacement Housing Factor and
 Capital Fund Financing Program

U.S. Department of Housing and Urban Development
 Office of Public and Indian Housing
 OMB No. 2577-0226
 Expires 4/30/2011

Part I: Summary		Grant Type and Number		FFY of Grant:	
PHA Name:		Capital Fund Program Grant No. CA3906750110		2010	
Housing Authority of Alameda County		Replacement Housing Factor Grant No:		FFY of Grant Approval:	
		Date of CFFP:		2010	
Type of Grant		Total Estimated Cost		Total Actual Cost ¹	
<input checked="" type="checkbox"/> Original Annual Statement		Original		Obligated	
<input type="checkbox"/> Performance and Evaluation Report for Period Ending:		Revised ²		Expended	
<input type="checkbox"/> Reserve for Disasters/Emergencies		Total Estimated Cost		Total Actual Cost ¹	
<input type="checkbox"/> Performance and Evaluation Report for Period Ending:		Revised ²		Expended	
<input type="checkbox"/> Summary by Development Account		Original		Obligated	
		Revised ²		Expended	
1	Total non-CFF Funds				
2	1406 Operations (may not exceed 20% of line 21) ³	\$279,614		\$279,614	
3	1408 Management Improvements				
4	1410 Administration (may not exceed 10% of line 21)				
5	1411 Audit				
6	1415 Liquidated Damages				
7	1430 Fees and Costs				
8	1440 Site Acquisition				
9	1450 Site Improvement				
10	1460 Dwelling Structures				
11	1465.1 Dwelling Equipment—Nonexpendable				
12	1470 Non-dwelling Structures				
13	1475 Non-dwelling Equipment				
14	1485 Demolition				
15	1492 Moving to Work Demonstration				
16	1495.1 Relocation Costs				
17	1499 Development Activities ⁴				
18a	1501 Collateralization or Debt Service paid by the PHA				
18ba	9000 Collateralization or Debt Service paid Via System of Direct Payment				
19	1502 Contingency (may not exceed 8% of line 20)				
20	Amount of Annual Grant. (sum of lines 2 – 19)	\$279,614		\$279,614	
21	Amount of line 20 Related to LBP Activities				
22	Amount of line 20 Related to Section 504 Activities				
23	Amount of line 20 Related to Security – Soft Costs				
24	Amount of line 20 Related to Security – Hard Costs				
25	Amount of line 20 Related to Energy Conservation Measures				

¹ To be completed for the Performance and Evaluation Report.
² To be completed for the Performance and Evaluation Report or a Revised Annual Statement.
³ PHAs with under 250 units in management may use 100% of CFF Grants for operations.
⁴ RHF funds shall be included here.

Annual Statement/Performance and Evaluation Report
 Capital Fund Program, Capital Fund Program Replacement Housing Factor and
 Capital Fund Financing Program

U.S. Department of Housing and Urban Development
 Office of Public and Indian Housing
 Expires 4/30/2011

Part I: Summary	
PHA Name: Housing Authority of Alameda County	Grant Type and Number Capital Fund Program Grant No: CA3906750110 Replacement Housing Factor Grant No: Date of CFFP: _____
Type of Grant <input checked="" type="checkbox"/> Original Annual Statement <input type="checkbox"/> Performance and Evaluation Report for Period Ending: Line Summary by Development Account	FFY of Grant: 2010 FFY of Grant Approval: 2010
<input type="checkbox"/> Reserve for Disasters/Emergencies <input type="checkbox"/> Revised Annual Statement (revision no:) <input type="checkbox"/> Final Performance and Evaluation Report	Total Estimated Cost Revised ¹ Obligated Expended
Signature of Executive Director	Signature of Public Housing Director Date

Capital Fund Program—Five-Year Action Plan

U.S. Department of Housing and Urban Development
Office of Public and Indian Housing
OMB No. 2577-0226
Expires 4/30/20011

Part I: Summary		Locality (City/County & State) Alameda County, California				Revision No:	
PHA Name/Number	HACA CA067	Work Statement for Year 1 FFY 2010	Work Statement for Year 2 FFY 2011	Work Statement for Year 3 FFY 2012	Work Statement for Year 4 FFY 2013	Work Statement for Year 5 FFY 2014	
A.	Development Number and Name						
B.	Physical Improvements Subtotal	Annual Statement					
C.	Management Improvements						
D.	PHA-Wide Non-dwelling Structures and Equipment						
E.	Administration						
F.	Other						
G.	Operations		\$265,633	\$252,351	\$239,733	\$227,746	
H.	Demolition						
I.	Development						
J.	Capital Fund Financing - Debt Service						
K.	Total CFP Funds		\$265,633	\$252,351	\$239,733	\$227,746	
L.	Total Non-CFP Funds						
M.	Grand Total		\$265,633	\$252,351	\$239,733	\$227,746	

