



## HOUSING COMMISSION AGENDA

Regular Meeting: April 8, 2015

Time: 8:00 a.m.

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

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

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

*The Housing Commission Secretary of the Housing Authority of the County of Alameda has, on Thursday, April 2, 2015 duly distributed this Agenda to the Clerk of the Board of Supervisors for posting in the office of the Alameda County Administration Building and has posted it on the bulletin board of the Housing Authority of the County of Alameda.*

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

<b>1. CALL TO ORDER / ROLL CALL</b>		<b>PAGE</b>
<b>2. CLOSED SESSION</b>		
<i>Conference with Legal Counsel</i>		
<i>Initiation of Litigation Pursuant to Subdivision (c) of Section 54956.9 (one case)</i>		
<i>Executive Director's Performance Evaluation</i>		
<i>Pursuant to Government Code Section 54957</i>		
<b>3. APPROVAL OF THE MINUTES OF THE FEBRUARY 11, 2015 MEETING</b>	<b>ACTION</b>	<b>2</b>
<b>4. PUBLIC COMMENT</b>		
On matters not on the Agenda		
<b>5. NEW BUSINESS</b>		
5-1. Family Self-Sufficiency Program and Section 8 Homeownership	<b>PRESENTATION</b>	<b>9</b>
5-2. Resolution Approving HACA's 5-Year PHA Plan (HACA Fiscal Years 2015-2019) and Annual PHA Plan (HACA Fiscal Year 2015)	<b>ACTION</b>	<b>15</b>
5-3. Resolution Approving Updated Utility Allowance Schedule	<b>ACTION</b>	<b>23</b>
5-4. Executive Director's Compensation	<b>ACTION</b>	<b>27</b>
5-5. Personnel Committee Appointment	<b>ACTION</b>	<b>29</b>
5-6. Budget/Audit/Negotiating Committee Appointments	<b>ACTION</b>	<b>30</b>
5-7. Scholarship Committee Appointments	<b>ACTION</b>	<b>31</b>
5-8. Ratify Contract Amendment with URS Corporation	<b>ACTION</b>	<b>32</b>
5-9. Procurement Report	<b>INFORMATION</b>	<b>33</b>
5-10. Report on Project-Based 1-Bedroom Elderly Only and Elderly/Disabled Wait List Opening	<b>INFORMATION</b>	<b>34</b>
5-11. Quarterly Investment Portfolio Report for Quarter Ended March 31, 2015	<b>INFORMATION</b>	<b>37</b>
5-12. Budget Status Report	<b>INFORMATION</b>	<b>39</b>
5-13. Program Activity Report	<b>INFORMATION</b>	<b>42</b>

**HOUSING COMMISSION AGENDA (CONTINUED)**

**Regular Meeting: April 8, 2015**

**Time: 8:00 a.m.**

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

- 6. COMMITTEE REPORTS**
- 7. COMMISSIONER REPORTS**
- 8. COMMUNICATIONS**  
Report on the 2015 NAHRO Washington Conference
- 9. ADJOURNMENT**

**MINUTES**  
**February 11, 2015**

**HOUSING COMMISSION MINUTES  
REGULAR MEETING: FEBRUARY 11, 2015  
HACA BOARD ROOM, 22941 ATHERTON STREET, HAYWARD, CA 94541**

**SUMMARY ACTION MINUTES**

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

**Call to Order**

Vice Chairperson Gacoscos called the meeting to order at 8:01 a.m.

**Roll Call**

Present: Cmr. Asher, Gacoscos, Gerry, Peixoto, Reed and Steiner

Entered after Roll Call: Cmr. Iosefa

Excused: Cmr. Biddle, Cashmere and Hannon

**2. CLOSED SESSION**

*Conference with Legal Counsel – Anticipated Litigation*

*Initiation of Litigation Pursuant to Subdivision (c) of Section 54956.9 (two cases)*

The Commission adjourned into a closed session at 8:01 a.m. and reconvened in regular session at 8:15 a.m.

Vice Chairperson Gacoscos reported that there were no reportable actions taken in the closed session.

**3. APPROVAL OF THE MINUTES OF THE JANUARY 14, 2015 HOUSING COMMISSION MEETING**

Recommendation: Approve the minutes of the January 14, 2015 Housing Commission meeting as presented.

Motion/Second: Peixoto/Steiner.

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

**4. PUBLIC COMMENT**

None.

**5. NEW BUSINESS**

**5-1. ACTION (PUBLIC HEARING REQUIRED): DRAFT ANNUAL PHA PLAN FOR FISCAL YEAR 2015**

Christine Gouig, Executive Director, presented the staff report. Ms. Gouig reported that staff has prepared a draft of HACA's 5-year and Annual PHA Plan (Plan) for the Commission to review, following HUD's template. She stated that the draft of the Plan will also be presented to HACA's Resident Advisory Board for their input. A report prepared by the National Association of Housing and Redevelopment Officials (NAHRO) was distributed to the Commission and to the public. Ms. Gouig cited data in NAHRO's report to explain that the funding from HUD is not going to be enough to sustain HACA's various housing programs. She reported that HACA's Plan contains components of long-term strategies that staff will undertake to secure alternate sources of funding and described what these strategies are. She particularly recommended that future Section 8 project based vouchers be awarded to projects on the condition that HACA is a member of the ownership entity or otherwise shares in the residual receipts (i.e., unrestricted cash flow) of

the project. She recommended that the Housing Commission hold a public hearing in order to provide the public an opportunity to comment on HACA's Plan.

Commission Discussion: Cmr. Steiner commented that Ms. Gouig's presentation was very informative. She stated that she is supportive of the strategies that were described and encouraged staff to involve city and state officials in advocacy efforts. She and Ms. Gouig discussed the work that housing organizations such as the California Association of Housing Authorities (CAHA) is doing to bring some of these issues to light at the federal level.

Cmr. Asher stated that she is supportive of the strategies, particularly the strategy to partner with developers. She talked about the affordability crisis in Emeryville and asked staff to consider working closely with the city of Emeryville if an opportunity to develop affordable housing in that city should emerge. Cmr. Gacoscas stated that the city of Union City supports affordable housing and will support HACA in these strategies. Cmr. Peixoto stated that HACA has come up with a good long-term strategy for affordable housing and recommended that staff work with city staff if any technical assistance is needed. He commented on the funding challenges at the federal level and stated that he supports these strategies. Cmr. Steiner commented that she is working with Pleasanton's city council and that she hopes to get a city councilmember on the Housing Commission to replace her when her term ends.

Public Hearing: Cmr. Gacoscas opened the public hearing at 8:50 a.m. No comments from the public were received. Cmr. Gacoscas closed the public hearing at 8:51 a.m.

## **5-2. ACTION: APPOINTMENT OF RESIDENT ADVISORY BOARD**

Ron Dion, Deputy Director for Programs, presented the staff report. Mr. Dion reported that the terms of the members of HACA's Resident Advisory Board have expired. He recommended that the Housing Commission appoint the program participants listed in the staff report and reported that staff will seek input from the RAB on HACA's 5-Year and Annual PHA Plan before it is submitted to the Housing Commission in April for final approval.

Recommendation: Appoint those on the list presented at the meeting to HACA's Resident Advisory Board.

Motion/Second: Asher/Steiner.

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

## **5-3. INFORMATION: RESPONSE TO COMMENTS re: HOLIDAYS**

Christine Gouig presented the staff report. Ms. Gouig reported that at the January Housing Commission meeting, members of the public commented on an executive order issued by President Obama to close federal offices on December 26, 2014 and that Cmr. Asher asked for clarification on language in the Memorandum of Understanding (MOU) between HACA and SEIU Local 1021 that pertains to this type of situation. Ms. Gouig read some of the provisions in the MOU for presidentially-declared holidays and explained that since this particular executive order did not declare December 26, 2014 a national holiday, staff determined that these provisions did not apply in this situation.

Commission Discussion: Cmr. Asher and Ms. Gouig discussed federal office closures and presidentially-declared holidays.

Public Comment: Cheri Keeling commented on and distributed a copy of the executive order referenced in this discussion. Santos Quintero, SEIU Local 1021 representative, commented on the executive order. Cmr. Asher asked that staff and the represented employees work on clarifying the process for situations when the president declares a national holiday. Ms. Gouig indicated that clarification of provisions in the MOU can be worked out through the labor negotiations process. Cmr. Gerry asked if HACA is an agency of the federal government and Ms. Gouig stated that HACA is not considered a federal agency.

**5-4. INFORMATION: BUDGET STATUS REPORT**

Cathy Leoncio presented the staff report.

Commission Discussion: Cmr. Peixoto and Ms. Leoncio discussed the projected expenses in the budget report.

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

Daniel Taylor, Special Programs Manager, presented the staff report. Mr. Taylor summarized the achievements of the FSS program in the past months and noted that in addition to reducing or eliminating the need for assistance for some FSS participants, the FSS program also helped one participant become a homeowner.

Commission Discussion: Cmr. Asher commented that it is wonderful to hear about the successes of the Family Self-Sufficiency program. Mr. Taylor invited her to attend the annual *It's Your Time to Shine* event and stated that this event highlights all of the achievements of the FSS program participants.

**6. COMMITTEE REPORTS**

Ms. Gouig announced that with the departure of former Senior Tenant Commissioner Maxine Haddock there is a vacancy on the Personnel Committee. Cmr. Gerry volunteered to serve. Ms. Gouig indicated that the appointment will be added to the March meeting agenda.

**7. COMMISSIONER REPORTS**

Cmr. Gerry commented on the Section 8 Average Contracts Rent report and asked for data on 1 and 2 bedroom units.

Cmr. Gacoscos reported that the city of Union City has received some complaints about Section 8 tenants. Ms. Gouig stated that HACA's fraud investigator can follow-up on these types of complaints and suggested that the city advise callers to contact HACA directly. Cmr. Gerry commented on the responsibilities of landlords to screen tenants and the actions available to landlords if tenants are not in compliance with a lease. Mr. Dion described the Section 8 program termination process.

**8. COMMUNICATIONS**

Ms. Gouig announced that one of the posters that HACA submitted for the National Association of Housing and Redevelopment Officials' (NAHRO) 2015 *What Home Means to Me* poster contest was

selected by the Northern California NAHRO Chapter for the regional competition in May.

Ms. Gouig reported that HACA's office will be closed on a number of days in February, provided the dates of the office closures, and described the different methods that were used to notify the public about these office closures.

Cmr. Asher and Ms. Gouig discussed using some of the winning posters from previous *What Home Means to Me* poster contests as art for the HACA Board Room walls.

**9. ADJOURNMENT**

There being no further business, Vice Chairperson Gacoscos adjourned the meeting at 9:26 a.m.

Respectfully Submitted,

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Melissa Taesali  
Executive Assistant

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Christine Gouig  
Executive Director/Housing Commission Secretary

**Approved:** 

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Don Biddle  
Housing Commission Chairperson

# **NEW BUSINESS**

**April 8, 2015**



**HOUSING AUTHORITY OF THE COUNTY OF ALAMEDA**

**AGENDA STATEMENT**

Meeting: April 8, 2015

Subject: Family Self-Sufficiency and Section 8 Homeownership

Exhibits Attached: Presentation slides

Recommendation: Receive presentation

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**DISCUSSION AND ANALYSIS**

In response to a request from some Commissioners, staff has prepared a presentation on the Family Self-Sufficiency (FSS) program and Section 8 Homeownership.

In this presentation your Commission will get an overview of the FSS program and learn what working with FSS means for program participants, what participants can gain from the FSS program, how the FSS escrow account works, and what is expected from FSS program participants.

Staff will also provide an overview of the services that are available to FSS program participants through the Section Homeownership program.

**Family Self-Sufficiency & Section 8 Homeownership**



"If you refuse to accept anything but the best, you'll get the best. Begin to live as you wish to live."  
-Anonymous

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**WHAT DOES SELF-SUFFICIENCY  
MEAN TO YOU?**

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**Foundation of Self-Sufficiency**



- 1) Recognizing YOUR strengths
- 2) Setting productive goals
- 3) Staying motivated
- 4) Owning your choices
- 5) Being proud of your accomplishments
- 6) Making your money grow

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### What does working with FSS mean?

Creating an action plan which can include:

- Employment
- Education
- Medical Coverage/Health Plans
- Child Care
- Self-Sufficiency Income

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### What Do Participants Get From FSS?

- Support from FSS staff
- Access to community resources
  - Sense of community @
- Home ownership counseling
- Opportunity to earn escrow
  - Workshops
  - Scholarship Program

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### What is the FSS Escrow Account?

- A savings account that accrues interest.
- The account belongs to HACA until a participant has successfully completed the FSS program.
- After successfully completing the FSS program the money is released to the FSS participant.
- Escrow is tax-free and can be used at the participant's discretion.
- Escrow amounts vary for all participants.



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### Earning Escrow!

- ❑ When a family's rent increases due to an increase in EARNED INCOME, a portion of the increase will be credited to the FSS escrow account on a monthly basis.
- ❑ Each time there is a change in the amount of escrow, the participant receives a letter stating the monthly deposit amount.
- ❑ Participants receive an annual statement of their escrow balance.



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### What does HACA expect from FSS Participants?

- ✓ Be willing to set and achieve SMART goals
- ✓ Work steadily on Self-Sufficiency goals
- ✓ Be willing to work with FSS for up to 5 years
- ✓ Participate ACTIVELY in workshops and events
- ✓ Abide by the terms of the lease with their landlord and be in good standing with HACA

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### Expectations (cont)

- ✓ Keep in touch with your FSS Coordinator on a monthly basis for the first 3 months and quarterly thereafter. In addition, there will be an annual appointment on the anniversary of your FSS enrollment, to review how the program is working for you and your participation in the program.
- ✓ If you PORT to another housing authority or LEAVE Section 8, your FSS Coordinator must be notified before you go.

HAVE FUN! ☺

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HACA AGENDA ITEM#: 5-1.

**How Do You Graduate?**

- o Complete all goals stated in your Contract of Participation
- o All household members must be off cash welfare assistance 12 full months before graduation date
  - o Be suitably employed

OR

- o Your Total Tenant Payment (TTP) equals or is greater than the Fair Market Rent

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**Section 8  
Home Ownership**



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**Using Your Section 8 Subsidy**

❖ Section 8 participants may purchase a home using their Section 8 housing subsidy to pay a portion of the mortgage payment. HACA has a program that makes this service available to FSS participants, graduates, the elderly, and the disabled.

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## Home Ownership

- **Educational Support**
  - Pre-purchase counseling
- Real estate contract, escrow & closing counseling
- **Financial Support**
  - Referrals to mortgage assistance programs
- **Practical Support**
  - Owning a home requires planning & budgeting
  - Post purchase counseling

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## I'm an FSS participant. How do I qualify for the home ownership program?

Each participant must qualify for 1<sup>st</sup> time home buyers' assistance, and a loan large enough to cover the purchase price of the home.

- ☐ His/Her credit score must be good- at least 640.
- ☐ She/He must be earning at least enough to cover their portion of the mortgage, and the other costs of owning a home.
- ☐ He/She must attend Money Management/Credit Repair workshops offered by the FSS program or other community based programs approved by HACA.

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## HACA Homeowners

- Since 1997, 46 HACA participants have purchased a home.
- HACA currently assists 6 participants with paying their mortgage.
- A few former program participants have used their escrow to purchase homes on their own.

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**HOUSING AUTHORITY OF THE COUNTY OF ALAMEDA**

**AGENDA STATEMENT**

Meeting: April 8, 2015

Subject: 5-Year Plan and Annual Plan

Exhibits Attached:

- Resolution No. 02-15
- HUD Certifications
- Minutes of the Resident Advisory Board Meeting
- Attachment A: HACA's 5-Year Plan for Fiscal Years 2015 – 2019 and Annual Plan for Fiscal Year 2015 – 2016

Recommendation: Adopt the Resolution authorizing staff to submit the Plans to HUD and any other information HUD requires in order to process the Plans

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**BACKGROUND**

HACA's 5-Year Plan is a general guide to HACA's policies, programs, operations, and strategies for meeting local housing needs for HACA Fiscal Years 2015-2019. HACA's Annual Plan provides similar guidance for HACA Fiscal Year 2015-2016.

Staff brought the draft Plans to you in February for your review and for you to conduct a public hearing. (The two Plans are consolidated on one HUD Form and its attachments.) No members of the public asked to be heard.

Staff met with the Resident Advisory Board (RAB) on March 24, 2014. Minutes of the meeting along with staff responses are attached. No elements of the Plans were challenged and no changes to the draft Plans are proposed in response to RAB input. Staff plans to meet again with the RAB before your April 8 meeting and will present RAB comments, if any, at your meeting.

Staff has prepared the draft Plans, using the template required by HUD. The Plans are due at HUD by April 15. HUD has 75 days to approve them. HUD will then post the approved Annual Plans on the HUD website.

**DISCUSSION AND ANALYSIS**

This iteration of the Plans contains three changes to the draft Plans presented to your Commission at your February meeting.

**Change#1:** Section 7.2.2. has been revised to acknowledge the continuation in force of the Significant Amendment to HACA's 2014 Annual Plan in order to adopt the resident rights, and participation, wait list and grievance procedure safeguards set forth under the guidelines of PIH Notice 2012-32, REV-1.

**Change #2:** As described by the Executive Director at your February meeting, Section 7.5.7. has been revised to add HACA's plans to further project-base Section 8 units by partnering with developers in the development and ownership of new or rehabilitated projects; and by acquiring existing rental properties for which low-income tax credits or tax exempt bonds can be obtained. Partnership or another profit-sharing arrangement would be a requirement to receive project-based vouchers.

**Change #3:** Section 10.1.2.1.1. has been revised to acknowledge that HACA has now received HUD approval of its application under the Rental Assistance Demonstration (RAD) Program to convert HACA's remaining 72 units of Public Housing to RAD Project-Based Voucher (PBV) assistance and to transfer the properties to PACH, Inc., HACA's controlled non-profit entity. By using RAD Section 8 Project-Based Vouchers, the units will remain permanently affordable to very low-income households.

HUD's award letter serves as HUD's issuance of a Commitment to Enter into a Housing Assistance Payments Contract (CHAP) with HACA for the conversion.

As stated in the agenda of the draft Plan presented to your Commission at your February meeting, the main changes to the Plans over the previous iteration, in addition to the three noted above, are:

### **Section 5.2 Goals and Objectives**

Revised to select the most relevant Goals and Objectives for addressing the most pressing renter Housing Needs identified in the Alameda County HOME Consortium's FY10-14 Consolidated Plan that are within HACA's Mission. (The Alameda County HOME Consortium's is currently in the process of drafting the FY15-19 Consolidated Plan.)

The Housing Needs of low, very low and extremely low income households are set forth in Section 9.0 of the HACA Plans, Housing Needs. They range from homelessness and tentative temporary housing to moderate and severe housing cost burdens. As the Consolidated Plan states, "These households often live from pay check to pay check and cannot afford to pay for both their housing and other basic necessities, such as food and clothing. They often do not have access to housing near work which is affordable and may face discrimination in finding affordable housing. Given the above factors, the housing they may find may be overcrowded, unsafe or rundown."

There are six Goals and their implementing Objectives on pages 1 and 2 of the Plans beginning with "Preserve the long-term financial viability of HACA's remaining 72 Public Housing units" and the three Objectives that support the Goal. Below in "Section 10.1 Progress in Meeting Mission and Goals," the Plans describe HACA's progress on each of three Goals as well as HACA's progress on each of the other Goals and Objectives.



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

In addition to the HUD approval of HACA's Rental Assistance Demonstration (RAD) Program application to dispose of HACA's remaining 72 units of Public Housing and to transfer them to a HACA-controlled non-profit entity, this Section was also revised to update HACA's progress in project-basing vouchers and the current status of plans to further project-base units.

**Section 10.1 Progress in Meeting Mission and Goals**

Revised to reflect the Goals and Objectives set forth in Section 5.2 above, and to list the current progress in meeting the Objectives. In particular, Section 10.1.3.2.1. provides a detailed description of HACA's progress in using Section 8 HCV project-basing to increase housing opportunities for special needs populations—the homeless (including veterans and those with children); mentally ill; persons with disabilities; and the elderly.

As in recent years, total Capital Funds are 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 by HUD formula and are shown on completed Forms HUD-50075.1 and -50075.2.

**HOUSING AUTHORITY OF THE COUNTY OF ALAMEDA**

**RESOLUTION NO. 02-15**

**RESOLUTION ADOPTING THE 2015-2019 FIVE-YEAR AND ANNUAL PUBLIC HOUSING AGENCY  
PLAN FOR THE JULY 1, 2015 - JUNE 30, 2015 FISCAL YEAR**

**WHEREAS**, the U.S. Department of Housing and Urban Development ("HUD") requires that housing authorities submit a 5-Year and an annual Public Housing Agency Plan ("PHA Plan"); and

**WHEREAS**, the Housing Authority of the County of Alameda ("HACA") has developed its 5-Year PHA Plan for fiscal years 2015-2019 and an annual PHA Plan for the fiscal year beginning July 1, 2015; and

**WHEREAS**, the proposed PHA Plan was made available for public inspection, a public hearing to discuss the proposed PHA Plan was held, and the HACA Resident Advisory Board ("RAB") was given the opportunity to review and comment on the proposed PHA Plan;

**NOW, THEREFORE, BE IT RESOLVED**, that the Housing Commission of the Housing Authority of the County of Alameda does hereby adopt the proposed Five-Year and annual PHA Plan as presented and authorizes the Executive Director or her designee to 1) sign and submit the 5-Year and annual PHA Plan to HUD and 2) sign and submit any other documents or information requested by HUD and 3) execute any and all documents that may be required to complete the 5-Year and annual PHA Plan approval process.

**PASSED, APPROVED, AND ADOPTED** by the Housing Commission of the Housing Authority of the County of Alameda on this \_\_\_\_\_ day of \_\_\_\_\_ 2015, by the following vote:

**AYES:**

**NAYS:**

**ABSTAIN:**

**EXCUSED:**

**ABSENT:**

\_\_\_\_\_  
Don Biddle,  
Housing Commission Chairperson

**Attest:**

\_\_\_\_\_  
Christine Gouig  
Executive Director/Housing Commission Secretary

**Adopted:**\_\_\_\_\_

**PHA Certifications of Compliance  
with PHA Plans and Related  
R e g u l a t i o n s**

U.S. Department of Housing and Urban Development  
Office of Public and Indian Housing  
OMB No. 2577-0226  
Expires 08/30/2011

HACA Resolution No. 02-15

**PHA Certifications of Compliance with the PHA Plans and Related Regulations:  
Board Resolution to Accompany the PHA 5-Year and Annual PHA Plan**

*Acting on behalf of the Board of Commissioners of the Public Housing Agency (PHA) listed below, as its Chairman or other authorized PHA official if there is no Board of Commissioners, I approve the submission of the X 5-Year and/or X Annual PHA Plan for the PHA fiscal year beginning, hereinafter referred to as "the Plan", of which this document is a part and make the following certifications and agreements with the Department of Housing and Urban Development (HUD) in connection with the submission of the Plan and implementation thereof:*

1. The Plan is consistent with the applicable comprehensive housing affordability strategy (or any plan incorporating such strategy) for the jurisdiction in which the PHA is located.
2. The Plan contains a certification by the appropriate State or local officials that the Plan is consistent with the applicable Consolidated Plan, which includes a certification that requires the preparation of an Analysis of Impediments to Fair Housing Choice, for the PHA's jurisdiction and a description of the manner in which the PHA Plan is consistent with the applicable Consolidated Plan.
3. The PHA certifies that there has been no change, significant or otherwise, to the Capital Fund Program (and Capital Fund Program/Replacement Housing Factor) Annual Statement(s), since submission of its last approved Annual Plan. The Capital Fund Program Annual Statement/Annual Statement/Performance and Evaluation Report must be submitted annually even if there is no change.
4. The PHA has established a Resident Advisory Board or Boards, the membership of which represents the residents assisted by the PHA, consulted with this Board or Boards in developing the Plan, and considered the recommendations of the Board or Boards (24 CFR 903.13). The PHA has included in the Plan submission a copy of the recommendations made by the Resident Advisory Board or Boards and a description of the manner in which the Plan addresses these recommendations.
5. The PHA made the proposed Plan and all information relevant to the public hearing available for public inspection at least 45 days before the hearing, published a notice that a hearing would be held and conducted a hearing to discuss the Plan and invited public comment.
6. The PHA certifies that it will carry out the Plan in conformity with Title VI of the Civil Rights Act of 1964, the Fair Housing Act, section 504 of the Rehabilitation Act of 1973, and title II of the Americans with Disabilities Act of 1990.
7. The PHA will affirmatively further fair housing by examining their programs or proposed programs, identify any impediments to fair housing choice within those programs, address those impediments in a reasonable fashion in view of the resources available and work with local jurisdictions to implement any of the jurisdiction's initiatives to affirmatively further fair housing that require the PHA's involvement and maintain records reflecting these analyses and actions.
8. For PHA Plan that includes a policy for site based waiting lists:
  - The PHA regularly submits required data to HUD's 50058 PIC/IMS Module in an accurate, complete and timely manner (as specified in PIH Notice 2006-24);
  - The system of site-based waiting lists provides for full disclosure to each applicant in the selection of the development in which to reside, including basic information about available sites; and an estimate of the period of time the applicant would likely have to wait to be admitted to units of different sizes and types at each site;
  - Adoption of site-based waiting list would not violate any court order or settlement agreement or be inconsistent with a pending complaint brought by HUD;
  - The PHA shall take reasonable measures to assure that such waiting list is consistent with affirmatively furthering fair housing;
  - The PHA provides for review of its site-based waiting list policy to determine if it is consistent with civil rights laws and certifications, as specified in 24 CFR part 903.7(c)(1).
9. The PHA will comply with the prohibitions against discrimination on the basis of age pursuant to the Age Discrimination Act of 1975.
10. The PHA will comply with the Architectural Barriers Act of 1968 and 24 CFR Part 41, Policies and Procedures for the Enforcement of Standards and Requirements for Accessibility by the Physically Handicapped.
11. The PHA will comply with the requirements of section 3 of the Housing and Urban Development Act of 1968, Employment Opportunities for Low- or Very-Low Income Persons, and with its implementing regulation at 24 CFR Part 135.
12. The PHA will comply with acquisition and relocation requirements of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 and implementing regulations at 49 CFR Part 24 as applicable.

13. The PHA will take appropriate affirmative action to award contracts to minority and women's business enterprises under 24 CFR 5.105(a).
14. The PHA will provide the responsible entity or HUD any documentation that the responsible entity or HUD needs to carry out its review under the National Environmental Policy Act and other related authorities in accordance with 24 CFR Part 58 or Part 50, respectively.
15. With respect to public housing the PHA will comply with Davis-Bacon or HUD determined wage rate requirements under Section 12 of the United States Housing Act of 1937 and the Contract Work Hours and Safety Standards Act.
16. The PHA will keep records in accordance with 24 CFR 85.20 and facilitate an effective audit to determine compliance with program requirements.
17. The PHA will comply with the Lead-Based Paint Poisoning Prevention Act, the Residential Lead-Based Paint Hazard Reduction Act of 1992, and 24 CFR Part 35.
18. The PHA will comply with the policies, guidelines, and requirements of OMB Circular No. A-87 (Cost Principles for State, Local and Indian Tribal Governments), 2 CFR Part 225, and 24 CFR Part 85 (Administrative Requirements for Grants and Cooperative Agreements to State, Local and Federally Recognized Indian Tribal Governments).
19. The PHA will undertake only activities and programs covered by the Plan in a manner consistent with its Plan and will utilize covered grant funds only for activities that are approvable under the regulations and included in its Plan.
20. All attachments to the Plan have been and will continue to be available at all times and all locations that the PHA Plan is available for public inspection. All required supporting documents have been made available for public inspection along with the Plan and additional requirements at the primary business office of the PHA and at all other times and locations identified by the PHA in its PHA Plan and will continue to be made available at least at the primary business office of the PHA.
21. The PHA provides assurance as part of this certification that:
  - (i) The Resident Advisory Board had an opportunity to review and comment on the changes to the policies and programs before implementation by the PHA;
  - (ii) The changes were duly approved by the PHA Board of Directors (or similar governing body); and
  - (iii) The revised policies and programs are available for review and inspection, at the principal office of the PHA during normal business hours.
22. The PHA certifies that it is in compliance with all applicable Federal statutory and regulatory requirements.

Housing Authority of the County of Alameda  
PHA Name

CA067  
PHA Number/HA Code

5-Year PHA Plan for Fiscal Years 20<sup>15</sup> - 20<sup>19</sup>

Annual PHA Plan for Fiscal Years 20<sup>15</sup> - 20<sup>16</sup>

I hereby certify that all the information stated herein, as well as any information provided in the accompaniment herewith, is true and accurate. **Warning:** HUD will prosecute false claims and statements. Conviction may result in criminal and/or civil penalties. (18 U.S.C. 1001, 1010, 1012; 31 U.S.C. 3729, 3802)

Name of Authorized Official	Title
Don Biddle	Housing Commission Chairperson
Signature	Date
	April 8, 2015

**Civil Rights Certification**

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

**Civil Rights Certification****Annual Certification and Board Resolution**

*Acting on behalf of the Board of Commissioners of the Public Housing Agency (PHA) listed below, as its Chairman or other authorized PHA official if there is no Board of Commissioner, I approve the submission of the Plan for the PHA of which this document is a part and make the following certification and agreement with the Department of Housing and Urban Development (HUD) in connection with the submission of the Plan and implementation thereof:*

The PHA certifies that it will carry out the public housing program of the agency in conformity with title VI of the Civil Rights Act of 1964, the Fair Housing Act, section 504 of the Rehabilitation Act of 1973, and title II of the Americans with Disabilities Act of 1990, and will affirmatively further fair housing.

Housing Authority of the County of Alameda

CA067

PHA Name

PHA Number/HA Code

I hereby certify that all the information stated herein, as well as any information provided in the accompaniment herewith, is true and accurate. Warning: HUD will prosecute false claims and statements. Conviction may result in criminal and/or civil penalties. (18 U.S.C. 1001, 1010, 1012; 31 U.S.C. 3729, 3802)	
Name of Authorized Official  Don Biddle	Title  Housing Commission Chairperson
Signature	Date 04/08/2015

**Housing Authority of the County of Alameda (HACA)  
Resident Advisory Board (RAB) Meeting  
March 24, 2015, 6:00 P.M.**

**5-Year Plan for HACA Fiscal Years 2015 – 2019; HACA Annual Plan for HACA Fiscal Year  
2015 - 2016**

**Summary**

**Resident Advisory Board Members**

**Present:**

Helen Iosefa

**Absent:**

Tonya Fuller-Bryant

Sherett Lawrence

Goljan Zamani

Maya Nelson

Tammie Perry

Ilahna Johnson-Aziz

Sarah Bahadur

**HACA Staff:**

**Present:**

Ron Dion, Deputy Director for Programs

The RAB met by conference call at 6:00 PM, at which time Ron Dion described the requirements for the 5-Year and Annual Plans (Plans) and the process that HACA follows in developing the Plans, namely:

- staff development of the draft Plans;
- submission of the draft Plans to the HACA Housing Commission for its review and for it to conduct a public hearing to accept comments;
- review of the draft Plans with the RAB for information and comments;
- submission of the proposed Plans to the HACA Housing Commission for approval along with a description of challenges to any elements of the Plans from the RAB and staff responses to the challenges; and
- submission of the Plans approved by the Housing Commission to HUD.

All RAB members had been mailed the draft Plans prior to the conference call.

Mr. Dion presented an overview of the Plans, including:

- Section 5.2, Goals and Objectives;
- Section 7, Hope VI, Mixed Finance Modernization or Development, Demolition and/or Disposition, Conversion of Public Housing, Homeownership Programs, and Project-Based Vouchers; and
- Section 10.1, Progress in Meeting Mission and Goals.

No elements of the Plans were challenged and staff proposes no change to the draft presented to the Housing Commission for review at its January 14, 2015 meeting other than the change to Section 7 described in the Agenda Statement for the Plans.

The meeting adjourned at 6:22 PM.

**HOUSING AUTHORITY OF THE COUNTY OF ALAMEDA**

**AGENDA STATEMENT**

Meeting: April 8, 2015

Subject: Utility Allowance Schedule

Exhibits Attached:               - Resolution 03-15  
  - Proposed 07/01/2014 Utility Allowance Schedule

Recommendation: Adopt the attached Resolution

Financial Statement: Estimated \$896,328 increase in Section 8 program costs for FY 2016  
and subsequent fiscal years.

Estimated \$8,592 increase in Public Housing program costs for FY 2016  
and subsequent fiscal years.

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**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. It is not meant to be an exact reimbursement of a household's actual utility costs.

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**

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 was a Community Outreach Contractor for PG&E, and still provides information, applications and assistance to Section 8 households and the public wishing to apply for the CARE program. In 2009, HACA surveyed its Section 8 participants to determine if they are participating in the CARE program. Seventy-percent (70%) of participants responded and we found that nearly 90% of them were 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.) As of February 2013, PG&E reported that 98% of the households eligible for the CARE program in Alameda County are enrolled in the 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 2015. This year, gas rates increased by 11%. The proposed utility allowance schedule reflects increases from \$0-\$9.

**Electricity:** Rates increased in November 2004 and had not changed until March 2014 when they increased by 3%. This year, electricity rates increased by 12%. The proposed utility allowance schedule reflects increases from \$0-\$7.

**Water:** Water rates increased by 8-28% last year; however, only increased by 0-1.5% this year. Consequently, the current HACA allowances for water are not changed on the schedule.

**Sewer:** Sewer rates increased by 5% this year for both single family homes and attached homes. The proposed utility allowance schedule reflects increases from \$0-\$4.

**Garbage:** In both 2013 and 2014, garbage rates increased by 2-4%. This year, garbage rates increased again by 2-4%. The proposed utility allowance schedule reflects increases from \$0-\$7.

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



**HOUSING AUTHORITY OF THE COUNTY OF ALAMEDA**

**RESOLUTION NO. 03-15**

**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 of the Housing Authority of the County of Alameda does hereby adopt the utility allowance schedule presented at this meeting with an effective date of July 1, 2015 for annual re-examinations and move-ins with an effective date of July 1, 2015 or later.

**PASSED, APPROVED, AND ADOPTED** by the Housing Commission of the Housing Authority of the County of Alameda on April 8, 2015 by the following vote:

**AYES:**

**NOES:**

**ABSTAIN:**

**EXCUSED:**

**ABSENT:**

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Don Biddle  
Housing Commission Chairperson

**Attest:**

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Christine Gouig  
Executive Director/Housing Commission Secretary

**Adopted: April 8, 2015**

**Housing Authority of Alameda County**  
**Section 8 Utility Allowance Schedule**  
**Effective 07/01/2015 for Re-examinations and Move-Ins Effective 07/01/2015 or Later**

<b>Single Family Homes</b>	<b>Studio</b>	<b>1 BR</b>	<b>2 BR</b>	<b>3 BR</b>	<b>4 BR</b>	<b>5 BR</b>	<b>6 BR</b>
Electric Heating	10	10	21	27	46	50	58
Gas Heating	15	19	24	29	33	41	47
Electric Cooking	2	2	3	3	3	4	5
Gas Cooking	2	3	3	3	3	3	3
Electric Hot Water	12	13	22	29	30	29	30
Gas Hot Water	7	10	13	18	20	23	26
Refrigerator (If tenant-supplied)	2	2	2	2	2	2	2
Stove (If tenant-supplied)	2	2	2	2	2	2	2
Water	28	39	50	61	78	89	102
Sewer	27	27	27	27	27	27	29
Trash	25	25	25	45	45	66	76
Other Electric	13	17	23	28	32	35	40

<b>Attached Homes</b>	<b>Studio</b>	<b>1 BR</b>	<b>2 BR</b>	<b>3 BR</b>	<b>4 BR</b>	<b>5 BR</b>	<b>6 BR</b>
Electric Heating	9	9	13	16	19	29	33
Gas Heating	10	15	17	20	22	23	26
Electric Cooking	2	2	3	3	3	4	5
Gas Cooking	2	3	3	3	3	3	3
Electric Hot Water	12	13	23	29	30	29	30
Gas Hot Water	7	10	13	18	21	24	28
Refrigerator (If tenant-supplied)	2	2	2	2	2	2	2
Stove (If tenant-supplied)	2	2	2	2	2	2	2
Water	22	34	40	49	68	72	83
Sewer	21	21	21	21	21	21	24
Trash	25	25	25	45	45	66	76
Other Electric	13	17	23	28	32	35	40

**HOUSING AUTHORITY OF THE COUNTY OF ALAMEDA**

**AGENDA STATEMENT**

Meeting: April 8, 2015

Subject: Executive Director Evaluation and Compensation

Exhibits Attached: None

Personnel Committee Adjust vacation benefit and salary  
Recommendation:

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**Background**

The executive director began her tenure at the Housing Authority nine years ago, on March 26, 2006. The Commission appointed its Personnel Committee to oversee a performance evaluation process in November 2008. In January 2009, after meeting with the executive director and reviewing a written report describing her accomplishments, the Committee recommended to the Housing Commission an increase in salary and certain benefits. This was the first salary increase the executive director had received since beginning work at the Housing Authority almost three years earlier.

At the time the Commission approved this increase it stated that it planned to perform an evaluation of the executive director annually, after the close of the Housing Authority's fiscal year. However, time elapsed and the Commission didn't designate its Personnel Committee to undertake the executive director's evaluation until October 2010. The Committee met with the executive director in January 2011, two years after the last evaluation, and reviewed a written summary of goals, accomplishments and issues prepared by the executive director. At that time the Committee found the executive director's performance to be excellent and thanked her for her good work. However, due to fiscal constraints and the gloomy funding outlook, the executive director did not ask for a salary increase but did request an adjustment to her vacation balance and deferred compensation, which the Commission approved at its February 2011 meeting.

Again, at that time, the Personnel Committee stated the importance of regular evaluations and urged the Commission to schedule the executive director's future evaluations for every September, after the close of the Housing Authority's fiscal year and HUD reporting period. However, time elapsed and the Personnel Committee did

not take up the executive director's evaluation until September 2014, three and one-half years after the last evaluation. The Committee met a second time with the executive director in February and has prepared this recommendation for your Commission's consideration.

### **Discussion**

The Personnel Committee is concerned that the executive director has been in her position for nine years yet has had only two evaluations and two salary or benefit adjustments to date, as follows:

Action	Date	Elapsed Time
Hire date	March 2006	
First evaluation and salary adjustment	January 2009	3 years
Second evaluation and benefit adjustment	February 2011	2 years
Third evaluation and salary adjustment (recommended)	April 2015	4 years

Positions at the Housing Authority have salary ranges assigned to them and employees in those positions have received increases within their range annually, generally reaching the top within five-six years.

The Personnel Committee reviewed the executive director's performance and is pleased to report to your Commission that it has found her performance to be excellent. As a result, the Committee recommends an increase of 5% in salary (which still does not take the executive director to the top of the position range) and the one-time immediate addition of two weeks to the executive director's vacation balance. All other compensation remains the same.

The Personnel Committee further recommends that the executive director's evaluation be conducted annually in September, after the close of the Housing Authority's fiscal year and HUD reporting period.

**HOUSING AUTHORITY OF THE COUNTY OF ALAMEDA**

**AGENDA STATEMENT**

Meeting: April 8, 2015

Subject: Personnel Committee Appointment

Exhibits Attached: None

Recommendation: Appoint Commissioner Gerry to the Personnel Committee

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**BACKGROUND**

The Housing Authority's by-laws provide for a four-person Personnel Committee to assist the Commission in various Housing Authority personnel actions designated within the scope of the Housing Authority's Personnel Rules. The current membership of the Personnel Committee is as follows:

Don Biddle  
Marvin Peixoto (Chairperson)  
Christine Steiner

With the departure of former Senior Tenant Commissioner Maxine Haddock your Commission will need to appoint a member to the Personnel Committee. At your last meeting Commissioner Gerry volunteered, although no action was taken as the matter was not on your agenda. If you and Commissioner Gerry mutually remain interested your Commission can make the appointment at today's meeting or, if not, appoint another Commissioner.

**HOUSING AUTHORITY OF THE COUNTY OF ALAMEDA**

**AGENDA STATEMENT**

Meeting: April 8, 2015

Subject: Budget/Audit/Negotiations Committee

Exhibits Attached: None

Recommendation: Appoint Committee Members

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**BACKGROUND**

In February 2011, your Commission combined the Budget/Audit Committee with the Negotiations Committee since the outcomes of the budget and the negotiations processes are so closely linked to one another.

**DISCUSSION**

The duties of the Budget/Audit/Negotiations Committee include:

- Reviewing the draft budget prepared by staff and communicating to the Commission its recommendations related to the budget;
- Meeting and consulting with management during the labor negotiating process as it relates to the memorandum of understanding (MOU) between HACA and SEIU 1021;
- Overseeing the independence and performance of the independent auditors;
- Providing an avenue of communication among the independent auditors, staff, and the Commissioners; and
- 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.

Your Commission needs to appoint a Budget/Audit/Negotiations Committee for the Fiscal Year 2015-2016. Commissioners Don Biddle, Mark Gerry and Christine Steiner comprised the Committee last year. These Commissioners can be appointed to this year's Committee, if they wish to serve again, or your Commission may appoint new members. The Committee may have no more than six members.

**HOUSING AUTHORITY OF THE COUNTY OF ALAMEDA**

**AGENDA STATEMENT**

Meeting: April 8, 2015

Subject: Scholarship Committee Appointments

Exhibits Attached: None

Recommendation: Appoint Committee Members

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**DISCUSSION**

Each year, the HACA Scholarship Program provides an opportunity for residents of the Public Housing program and participants of the Family Self-Sufficiency (FSS) program to apply for a scholarship that can be used to pay for eligible expenses related to their education. Scholarships, not to exceed \$12,750 in total, are awarded each year by the Scholarship Committee.

Your Commission needs to appoint a Scholarship Committee for 2015 to work with staff on reviewing this year's scholarship applications and making award recommendations to the Commission for final approval. The Scholarship Committee usually has one meeting via telephone although there is quite a lot of reading involved as the Committee reviews all applications that are submitted.

Commissioners Ana Apodaca, Jac Asher, Ruth Cashmere, Anu Natarajan and Pat Gacoscos comprised the Committee last year. With the exception of former Commissioners Apodaca and Natarajan these Commissioners can be appointed to this year's Committee, if they wish to serve again, or your Commission may appoint new members.

**HOUSING AUTHORITY OF THE COUNTY OF ALAMEDA**

**AGENDA STATEMENT**

Meeting: April 8, 2015

Subject: Amend Contract with URS Corporation

Exhibits Attached: None

Recommendation: Ratify your January approval of the contract amendment

Financial Statement: \$9,000 from the Local Fund

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**BACKGROUND**

The completion of the office remodel project required our construction management company, URS Corporation, to perform inspections and prepare critical reports. On January 14, 2015, due to the urgency of the work to be performed, staff requested your verbal approval to add \$9,000 to the URS contract and your Commission gave such approval.

Funding for the contract amendment is from the Housing Authority Local Fund. Staff requests that your Commission ratify your January 14, 2015 verbal approval to amend the URS contract by adding \$9,000 to the contract between URS and HACA.



**HOUSING AUTHORITY OF THE COUNTY OF ALAMEDA**

**AGENDA STATEMENT**

Meeting: April 8, 2015

Subject: Procurement Award Information

Exhibits Attached: None

Recommendation: Information only

Financial Statement: As indicated below

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**BACKGROUND**

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

**DISCUSSION AND ANALYSIS**

On November 19, 2014, staff issued a Quotation for Small Purchases (QSP) to obtain Physical Condition Assessment (PCA) services for HACA's 72 Public Housing units along with other units owned by HACA and PACH. The detailed PCA reports are a requirement of the Rental Assistance Demonstration (RAD) program, a program which allows flexibility in the funding sources used for the rehabilitation and maintenance of public housing properties. In addition to the PCAs performed on the 72 public housing units, assessments will be performed on the remaining properties owned or managed by HACA, providing valuable information for long term capital improvements planning and financial forecasting. Funding for the PCA services comes from the public housing budget for the 72 public housing units and from the PACH budget for the PACH units.

No.	Bid Released	Contractor	Property Location	Contract Award
1	November 19, 2014	EMG Corporation Concord, CA	Emery Glen / Mission View (Public Housing)	\$10,988
			Remaining Properties	\$20,757
			TOTAL CONTRACT	\$31,745

**HOUSING AUTHORITY OF THE COUNTY OF ALAMEDA**

**AGENDA STATEMENT**

Meeting: April 8, 2015

Subject:	Project-Based One-Bedroom Elderly Only and Elderly/Disabled Wait List Opening
Exhibits Attached:	Application Statistics
Recommendation:	Receive Report
Financial Statement:	None

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**DISCUSSION**

The wait list opening for applicants eligible to occupy one-bedroom Project-Based units for elderly only and elderly/disabled households at one or more of four Project-Based properties began on January 21 and closed February 4. 3,371 applications were submitted and 2,510 eligible applications were placed on the wait list. The 861 applications that were rejected were either duplicates or were from households that were not elderly or disabled or that didn't qualify for a one-bedroom unit.

The Project-Based units are in Dublin (Wexford Way), Hayward (Mayten Manor) and Union City (Nidus Court and Dyer Street). Applications were accepted on-line only and could be submitted anytime day or night during the opening period from any computer with Internet access. No paper applications were accepted.

Announcements about the wait list opening were sent to the Alameda County Board of Supervisors, other elected officials, city housing departments, community-based organizations, local libraries and Bay Area housing authorities. Advertisements were placed on HACA's website and in local newspapers, including newspapers targeted to minority populations.

Staff also communicated with community-based organizations to educate them on how to provide assistance with the on-line application to their disabled and non-English speaking clients.

The opening went very smoothly. In addition to the support received from community-based organizations, HACA provided two computers in its office lobby for applicants with disabilities, limited English proficiency and for those without Internet access. Staff provided assistance with

HACA AGENDA ITEM#: 5-10.

completing the application, if needed. However, less than 40 visitors needed assistance during the 14-day opening, which is consistent with what we've heard from other housing authorities as everyone moves toward on-line applications only.

HACA anticipates opening the wait list for all programs, including Section 8, and all household sizes some time this calendar year.

HACA AGENDA ITEM#: 5-10.

Applications Overview		
Applications Received	Applications Accepted to WL	Applications Denied Entry to Wait List
3371	2510	861

Elderly/Disabled		
Elderly	685	27%
Disabled	1317	52%
Both	508	20%
Total	2510	100%

Race		
American Indian or Alaska Native	24	1%
Asian	524	21%
Black or African American	1075	43%
Native Hawaiian or Other Pacific Islander	34	1%
White	571	23%
More Than One Race	80	3%
Did Not Disclose Race	202	8%
Total	2510	100%

Property Applied For		
Carlow Court (Dublin-Elderly Only)	1062	42%
Dyer St (Union City-Elderly Only)	1169	47%
Mayten Manor (Hayward-Elderly/Disabled)	2194	87%
Nidus Ct (Union City-Elderly Only)	1172	47%

Denied Applications		
Reason Denied		
Convicted for Manufacture of Methamphetamines		13
Could Not Determine Eligibility (not disabled and no DoB)		1
Duplicate Application		111
Not Elderly but Disabled-Did not Select Mayten Manor		54
Not Elderly or Disabled		255
Not Eligible for a 1-Bedroom Unit		361
Over Income for Household Size		44
Registered Sex Offender		22
Total		861

Applications Completed by Language		
English	3166	94%
Cantonese	140	4%
Spanish	26	1%
Vietnamese	39	1%
Total	3371	100%

Language Needs Translation (of 2,510 Applications Received)		
Cantonese	121	5%
Farsi	59	2%
Spanish	30	1%
Vietnamese	41	2%
Other (of these 125 indicated Mandarin)	193	8%
Total	444	18%

**HOUSING AUTHORITY OF THE COUNTY OF ALAMEDA**

**AGENDA STATEMENT**

Meeting: April 8, 2015

Subject: Quarterly Investment Portfolio Report

Exhibits Attached: Investment Portfolio Report for Quarter ended March 31, 2015

Recommendation: Receive Report

Financial Statement: \$10,054,845 Invested at an Average Monthly Yield ranging from 0.04% to 0.266% (excluding FSS Escrow Participant Accounts)

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**BACKGROUND**

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

**DISCUSSION AND ANALYSIS**

The investment portfolio report that is attached reflects the investments at quarter ending March 31, 2015 for each program that HACA administers. \$5.34M or 53% of the total portfolio is invested in Union Bank commercial papers and \$4.7M or 47% is in the State of California Local Agency Investment Fund (LAIF).

The Housing Choice Voucher program has a total investment of about \$1.5M, which is 15% of the total investment portfolio. As HACA uses Net Restricted Assets (NRA) to augment insufficient HUD HAP funding and due to the re-establishment of HUD-held program reserves, amounts available for investment continue to decrease and the duration to maturity will become shorter and shorter.

The Housing Development Fund has a total investment of \$4,715,649, which is 47% of the total investment portfolio and entirely in LAIF. Progress payments for the building remodel and other relocation expenses continue to decrease the amount available for future reinvestments although these are ending.

The Public Housing program has a total investment of about \$1.5M, which is 15% of the total investment portfolio.

PACH, Ocean Avenue and Park Terrace investments are 12%, 1% and 10% of the total investment, respectively.

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

Housing Authority of Alameda County  
Investment Portfolio  
For the Quarter ended March 31, 2015

PROGRAM NAME	TYPE OF ACCOUNT	AMOUNT	INTEREST RATE	MATURITY DATE
Conventional PH	Union Bank N.A. Commercial Paper	\$ 1,499,703.75	0.09002%	4/30/15
PACH	Union Bank N.A. Commercial Paper	\$ 1,199,763.00	0.09002%	4/30/15
Ocean Avenue	Union Bank N.A. Commercial Paper	\$ 139,972.35	0.09002%	4/30/15
Park Terrace	Union Bank N.A. Commercial Paper	\$ 999,802.50	0.09002%	4/30/15
HCV	Union Bank N.A. Commercial Paper	\$ 1,499,955.00	0.04000%	3/9/15
	Sub-total	\$ 5,339,196.60		
Housing Dev Fund	State of CA - Local Agency Investment Fund	\$ 4,715,648.63	0.26600%	N/A
<b>TOTAL</b>		<b>\$ 10,054,845.23</b>		

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

\_\_\_\_\_  
Christine Gouig  
Executive Director

\_\_\_\_\_  
Date

# **BUDGET STATUS**

# **REPORT**

Housing Authority of Alameda County  
HOUSING CHOICE VOUCHER  
Administrative Budget Status Report FYE 2014-2015  
February 2015

FY 2015 - HCV OPERATING BUDGET	Budgeted @ 2/28/2015	Actual @ 2/28/2015	OVER (UNDER)	PROJECTED TO 6/30/15	SCH. NO.	2014 BUDGET	2015 BUDGET	DIFFERENCE
<b>INCOME</b>								
Investment Income	1,120	433	(687)	649	A1	3,600	1,680	(1,920)
Misc. Income	230,667	214,756	(15,910)	322,134	A1	346,000	346,000	0
Grant Income	233,333		(233,333)	350,000		0	350,000	
Administrative Fee Income	4,464,684	4,605,255	140,571	6,697,025	A	6,582,930	6,697,025	114,095
<b>TOTAL INCOME</b>	<b>4,929,804</b>	<b>4,820,443</b>	<b>(109,360)</b>	<b>7,369,809</b>		<b>6,932,530</b>	<b>7,394,705</b>	<b>462,175</b>
<b>EXPENSES</b>								
Administration								
Salaries	(2,690,529)	(2,511,282)	179,247	(4,035,794)	B-1&2	(3,857,494)	(4,035,794)	(178,300)
Other Admin.	(891,415)	(862,131)	29,283	(1,293,197)	C-1&2	(1,313,499)	(1,337,122)	(23,623)
Total	(3,581,944)	(3,373,413)	208,531	(5,328,990)		(5,170,993)	(5,372,915)	(201,923)
General								
Insurance	(135,502)	(119,509)	15,993	(179,263)	E	(182,340)	(203,253)	(20,913)
Employee Benefits	(1,399,075)	(1,385,372)	13,704	(2,098,613)		(2,005,897)	(2,098,613)	(92,716)
Miscellaneous	0	0	0	0		0	0	0
Total	(1,534,577)	(1,504,880)	29,697	(2,277,876)		(2,188,237)	(2,301,865)	(113,629)
Total Routine Expenses	(5,116,521)	(4,878,293)	238,227	(7,606,866)		(7,359,229)	(7,674,781)	(315,551)
Capital Expenditures	0	0	0	0	D2	0	0	0
<b>TOTAL EXPENSES</b>	<b>(5,116,521)</b>	<b>(4,878,293)</b>	<b>238,227</b>	<b>(7,606,866)</b>		<b>(7,359,229)</b>	<b>(7,674,781)</b>	<b>(315,551)</b>
Income (Deficit) UNSPECIFIED BUDGET REDUCTION						(426,699)	(280,075)	
<b>NET INCOME (DEFICIT)</b>	<b>(186,717)</b>	<b>(57,850)</b>	<b>128,867</b>	<b>(237,057)</b>		<b>(426,699)</b>	<b>(280,075)</b>	<b>146,624</b>

Unrestricted Net Assets @ 6/30/14  
Projected Income (Deficit) @ 6/30/15  
Projected Unrestricted Net Assets @ 6/30/15

\$ 1,950,964  
**(237,057)**  
\$ 1,713,907



Housing Authority of Alameda County  
PUBLIC HOUSING  
Administrative Budget Status Report FYE 2014-2015  
February 2015

FY 2015 - PH OPERATING BUDGET	YTD BUDGET 2/28/2015	YTD ACTUALS 2/28/15	OVER/ (UNDER) BUDGET	Projected to 6/30/15	SCH. NO.	2014 BUDGET	2015 BUDGET	Difference
<b>INCOME</b>								
Dwelling Rentals	232,819	260,363	27,544	390,545	A-1	390,545	349,229	(41,316)
Office Rental (Mission Blvd-net)	0	0	0	0	A	46,688	0	(46,688)
Investment Income	443	373	(70)	560	A	2,200	665	(1,535)
Misc. Income	47,500	52,909	5,409	71,250	A-1	71,250	71,250	0
Operating Subsidy	107,887	313,488	205,600	161,830	A-1	205,974	161,830	(44,144)
Asset Reposition Fee	117,046	0	(117,046)	175,568	A-1	185,237	175,568	(9,669)
Capital Grant	136,000	121,753	(14,247)	182,630	A-1	29,559	204,000	174,441
<b>TOTAL INCOME</b>	<b>641,695</b>	<b>748,887</b>	<b>107,192</b>	<b>982,384</b>		<b>931,454</b>	<b>962,542</b>	<b>31,088</b>
<b>EXPENSES</b>								
<b>Administration</b>					B-1&2			
Salaries	(139,979)	(145,961)	(5,982)	(210,832)	C-1	(226,217)	(209,968)	16,249
Other Admin.	(64,342)	(37,181)	27,161	(55,771)		(28,830)	(96,513)	(67,683)
<b>Total</b>	<b>(204,321)</b>	<b>(183,142)</b>	<b>21,179</b>	<b>(266,604)</b>		<b>(255,047)</b>	<b>(306,481)</b>	<b>(51,435)</b>
<b>Tenant Services</b>								
Resident Managers	(3,667)	(400)	3,267	(5,500)		(5,500)	(5,500)	0
Recreation	(5,000)	0	5,000	(7,500)		(7,500)	(7,500)	0
<b>Total</b>	<b>(8,667)</b>	<b>(400)</b>	<b>8,267</b>	<b>(13,000)</b>		<b>(13,000)</b>	<b>(13,000)</b>	<b>0</b>
<b>Utilities</b>								
Water	(33,387)	(25,219)	8,169	(37,828)		(50,081)	(50,081)	0
Electricity	(12,667)	(7,601)	5,066	(11,402)		(19,000)	(19,000)	0
Gas	(933)	(708)	226	(1,062)		(1,400)	(1,400)	0
Sewage	(17,600)	(7,566)	10,034	(11,349)		(26,400)	(26,400)	0
<b>Total</b>	<b>(64,587)</b>	<b>(41,094)</b>	<b>23,495</b>	<b>(61,641)</b>		<b>(96,881)</b>	<b>(96,881)</b>	<b>0</b>
<b>Maintenance</b>					B-2			
Salaries	(47,215)	(49,970)	(2,755)	(72,179)	D	(69,983)	(70,822)	(839)
Materials	(29,269)	(12,694)	16,575	(46,088)		(51,942)	(43,904)	8,038
Contract Costs	(239,223)	(183,497)	55,726	(325,245)	D	(368,818)	(358,834)	9,984
<b>Total</b>	<b>(315,707)</b>	<b>(246,161)</b>	<b>69,546</b>	<b>(443,512)</b>		<b>(490,743)</b>	<b>(473,560)</b>	<b>17,183</b>
<b>General</b>					E			
Insurance	(18,950)	(15,153)	3,798	(26,652)		(41,081)	(28,426)	12,656
Tax-In Lieu Of	(16,823)	(16,824)	(0)	(25,235)		(29,366)	(25,235)	4,132
Employee Benefits	(97,341)	(59,046)	38,294	(147,166)		(154,024)	(146,011)	8,013
Collection Loss	(667)	0	667	0		(1,000)	(1,000)	0
Miscellaneous	(667)	0	667	0		(1,000)	(1,000)	0
<b>Total</b>	<b>(134,448)</b>	<b>(91,023)</b>	<b>43,426</b>	<b>(199,053)</b>		<b>(226,472)</b>	<b>(201,672)</b>	<b>24,800</b>
<b>Total Routine Expenses</b>	<b>(727,730)</b>	<b>(561,820)</b>	<b>165,911</b>	<b>(983,810)</b>		<b>(1,082,143)</b>	<b>(1,091,594)</b>	<b>(9,452)</b>
<b>TOTAL EXPENSES</b>	<b>(727,730)</b>	<b>(561,820)</b>	<b>165,911</b>	<b>(983,810)</b>		<b>(1,082,143)</b>	<b>(1,091,594)</b>	<b>(9,452)</b>
<b>NET INCOME (DEFICIT)</b>	<b>(86,035)</b>	<b>187,067</b>	<b>273,103</b>	<b>(1,427)</b>		<b>(150,688)</b>	<b>(129,052)</b>	<b>21,636</b>

Unrestricted Net Assets @ 6/30/14  
Projected Income/(Deficit) @ 6/30/15  
Projected Unrestricted Net Assets Balance @ 6/30/15

\$1,452,594  
(1,427)  
\$1,451,167

# **PROGRAM ACTIVITY**

# **REPORT**

**HOUSING AUTHORITY OF THE COUNTY OF ALAMEDA**

**AGENDA STATEMENT**

Meeting: April 8, 2015

Subject: Programs Activity Report

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

Recommendation: Receive Report

Financial Statement: None

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**SECTION 8 HOUSING CHOICE VOUCHERS**

- **Lease-Up:** As of February 1, 2015 the Section 8 Housing Choice Voucher program had 5,809 units under contract. As of March 1, 2015, the Section 8 Housing Choice Voucher program had 5,987 units under contract. The fiscal year-to-date lease-up average is 95.89% units as of March 1, 2015. The budget authority use average through January 2015 is 93%.
- **Program Utilization:** As of March 1, 2015, the average HAP subsidy was \$1,050 and the average tenant-paid rent portion was \$449 for an average Contract Rent of \$1,498. Amounts vary by \$1 due to rounding.
  - ❖ As of February 1, 2015, and March 1, 2015 HACA had 61 outgoing billed portability contracts (i.e., HACA voucher holders who are housed in another housing authority's jurisdiction).
  - ❖ As of February 1, 2015, HACA billed other housing authorities, primarily the Oakland Housing Authority, for 1,067 incoming portability contracts. As of March 1, 2015 HACA billed other housing authorities for 849 incoming portability contracts. HACA receives only 80% of the HUD-authorized Administrative Fee for billed incoming portability contracts.
- **Section 8 Contract Report:** A copy of the Contract Report is attached.
- **Fraud / Debt Recovery:** HACA retained \$2,892.15 in fraud and debt recovery payments for the month of January 2015 and \$2,389.00 for the month of February 2015. A total of \$26,918.95 was retained over the last six months.

- **Landlord Rental Listings:** As of March 2, 2015, there were 354 landlords with properties in HACA's jurisdiction utilizing the *GoSection8* rental listing service and 355 as of April 1, 2015. There were no new landlords added to the Section 8 program last month or this month. There were 4 active properties listed as of March 2, 2015 and 5 active properties listed as of April 1, 2015.

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

The FSS Department held two workshops for FSS participants in February and March. One covered the benefits of early funeral planning and types of life insurance; the other provided information on building a better budget and checking account fundamentals.

The FSS Departments mailed HACA Scholarship applications to Public Housing residents and active FSS participants and provided a workshop providing information on how to submit a successful application.

The FSS Department is proud to announce that Kesi McDonald has graduated from the FSS program and purchased her first home. Ms. McDonald thanked the FSS Department for helping her reach her goals.

#### **PUBLIC HOUSING**

- **Occupancy:** As of February 1, 2015 and March 1, 2015, the Public Housing program had 69 of 72 units leased and had a 95.22% fiscal year-to-date lease up rate as of March 1, 2015.

## HOUSING AUTHORITY OF THE COUNTY OF ALAMEDA

Section 8 Contracts and HAP Report for the Month of February 2015

	Certificates		Vouchers		February 2015 TOTAL			
City	Number	HAP*	Number	HAP**	Number	HAP	February 2014	February 2013
Albany	0	\$0	28	\$29,372	28	\$29,372	33	36
Castro Valley	11	\$11,308	208	\$218,192	219	\$229,500	225	240
Dublin	2	\$2,056	349	\$366,101	351	\$368,157	362	296
Emeryville	6	\$6,168	114	\$119,586	120	\$125,754	117	110
Fremont	25	\$25,700	1,137	\$1,192,713	1,162	\$1,218,413	1,272	1,344
Hayward	118	\$121,304	2,116	\$2,219,684	2,234	\$2,340,988	2,428	2,567
Newark	3	\$3,084	238	\$249,662	241	\$252,746	253	282
Pleasanton	4	\$4,112	115	\$120,635	119	\$124,747	127	138
San Leandro	19	\$19,532	1,506	\$1,579,794	1,525	\$1,599,326	1,524	1,453
San Lorenzo	2	\$2,056	215	\$225,535	217	\$227,591	230	232
Union City	6	\$6,168	770	\$807,730	776	\$813,898	834	859
<b>TOTALS</b>	196	\$201,488.00	6,796	\$7,129,004.00	6,992	\$7,330,492.00	7,405	7,557

\*Based on an average February Housing Assistance Payment (HAP) of \$1028 per certificate contract

\*\*Based on an average February Housing Assistance Payment (HAP) of \$1049 per voucher contract

## HOUSING AUTHORITY OF THE COUNTY OF ALAMEDA

Section 8 Contracts and HAP Report for the Month of March 2015

City	Certificates		Vouchers		March 2015 TOTAL		March 2014	March 2013
	Number	HAP*	Number	HAP**	Number	HAP		
Albany	0	\$0	28	\$29,400	28	\$29,400	31	35
Castro Valley	11	\$11,308	208	\$218,400	219	\$229,708	226	240
Dublin	2	\$2,056	348	\$365,400	350	\$367,456	360	324
Emeryville	6	\$6,168	117	\$122,850	123	\$129,018	116	111
Fremont	25	\$25,700	1,122	\$1,178,100	1,147	\$1,203,800	1,259	1,331
Hayward	118	\$121,304	2,103	\$2,208,150	2,221	\$2,329,454	2,416	2,566
Newark	3	\$3,084	237	\$248,850	240	\$251,934	254	277
Pleasanton	4	\$4,112	113	\$118,650	117	\$122,762	126	134
San Leandro	18	\$18,504	1,495	\$1,569,750	1,513	\$1,588,254	1,510	1,457
San Lorenzo	2	\$2,056	216	\$226,800	218	\$228,856	230	234
Union City	6	\$6,168	762	\$800,100	768	\$806,268	824	854
TOTALS	195	\$200,460.00	6,749	\$7,086,450.00	6,944	\$7,286,910.00	7,352	7,563

\*Based on an average March Housing Assistance Payment (HAP) of \$1028 per certificate contract

\*\*Based on an average March Housing Assistance Payment (HAP) of \$1050 per voucher contract

**HOUSING AUTHORITY OF THE COUNTY OF ALAMEDA**  
**Section 8 Average Contract Rent Report for the Month of: February 2015**

<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	28	\$1,362	\$1,084	\$278	20%
Castro Valley	194	\$1,452	\$991	\$462	32%
Dublin	275	\$1,687	\$1,231	\$456	27%
Emeryville	111	\$1,312	\$896	\$416	32%
Fremont	1083	\$1,659	\$1,138	\$521	31%
Hayward	2090	\$1,429	\$993	\$437	31%
Newark	237	\$1,891	\$1,300	\$591	31%
Pleasanton	117	\$1,358	\$957	\$401	30%
San Leandro	1501	\$1,405	\$974	\$430	31%
San Lorenzo	215	\$1,728	\$1,227	\$500	29%
Union City	589	\$1,699	\$1,187	\$512	30%

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

**HOUSING AUTHORITY OF THE COUNTY OF ALAMEDA**  
**Section 8 Average Contract Rent Report for the Month of: March 2015**

<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	28	\$1,362	\$1,078	\$284	21%
Castro Valley	189	\$1,453	\$1,005	\$448	31%
Dublin	274	\$1,686	\$1,229	\$457	27%
Emeryville	110	\$1,313	\$925	\$389	30%
Fremont	1077	\$1,670	\$1,156	\$514	31%
Hayward	2066	\$1,434	\$996	\$438	31%
Newark	237	\$1,894	\$1,306	\$588	31%
Pleasanton	115	\$1,361	\$963	\$397	29%
San Leandro	1502	\$1,407	\$977	\$430	31%
San Lorenzo	215	\$1,729	\$1,231	\$498	29%
Union City	587	\$1,709	\$1,194	\$515	30%

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



**DEBT COLLECTIONS**

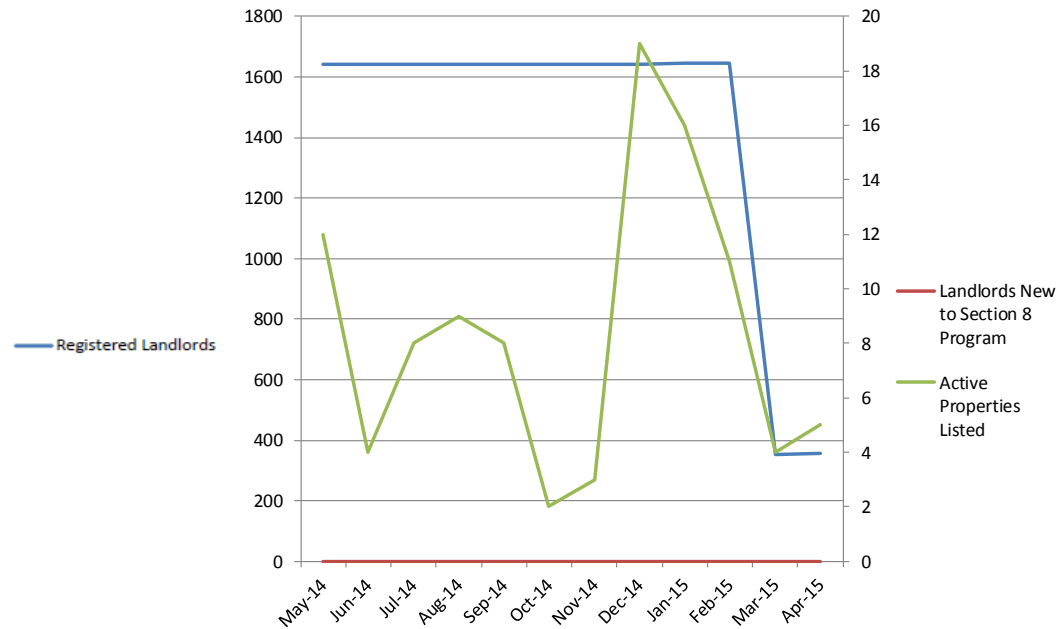
2014-2015  
FYE 06/30/15

	JULY	AUGUST	SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER	JANUARY '15	FEBRUARY	MARCH	APRIL	MAY	JUNE	GRAND TOTALS
<i>DAMAGE CLAIMS</i>	\$170.00	\$125.00	\$170.00	\$136.00	\$50.00	\$290.00	\$150.00	\$0.00					\$1,091.00
<i>FRAUD REPAYMENTS</i>	\$2,820.43	\$3,557.50	\$3,986.71	\$7,315.00	\$3,075.76	\$7,260.33	\$2,892.15	\$2,389.00					\$33,296.88
<b>TOTALS</b>	<b>\$2,990.43</b>	<b>\$3,682.50</b>	<b>\$4,156.71</b>	<b>\$7,451.00</b>	<b>\$3,125.76</b>	<b>\$7,550.33</b>	<b>\$3,042.15</b>	<b>\$2,389.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$34,387.88</b>

## Landlord Rental Listing Report

### Monthly

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





**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:** March 2, 2015

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<b>Program Summary</b>	<b>February 2015</b>
Total Clients Under Contract:	149
MDRC:	100
Graduates:	3
Escrow Disbursed:	\$28,514.95
Ports In:	0
Ports Out:	2
Terminations:	0
New Contracts:	1

### **FSS PROGRAM NEWS:**

#### **Workshops**

On Saturday, February 21, 2015, Dignity Memorial, a network of funeral and cemetery providers, presented a workshop for our participants. The topics included a discussion on why pre-planning today is a responsible, caring act that can reduce stress on family and loved ones. Participants were able to ask questions about funerals and the available options, including certain burial benefits under the Social Security Administration and the Veterans Administration. They were provided with information about types of life insurance policies for themselves and their families.

#### **FSS Participant Spotlight!**

The FSS team congratulates Kesi McDonald for completing her FSS Contract of Participation and for becoming a first time homeowner! Kesi purchased a three bedroom, two bath home in the city of Antioch. She worked with HACA's Section 8 Homeownership program to successfully purchase the home without the use of her Housing Choice Voucher. Kesi sent a thank you note stating, "I'm very happy to say the FSS program is great and all the staff is very helpful and knowledgeable of other resources needed for you to complete your goals. I had two great counselors, Phyllis and Eli, that helped me with any questions and confusion I had along the way, also Linda helped me out with a great realtor, thank you so much. I'm blessed to have worked with FSS."

**Referrals=** Case Management = 42



**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:** March 26, 2015

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<b>Program Summary</b>	<b>March 2015</b>
Total Clients Under Contract:	151
MDRC:	100
Graduates:	0
Escrow Disbursed:	\$0
Ports In:	0
Ports Out:	0
Terminations:	0
New Contracts:	1

### **Workshops**

On Saturday, March 21, 2015, Safe America Credit Union presented a “Building a Better Budget and Checking Account Fundamentals” workshop. Topics included:

- Establishing and achieving budget goals
- How to overcome obstacles to start budgeting
- Checking accounts and the different types
- Avoiding trouble with your checking account
- Tips to preventing ID theft

### **HACA Scholarship Program**

The FSS team mailed HACA Scholarship applications to Public Housing residents and active FSS participants. The mailing included an invitation to attend a scholarship workshop held on Thursday evening, March 26, 2015. Daniel Taylor gave a presentation that covered the following topics:

- Household eligibility
- Application completion
- The importance of submitting references and a personal essay
- Scholarship disbursement amounts and eligible purchase items
  - Requirements for obtaining the second half of the award
  - Application deadline

**Referrals=** Case Management = 42

# **ATTACHMENT A**

<b>PHA 5-Year and Annual Plan</b>	<b>U.S. Department of Housing and Urban Development Office of Public and Indian Housing</b>	<b>OMB No. 2577-0226 Expires 4/30/2011</b>
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<b>1.0</b>	<b>PHA Information</b> 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): 07/2015				
<b>2.0</b>	<b>Inventory</b> (based on ACC units at time of FY beginning in 1.0 above) Number of PH units: 72 Number of HCV units: 6186				
<b>3.0</b>	<b>Submission Type</b> <input checked="" type="checkbox"/> 5-Year and Annual Plan <input type="checkbox"/> Annual Plan Only <input type="checkbox"/> 5-Year Plan Only				
<b>4.0</b>	<b>PHA Consortia</b> <input type="checkbox"/> PHA Consortia: (Check box if submitting a joint Plan and complete table below.)				
	Participating PHAs	PHA Code	Program(s) Included in the Consortia	Programs Not in the Consortia	No. of Units in Each Program
	PHA 1:				PH HCV
	PHA 2:				
	PHA 3:				
<b>5.0</b>	<b>5-Year Plan.</b> Complete items 5.1 and 5.2 only at 5-Year Plan update.				
<b>5.1</b>	<b>Mission.</b> 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"> <li>Elderly persons and persons with verifiable disabilities, in order to enable them to live as independently as possible within their economic resources, and</li> <li>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.</li> </ul>				
<b>5.2</b>	<b>Goals and Objectives.</b> 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.				
<b>6.0</b>	<b>PHA Plan Update</b> (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. <b>See Annual Plan Attachment.</b>				
<b>7.0</b>	<b>Hope VI, Mixed Finance Modernization or Development, Demolition and/or Disposition, Conversion of Public Housing, Homeownership Programs, and Project-based Vouchers.</b> Include statements related to these programs as applicable. <b>See Annual Plan Attachment.</b>				
<b>8.0</b>	<b>Capital Improvements.</b> Please complete Parts 8.1 through 8.3, as applicable. <b>See Annual Plan Attachment.</b>				
<b>8.1</b>	<b>Capital Fund Program Annual Statement/Performance and Evaluation Report.</b> 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. <b>See Annual Plan Attachment.</b>				
<b>8.2</b>	<b>Capital Fund Program Five-Year Action Plan.</b> 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. <b>See Annual Plan Attachment.</b>				
<b>8.3</b>	<b>Capital Fund Financing Program (CFFP).</b> <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.				
<b>9.0</b>	<b>Housing Needs.</b> 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. <b>See Annual Plan Attachment.</b>				

9.1	<b>Strategy for Addressing Housing Needs.</b> 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. <b>Note: Small, Section 8 only, and High Performing PHAs complete only for Annual Plan submission with the 5-Year Plan.</b>
10.0	<b>Additional Information.</b> Describe the following, as well as any additional information HUD has requested. <ul style="list-style-type: none"> <li>(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. <b>See Annual Plan Attachment.</b></li> <li>(b) Significant Amendment and Substantial Deviation/Modification. Provide the PHA's definition of "significant amendment" and "substantial deviation/modification." <b>None</b></li> </ul>
11.0	<b>Required Submission for HUD Field Office Review.</b> 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. <b>Note:</b> Faxed copies of these documents will not be accepted by the Field Office. <ul style="list-style-type: none"> <li>(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)</li> <li>(b) Form HUD-50070, <i>Certification for a Drug-Free Workplace</i> (PHAs receiving CFP grants only)</li> <li>(c) Form HUD-50071, <i>Certification of Payments to Influence Federal Transactions</i> (PHAs receiving CFP grants only)</li> <li>(d) Form SF-LLL, <i>Disclosure of Lobbying Activities</i> (PHAs receiving CFP grants only)</li> <li>(e) Form SF-LLL-A, <i>Disclosure of Lobbying Activities Continuation Sheet</i> (PHAs receiving CFP grants only)</li> <li>(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.</li> <li>(g) Challenged Elements</li> <li>(h) Form HUD-50075.1, <i>Capital Fund Program Annual Statement/Performance and Evaluation Report</i> (PHAs receiving CFP grants only)</li> <li>(i) Form HUD-50075.2, <i>Capital Fund Program Five-Year Action Plan</i> (PHAs receiving CFP grants only)</li> </ul>

## HUD-50075 5-Year and Annual Plan Attachment Fiscal Year Beginning: 07/2015

### 5.0 Five-Year Plan

#### 5.1 Mission (See Section 5.1 of Form HUD-50075)

#### 5.2 Goals and Objectives

- 5.2.1 **Goal:** Preserve the long-term financial viability of HACA's remaining 72 Public Housing units,
- 5.2.1.1 **Objective:** Increase funding for operations and for the backlog of public housing capital improvements and ensure that the units remain permanently affordable to very low-income households by disposing of them through HUD's Rental Assistance Demonstration (RAD) Program and transferring them to a HACA-controlled non-profit entity in order to achieve a one-to-one replacement of the 72 Public Housing units with RAD Section 8 Project-Based Vouchers.
- 5.2.1.2 **Objective:** Follow recommendations in the Physical Condition Assessment (PCA) conducted for the RAD conversion in order to maintain the units and provide for their long term sustainability.
- 5.2.1.3 **Objective:** Prior to disposing of HACA's remaining 72 Public Housing units through HUD's Rental Assistance Demonstration (RAD) Program, complete the exterior modernization of the 36 unit Emery Glen Development and, on turnover, the modernization of the interior of up to 15 of the 72 units.
- 5.2.2 **Goal:** Expand the supply of assisted housing.
- 5.2.2.1 **Objective:** Apply for additional rental vouchers in response to published Notices of Fund Availability (NOFAs).
- 5.2.2.2 **Objective:** Depending on available funding, utilize Section 8 HCV project-basing to increase housing opportunities for special needs populations.
- 5.2.3 **Goal:** Increase access to available housing assistance and increase the likelihood that applicants reflect current, rather than past, need.
- 5.2.3.1 **Objective:** Deploy an internet cloud-based, applicant-accessible, always-open housing assistance application that can be expanded into a regional application for HUD housing assistance, other housing assistance, and other regional social welfare programs.
- 5.2.4 **Goal:** Validate the cost-effectiveness of the HACA Family Self-Sufficiency (FSS) Program. (The FSS Program is designed to increase employment and earnings and reduce reliance on government subsidies).
- 5.2.4.1 **Objective:** As part of HUD's ongoing national assessment of the FSS Program, MDRC (the former Manpower Demonstration Research



Corporation), in partnership with HACA, is conducting a cost/benefit analysis of the HACA FSS Program.

5.2.5 **Goal:** Assist as many qualified families as possible within available staff and financial resources.

5.2.5.1.**Objective:** Achieve over 98% utilization of HACA's HCVP HAP units or funding by July 1, 2015.

5.2.5.2.**Objective:** Increase operational efficiency and effectiveness by converting to a more powerful enterprise housing software platform.

5.2.6 **Goal:** Support the right of women and all other program participants to enjoy the benefits of the assistance programs administered by HACA free of violence.

5.2.6.1.**Objective:** Fully implement all relevant provisions of the Violence Against Women Act.

## **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 #11: Fiscal Year Audit;

6.1.6 Element #12: Asset Management; and

6.1.7 Element #13 Violence Against Women Act (VAWA).

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 <http://www.haca.net/index.php/phdownloads/category/9-section-8-housing-choice-voucher-program>.

## **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 Effective March 1, 2011, HACA consolidated with the Dublin Housing Authority (DHA) subsequent to DHA's disposal of the 150-unit Arroyo Vista project, its sole public housing project. (DHA did not administer any Section 8 housing or any other federal, state, or local housing program.) HACA now has access to the modest HUD Replacement Housing Factor (RHF) funds from Arroyo Vista and to remaining development funds from DHA, which it may use to support the renovation of its existing public housing units after they are converted under HUD's Rental Assistance Demonstration (RAD) Program for which HACA

applied in November 2013. HUD notified HACA November 10, 2014 that HACA's application was Contingently Approved and placed on a HUD waiting list. The cap on RAD conversions was increased from 60,000 units to 185,000 units under the fiscal year 2015 Appropriations Act. HACA received a Commitment to enter into a Housing Assistance Payments contract (CHAP) from HUD on March 27 and is completing the milestones delineated in the CHAP.

## **7.2 Demolition and/or Disposition**

- 7.2.1 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 has disposed of all but 72 units of Public Housing.
- 7.2.2 Disposition Timetable for remaining 72 Public Housing units (36 units at the Mission View site and 36 units at the Emery Glen site):  
HACA has applied to HUD for approval to include its remaining 72 units of Public Housing in the Rental Assistance Demonstration (RAD) program. HACA's application has been Contingently Approved and HUD has issued HACA a Commitment to enter into a Housing Assistance Payments contract (CHAP).

On July 9, 2014, HACA approved a Significant Amendment to its 2014 Annual Plan in order to adopt the resident rights, and participation, wait list and grievance procedure safeguards set forth under the guidelines of PIH Notice 2012-32, REV-1. That amendment remains in force (Attachment R) and is incorporated into this successor 5-Year and Annual Plan Attachment for the HACA fiscal year beginning July 1, 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 additional vouchers for a total, including existing project based vouchers, of up to 725 units. The cities of Albany, Emeryville, Dublin, Fremont, Hayward, Newark, Pleasanton, San Leandro, and Union City as well as the unincorporated communities of Castro Valley and San Lorenzo and unincorporated Alameda County are currently-identified locations.
- 7.5.2 HACA is planning to project-base up to 50 units in non-impacted census tracts in Dublin and/or Fremont in order to expand housing opportunities for homeless veterans in higher cost opportunity areas. HACA has been awarded 25 project-based VASH vouchers through set-aside funding for the Fremont project. If no additional set-aside funding becomes available for the Dublin project, HACA will apply to HUD for project-based VASH vouchers for the project. If fewer than 25 VASH vouchers are available to

be project-based, HACA will utilize its regular project-based vouchers to reach a total of 25 project-based vouchers. If additional VASH set-aside funding becomes available, HACA will apply to HUD and the VA to project-base up to and including 25 VASH vouchers in the Dublin project to replace some or all of HACA's regular project-based vouchers so as to ensure the veterans in the project receive the supportive services provided by the VA under VASH.

- 7.5.3 HACA is planning to project-base up to and including eight units in central and southern Alameda County to serve the disabled population. It is working with Alameda County and the Neighborhood Stabilization Program on this project.
- 7.5.4 HACA is planning to project-base up to 24 units in the City of Emeryville, a higher cost opportunity area, to support the development of housing for families and the elderly.
- 7.5.5 The Pleasanton Housing Authority plans to dispose of its 50-unit Kottinger Place project, its sole public housing project that serves elderly families. The public housing project will be demolished and the site redeveloped with 185 affordable units. HACA is planning to apply for 50 replacement housing vouchers now that the Pleasanton Housing Authority has received HUD approval of its disposition application and then project-base those vouchers in order to preserve the affordable housing serving the elderly population in the city and house the current public housing residents when they return to the new project.
- 7.5.6 HACA is planning to project-base up to 20 units in non-impacted census tracts in Pleasanton in order to expand housing opportunities for families in higher cost opportunity areas.
- 7.5.7 HACA will evaluate additional opportunities to project-base vouchers by:
  - 7.5.7.1. partnering with developers in the development and ownership of new or rehabilitated projects; and by
  - 7.5.7.2. acquiring existing rental properties for which low-income tax credits or tax exempt bonds can be obtained.

## **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, including capital improvements. See HUD Form 50075.2 approved by HUD on 06/01/2010.

- 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 for renters in HACA's jurisdiction are set forth in Part I of the Alameda County HOME Consortium's FY10-14 Consolidated Plan as follows:

### **Housing Problems of Renter Households**

Low, very low and extremely low income households face a broad range of housing problems. At one end are the homeless households living in shelters or those who are in and out of temporary housing. Moving toward the middle of the range are those who have a place to call home, but who have tentative housing situations. These households often live from pay check to pay check and cannot afford to pay for both their housing and other basic necessities, such as food and clothing. They often do not have access to housing near work which is affordable and may face discrimination in finding affordable housing. Given the above factors, the housing they may find may be overcrowded, unsafe or rundown.

#### *Nature and Extent of Renter Housing Problems*

Fifty-one percent (51 %) of all renters in the Consortium had housing cost burdens; of those with cost burdens, 15% had severe cost burdens (paying over 50% of income for rent) and another 36% had moderate cost burdens (paying 30-50% of income) (2000 Census).

Sixty-four percent (64%) of extremely low income households (18,262) are renters. Small related households are the predominant family type among extremely low income renters (35%), followed by elderly one and two member households (27%). Eleven percent (11%) of the extremely low income renters are in large related households; the remaining 27% are other household types.

Of renters in the Consortium who have housing problems (49%), the extremely low income households have the highest percentage of housing problems. Eighty-one percent (81%) of extremely low income renters have

housing problems. More than 78% of the extremely low income renters spend more than 30% of their incomes on housing, i.e., are "cost-burdened." Sixty-six percent (66%) of the extremely low income renter households spend in excess of 50% of their incomes on housing (severe cost burden). Large related extremely low income renter households have the highest percentage of housing problems (95%).

Low-income renter households (with incomes between 50-80% of median) also have acute housing problems. Fully 88% of these low income renters had severe or moderate housing problems; 33% had severe cost burdens and 80% had moderate cost burdens. According to the National Low Income Housing Coalition, these figures make it clear that creating subsidized housing for renters with incomes above 50% of median will do very little to reduce the number of households with severe problems. Most renters with severe problems were either in Other Not Related Households (48%), in Small Related Households (31%), or Elderly (38%).

## 9.1 Strategy for Addressing Housing Needs

- 9.1.1 HACA will address those of the Housing Needs identified in Section 9.0 above that are within its Mission as identified in Section 5.1 above. In doing so, it will use all resources available to it through HUD housing assistance programs, and otherwise, to accomplish the Objectives identified in Section 5.2 above and to efficiently and effectively administer ongoing program operations.

## 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:** Preserve the long-term financial viability of HACA's remaining 72 Public Housing units,
  - 10.1.2.1. **Objective:** Increase funding for operations and for the backlog of public housing capital improvements and ensure that the units remain permanently affordable to very low-income households by disposing of them through HUD's Rental Assistance Demonstration (RAD) Program and transferring them to a HACA-controlled non-profit entity in order to achieve a one-to-one replacement of the 72 Public Housing units with RAD Section 8 Project-Based Vouchers.

- 10.1.2.1.1. **Progress:** HUD notified HACA November 10, 2014 that HACA's RAD application was Contingently Approved and placed on a HUD waiting list. HUD has issued HACA a Commitment to enter into a Housing Assistance Payments contract (CHAP) and HACA is processing the milestones delineated in the CHAP.
- 10.1.2.2. **Objective:** Follow recommendations in the Physical Condition Assessment (PCA) conducted for the RAD conversion in order to maintain the units and provide for their long term sustainability.
- 10.1.2.2.1. **Progress:** The Housing Authority of the County of Alameda released a Quotation for Small Purchases (QSP) for the PCA services on November 19, 2014. The vendor has been selected and the PCA will be completed by the end of Q2 2015.
- 10.1.2.3. **Objective:** Prior to disposing of HACA's remaining 72 Public Housing units through HUD's Rental Assistance Demonstration (RAD) Program, complete exterior modernization of the 36-unit Emery Glen Development and, on turnover, casualty loss, or due to changes in market conditions beyond HACA's control, the modernization of the interior of up to 15 of the 72 units. HACA's public housing portfolio is shown on the following table.

Address	Unit Designation	Unit Status Type
4125 Dyer Street #1	General Occupancy	Initial Approval Completed
4125 Dyer Street #10	General Occupancy	Initial Approval Completed
4125 Dyer Street #11	General Occupancy	Initial Approval Completed
4125 Dyer Street #12	General Occupancy	Initial Approval Completed
4125 Dyer Street #13	General Occupancy	Initial Approval Completed
4125 Dyer Street #14	General Occupancy	Initial Approval Completed
4125 Dyer Street #15	General Occupancy	Initial Approval Completed
4125 Dyer Street #16	General Occupancy	Initial Approval Completed
4125 Dyer Street #17	General Occupancy	Initial Approval Completed
4125 Dyer Street #18	General Occupancy	Initial Approval Completed
4125 Dyer Street #19	General Occupancy	Initial Approval Completed
4125 Dyer Street #2	General Occupancy	Initial Approval Completed
4125 Dyer Street #20	General Occupancy	Initial Approval Completed
4125 Dyer Street #21	General Occupancy	Initial Approval Completed
4125 Dyer Street #22	General Occupancy	Initial Approval Completed
4125 Dyer Street #23	General Occupancy	Initial Approval Completed
4125 Dyer Street #24	General Occupancy	Initial Approval Completed
4125 Dyer Street #25	General Occupancy	Initial Approval Completed
4125 Dyer Street #26	General Occupancy	Initial Approval Completed
4125 Dyer Street #27	General Occupancy	Initial Approval Completed
4125 Dyer Street #28	General Occupancy	Initial Approval Completed
4125 Dyer Street #29	General Occupancy	Initial Approval Completed
4125 Dyer Street #3	General Occupancy	Initial Approval Completed
4125 Dyer Street #30	General Occupancy	Initial Approval Completed
4125 Dyer Street #31	General Occupancy	Initial Approval Completed
4125 Dyer Street #32	General Occupancy	Initial Approval Completed
4125 Dyer Street #33	General Occupancy	Initial Approval Completed

[illegible]

- 10.1.2.3.1. **Progress:** The exterior modernization of the 36-unit Emery Glen Development is expected to be completed by Q4 2015. The pace of interior modernization is dependent on the timing of the RAD conversion.
- 10.1.3 **Goal:** Expand the supply of assisted housing.
- 10.1.3.1. **Objective:** Apply for additional rental vouchers in response to published Notices of Fund Availability (NOFAs) for which HACA is eligible to apply.
- 10.1.3.1.1. **Progress:** No NOFAs for which HACA is eligible to apply are currently in force.
- 10.1.3.2. **Objective:** Depending on available funding, utilize Section 8 HCV project-basing to increase housing opportunities for special needs populations.
- 10.1.3.2.1. **Progress:** HACA has leased 32 project-based units at Main Street Village, a Fremont project providing housing and services to the homeless and mentally ill; has leased 5 project-based units at Magnolia Terrace, an Emeryville project providing housing and services to the disabled; has leased 2 project-based units at Eden Commons, a San Leandro project providing housing and services to the disabled; has leased 1 project-based unit at Flanders House, a San Leandro project providing housing and services to the disabled; has leased 3 project based units at FESCO, a Hayward project providing housing and services to homeless families with children; has leased 12 project-based units at Bridgeway East, a Fremont project providing housing to the homeless; has leased 18 project-based units at Lorenzo Creek, a Castro Valley project providing housing to the homeless; has leased 30 project-based units at Mayten Manor, a Hayward project providing housing for the elderly; has leased 49 project-based units at Carlow Court, a Dublin project providing housing for the elderly; and has leased 98 project based units at Nidus Court and Dyer Street, HACA's former Union City Public Housing developments for the elderly. By Q4 2016, HACA plans to project base up to 50 VASH units in non-impacted census tracts in Dublin and/or Fremont in order to expand housing opportunities for homeless veterans.
- 10.1.4 **Goal:** Increase access to available housing assistance and increase the likelihood that applicants reflect current, rather than past, need.
- 10.1.4.1. **Objective:** Deploy an internet cloud-based, applicant-accessible, always-open housing assistance application that can be expanded into a regional application for HUD housing assistance, other housing assistance, and other regional social welfare programs.
- 10.1.4.1.1. **Progress:** Code development is nearing completion and a phased roll-out of the application is expected to begin by Q2 2015. The roll-out will begin by transferring legacy applications



to the cloud-based program and then allowing those applicants to update their application at will. The universally available application is anticipated to be rolled out by Q3 2015.

- 10.1.5 **Goal:** Validate the cost-effectiveness of the HACA Family Self-Sufficiency (FSS) Program. (The FSS Program is designed to increase employment and earnings and reduce reliance on government subsidies).
- 10.1.5.1. **Objective:** As part of HUD's ongoing national assessment of the FSS Program, MDRC (the former Manpower Demonstration Research Corporation), in partnership with HACA, is conducting a cost/benefit analysis of the HACA FSS Program.
- 10.1.5.1.1. **Progress:** HACA has completed the enrollment process for the evaluation. It has enrolled 200 program participants into the study; 100 FSS participants and 100 control group participants. HACA and MDRC are currently conferencing monthly to advance the study process and objectives.
- 10.1.6 **Goal:** Support the right of women and all other program participants to enjoy the benefits of the assistance programs administered by HACA free of violence.
- 10.1.6.1. **Objective:** Fully implement all relevant provisions of the Violence Against Women Act.
- 10.1.6.1.1. **Progress:** HACA has adopted the revised HAP Contract (Form HUD-52641) and Tenancy Addendum (Form HUD-52641A) incorporating the expanded protection provisions of VAWA 2013. It is complying with the requirement to notify participants that they may port to another jurisdiction before the end of the lease term to protect the health and safety of a victim of domestic violence.
- 10.1.7 **Goal:** Assist as many qualified families as possible within available staff and financial resources.
- 10.1.7.1. **Objective:** Achieve over 98% utilization of HACA's HCVP HAP units or funding by July 1, 2015.
- 10.1.7.1.1. **Progress:** As of the end of January 2015, utilization was 95%. HACA anticipates achieving over 98% utilization through a combination of increased monthly voucher issuances and planned monthly net absorptions. Both are currently in progress.
- 10.1.7.2. **Objective:** Increase operational efficiency and effectiveness by converting to a more powerful enterprise housing software platform.
- 10.1.7.2.1. **Progress:** HACA awarded the contract for the new enterprise software in November 2014. Conversion is expected to be complete by the end of Q4 2015.

**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**

<b>Part I: Summary</b>					
<b>PHA Name:</b> Housing Authority of Alameda County		<b>Grant Type and Number</b> Capital Fund Program Grant No: CA3906750115      Replacement Housing Factor Grant No: Date of CFFP: _____			<b>FFY of Grant:</b> 2015 <b>FFY of Grant Approval:</b> 2015
<b>Type of Grant</b> <input checked="" type="checkbox"/> <b>Original Annual Statement</b> <input type="checkbox"/> <b>Reserve for Disasters/Emergencies</b> <input type="checkbox"/> <b>Revised Annual Statement (revision no:    )</b> <input type="checkbox"/> <b>Performance and Evaluation Report for Period Ending:</b> <input type="checkbox"/> <b>Final Performance and Evaluation Report</b>					
Line	Summary by Development Account	Total Estimated Cost		Total Actual Cost <sup>1</sup>	
		Original	Revised <sup>2</sup>	Obligated	Expended
1	Total non-CFP Funds				
2	1406 Operations (may not exceed 20% of line 21) <sup>3</sup>	\$182,000		\$182,000	
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 <sup>4</sup>				
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)	\$182,000		\$182,000	
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				

<sup>1</sup> To be completed for the Performance and Evaluation Report.

<sup>2</sup> To be completed for the Performance and Evaluation Report or a Revised Annual Statement.

<sup>3</sup> PHAs with under 250 units in management may use 100% of CFP Grants for operations.

<sup>4</sup> 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**

<b>Part I: Summary</b>					
<b>PHA Name:</b> Housing Authority of Alameda County		<b>Grant Type and Number</b> Capital Fund Program Grant No: CA3906750115      Replacement Housing Factor Grant No: Date of CFFP: _____			<b>FFY of Grant:</b> 2015 <b>FFY of Grant Approval:</b> 2015
<b>Type of Grant</b> <input checked="" type="checkbox"/> Original Annual Statement <input type="checkbox"/> Reserve for Disasters/Emergencies <input type="checkbox"/> Revised Annual Statement (revision no:    ) <input type="checkbox"/> Performance and Evaluation Report for Period Ending: <input type="checkbox"/> Final Performance and Evaluation Report					
Line	Summary by Development Account	Total Estimated Cost		Total Actual Cost <sup>1</sup>	
		Original	Revised <sup>2</sup>	Obligated	Expended
Signature of Executive Director		Date		Signature of Public Housing Director	
				Date	

<sup>1</sup> To be completed for the Performance and Evaluation Report or a Revised Annual Statement.  
<sup>2</sup> To be completed for the Performance and Evaluation Report.

U.S. Department of Housing and Urban Development  
Office of Public and Indian Housing

<sup>2</sup> To be completed for the Performance and Evaluation Report.

### Part III: Implementation Schedule for Capital Fund Financing Program

PHA Name:  
Housing Authority of Alameda County

<b>Federal FFY of Grant:</b>	2015
------------------------------	------

[illegible]

<sup>1</sup> Obligation and expenditure end dated can only be revised with HUD approval pursuant to Section 9j of the U.S. Housing Act of 1937, as amended.

### Part III: Implementation Schedule for Capital Fund Financing Program

PHA Name:

<b>Federal FFY of Grant:</b>	
------------------------------	--

[illegible]All Fund Obligated  
(Quarter Ending Date)All Funds Expended  
(Quarter Ending Date)Reasons for Revised Target Dates <sup>1</sup>

Original Obligation
End Date

Actual Obligation  
End Date

Original Expenditure	End Date
1000000	2000-01-01
2000000	2000-01-01
3000000	2000-01-01
4000000	2000-01-01
5000000	2000-01-01
6000000	2000-01-01
7000000	2000-01-01
8000000	2000-01-01
9000000	2000-01-01
10000000	2000-01-01
11000000	2000-01-01
12000000	2000-01-01
13000000	2000-01-01
14000000	2000-01-01
15000000	2000-01-01
16000000	2000-01-01
17000000	2000-01-01
18000000	2000-01-01
19000000	2000-01-01
20000000	2000-01-01
21000000	2000-01-01
22000000	2000-01-01
23000000	2000-01-01
24000000	2000-01-01
25000000	2000-01-01
26000000	2000-01-01
27000000	2000-01-01
28000000	2000-01-01
29000000	2000-01-01
30000000	2000-01-01
31000000	2000-01-01
32000000	2000-01-01
33000000	2000-01-01
34000000	2000-01-01
35000000	2000-01-01
36000000	2000-01-01
37000000	2000-01-01
38000000	2000-01-01
39000000	2000-01-01
40000000	2000-01-01
41000000	2000-01-01
42000000	2000-01-01
43000000	2000-01-01
44000000	2000-01-01
45000000	2000-01-01
46000000	2000-01-01
47000000	2000-01-01
48000000	2000-01-01
49000000	2000-01-01
50000000	2000-01-01
51000000	2000-01-01
52000000	2000-01-01
53000000	2000-01-01
54000000	2000-01-01
55000000	2000-01-01
56000000	2000-01-01
57000000	2000-01-01
58000000	2000-01-01
59000000	2000-01-01
60000000	2000-01-01
61000000	2000-01-01
62000000	2000-01-01
63000000	2000-01-01
64000000	2000-01-01
65000000	2000-01-01
66000000	2000-01-01
67000000	2000-01-01
68000000	2000-01-01
69000000	2000-01-01
70000000	2000-01-01
71000000	2000-01-01
72000000	2000-01-01
73000000	2000-01-01
74000000	2000-01-01
75000000	2000-01-01
76000000	2000-01-01
77000000	2000-01-01
78000000	2000-01-01
79000000	2000-01-01
80000000	2000-01-01
81000000	2000-01-01
82000000	2000-01-01
83000000	2000-01-01
84000000	2000-01-01
85000000	2000-01-01
86000000	2000-01-01
87000000	2000-01-01
88000000	2000-01-01
89000000	2000-01-01
90000000	2000-01-01
91000000	2000-01-01
92000000	2000-01-01
93000000	2000-01-01
94000000	2000-01-01
95000000	2000-01-01
96000000	2000-01-01
97000000	2000-01-01
98000000	2000-01-01
99000000	2000-01-01
100000000	2000-01-01

Actual Expenditure	End Date
1000000	2023-12-31
2000000	2024-03-31
3000000	2024-06-30
4000000	2024-09-30
5000000	2024-12-31

<sup>1</sup> Obligation and expenditure end dated can only be revised with HUD approval pursuant to Section 9j of the U.S. Housing Act of 1937, as amended.



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**

<b>Part I: Summary</b>					
<b>PHA Name:</b> Housing Authority of Alameda County		<b>Grant Type and Number</b> Capital Fund Program Grant No: _____ Date of CFFP: _____		Replacement Housing Factor Grant No: _____	
				<b>FFY of Grant:</b> 2015 <b>FFY of Grant Approval:</b> 2015	
<b>Type of Grant</b> <input checked="" type="checkbox"/> <b>Original Annual Statement</b> <input type="checkbox"/> <b>Reserve for Disasters/Emergencies</b> <input type="checkbox"/> <b>Revised Annual Statement (revision no:    )</b> <input type="checkbox"/> <b>Performance and Evaluation Report for Period Ending:</b> <input type="checkbox"/> <b>Final Performance and Evaluation Report</b>					
Line	Summary by Development Account	Total Estimated Cost		Total Actual Cost <sup>1</sup>	
		Original	Revised <sup>2</sup>	Obligated	Expended
1	Total non-CFP Funds				
2	1406 Operations (may not exceed 20% of line 21) <sup>3</sup>				
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 <sup>4</sup>	\$237,792		\$237,792	
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)	\$237,792		\$237,792	
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				

<sup>1</sup> To be completed for the Performance and Evaluation Report.

<sup>2</sup> To be completed for the Performance and Evaluation Report or a Revised Annual Statement.

<sup>3</sup> PHAs with under 250 units in management may use 100% of CFP Grants for operations.

<sup>4</sup> 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**

<b>Part I: Summary</b>					
<b>PHA Name:</b> Housing Authority of Alameda County		<b>Grant Type and Number</b> Capital Fund Program Grant No: _____ Date of CFFP: _____		Replacement Housing Factor Grant No: _____ <b>FFY of Grant:</b> 2015 <b>FFY of Grant Approval:</b> 2015	
<b>Type of Grant</b> <input checked="" type="checkbox"/> Original Annual Statement <input type="checkbox"/> Reserve for Disasters/Emergencies <input type="checkbox"/> Revised Annual Statement (revision no:    ) <input type="checkbox"/> Final Performance and Evaluation Report <input type="checkbox"/> Performance and Evaluation Report for Period Ending: _____					
Line	Summary by Development Account	Total Estimated Cost		Total Actual Cost <sup>1</sup>	
		Original	Revised <sup>2</sup>	Obligated	Expended
Signature of Executive Director _____		Date _____		Signature of Public Housing Director _____ Date _____	

<sup>1</sup> To be completed for the Performance and Evaluation Report or a Revised Annual Statement.  
<sup>2</sup> To be completed for the Performance and Evaluation Report.

[illegible]

<sup>1</sup> To be completed for the Performance and Evaluation Report or a Revised Annual Statement.

<sup>2</sup> To be completed for the Performance and Evaluation Report.



[illegible]

<sup>1</sup> Obligation and expenditure end dated can only be revised with HUD approval pursuant to Section 9j of the U.S. Housing Act of 1937, as amended.

**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 4/30/2011

<b>Part I: Summary</b>						
PHA Name/Number HACA CA067			Locality (City/County & State) Alameda County, California		<input checked="" type="checkbox"/> Original 5-Year Plan	<input type="checkbox"/> Revision No:
A.	Development Number and Name	Work Statement for Year 1 FFY 2015	Work Statement for Year 2 FFY 2016	Work Statement for Year 3 FFY 2017	Work Statement for Year 4 FFY 2018	Work Statement for Year 5 FFY 2019
B.	Physical Improvements Subtotal	Annual Statement				
C.	Management Improvements					
D.	PHA-Wide Non-dwelling Structures and Equipment					
E.	Administration					
F.	Other					
G.	Operations		\$180,000	\$170,000	\$160,000	\$150,000
H.	Demolition					
I.	Development					
J.	Capital Fund Financing – Debt Service					
K.	Total CFP Funds		\$180,000	\$170,000	\$160,000	\$150,000
L.	Total Non-CFP Funds					
M.	Grand Total		\$180,000	\$170,000	\$160,000	\$150,000

[illegible]





**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 4/30/2011**

<b>Part II: Supporting Pages – Physical Needs Work Statement(s)</b>						
Work Statement for Year 1 FFY <u>2015</u>	Work Statement for Year <u>4</u> FFY <u>2018</u>			Work Statement for Year: <u>5</u> FFY <u>2019</u>		
	Development Number/Name General Description of Major Work Categories	Quantity	Estimated Cost	Development Number/Name General Description of Major Work Categories	Quantity	Estimated Cost
See	PHA Wide			PHA Wide		
Annual Statement	CAL 67-12/13 OPERATIONS		\$160,000	CAL 67-12/13 OPERATIONS		\$150,000
	Subtotal of Estimated Cost		\$ 160.000	Subtotal of Estimated Cost		\$ 150,000

Work Statement for Year 1 FFY 2015	Work Statement for Year 2 _____ FFY 2016		Work Statement for Year: 3 _____ FFY 2017	
	Development Number/Name General Description of Major Work Categories	Estimated Cost	Development Number/Name General Description of Major Work Categories	Estimated Cost
See	Operations	\$180,000	Operations	\$170,000
Annual				
Statement				
	Subtotal of Estimated Cost	\$ 180,000	Subtotal of Estimated Cost	\$ 170,000

**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 4/30/2011**

<b>Part III: Supporting Pages – Management Needs Work Statement(s)</b>				
Work Statement for Year 1 FFY 2015	Work Statement for Year 4 FFY 2018		Work Statement for Year: 5 FFY 2019	
	Development Number/Name General Description of Major Work Categories	Estimated Cost	Development Number/Name General Description of Major Work Categories	Estimated Cost
See	Operations	\$160,000	Operations	\$150,000
Annual				
Statement				
	Subtotal of Estimated Cost	\$ 160.000	Subtotal of Estimated Cost	\$ 150,000

**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 4/30/2011

<b>Part I: Summary</b>						
PHA Name/Number HACA CA067			Locality (City/County & State) Alameda County, California		<input checked="" type="checkbox"/> Original 5-Year Plan	<input type="checkbox"/> Revision No:
A.	Development Number and Name	Work Statement for Year 1 FFY 2015	Work Statement for Year 2 FFY 2016	Work Statement for Year 3 FFY 2017	Work Statement for Year 4 FFY 2018	Work Statement for Year 5 FFY 2019
B.	Physical Improvements Subtotal	Annual Statement				
C.	Management Improvements					
D.	PHA-Wide Non-dwelling Structures and Equipment					
E.	Administration					
F.	Other					
G.	Operations					
H.	Demolition					
I.	Development		\$237,792			
J.	Capital Fund Financing – Debt Service					
K.	Total CFP Funds		\$237,792			
L.	Total Non-CFP Funds					
M.	Grand Total		\$237,792			

[illegible]

**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**

<b>Part II: Supporting Pages – Physical Needs Work Statement(s)</b>						
Work Statement for Year 1 FFY <u>2015</u>	Work Statement for Year <u>2</u> FFY <u>2016</u> -end of RHF			Work Statement for Year: <u>3</u> FFY <u>2017</u>		
	Development Number/Name General Description of Major Work Categories	Quantity	Estimated Cost	Development Number/Name General Description of Major Work Categories	Quantity	Estimated Cost
See	PHA-wide			PHA-Wide		
Annual	CA39-067 Development		\$237,792			
Statement	Support renovation of existing units after conversion under HUD's RAD program					
	Subtotal of Estimated Cost		\$ 237.792	Subtotal of Estimated Cost		\$

Work Statement for Year 1 FFY <u>2015</u>	Work Statement for Year <u>4</u> FFY <u>2018</u>			Work Statement for Year: <u>5</u> FFY <u>2019</u>		
	Development Number/Name General Description of Major Work Categories	Quantity	Estimated Cost	Development Number/Name General Description of Major Work Categories	Quantity	Estimated Cost
See						
Annual						
Statement						
	Subtotal of Estimated Cost		\$	Subtotal of Estimated Cost		\$



**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 4/30/2011**

<b>Part III: Supporting Pages – Management Needs Work Statement(s)</b>				
Work Statement for Year 1 FFY 2015	Work Statement for Year 2 _____ FFY _____		Work Statement for Year: 3 _____ FFY 2017	
	Development Number/Name General Description of Major Work Categories	Estimated Cost	Development Number/Name General Description of Major Work Categories	Estimated Cost
See	CA39-067 Development	\$237,792		
Annual Statement	Support renovation of existing units after conversion under HUD's RAD program			
	Subtotal of Estimated Cost	\$ 237,792	Subtotal of Estimated Cost	\$

**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 4/30/2011**

<b>Part III: Supporting Pages – Management Needs Work Statement(s)</b>				
Work Statement for Year 1 FFY 2015	Work Statement for Year 4 FFY 2018		Work Statement for Year: 5 FFY 2019	
	Development Number/Name General Description of Major Work Categories	Estimated Cost	Development Number/Name General Description of Major Work Categories	Estimated Cost
See	CA39-067 Development		CA39-067 Development	
Annual Statement				
	Subtotal of Estimated Cost	\$	Subtotal of Estimated Cost	\$

## HACA Annual Plan for Fiscal Year 2014 RAD Significant Amendment

### Attachment R – Rental Assistance Demonstration (RAD)

The Housing Authority of the County of Alameda is amending its Fiscal Year 2014 PHA Plan because it is an applicant in the Rental Assistance Demonstration (RAD). As a result, if its application is approved, the Housing Authority of the County of Alameda will be converting to Project Based Vouchers under the guidelines of PIH Notice 2012-32, REV-1 and any successor Notices. Upon conversion to Project Based Vouchers the Authority will adopt the resident rights, participation, waiting list and grievance procedures listed in Section 1.6.C & 1.6.D of PIH Notice 2012-32, REV-1. These resident rights, participation, waiting list and grievance procedures are appended to this Attachment. Additionally, the Housing Authority of the County of Alameda is currently compliant with all fair housing and civil rights requirements and is not under a Voluntary Compliance Agreement.

RAD was designed by HUD to assist in addressing the capital needs of public housing by providing the Housing Authority of the County of Alameda with access to private sources of capital to repair and preserve its affordable housing assets. Please be aware that upon conversion the Authority's Capital Fund Budget will be reduced by the pro rata share of Public Housing Developments converted as part of the Demonstration, and that the Housing Authority of the County of Alameda may also borrow funds to address its capital needs. The Housing Authority of the County of Alameda will also be contributing Operating Reserves in the amount of \$1,670,000 and CY 2014 Capital Funds in the amount of \$182,630 towards the conversion.

Below, please find specific information related to the Public Housing Development(s) selected for RAD:

#### **Development #1**

<u>Name of Public Housing Development:</u>  <b>Nidus and Dyer</b>	<u>PIC Development ID:</u>  <b>CA067000001</b>	<u>Conversion type (i.e., PBV or PBRA):</u>  <b>PBV</b>	<u>Transfer of Assistance: (if yes, please put the location if known, and # of units transferring)</u>  <b>No</b>
<u>Total Units:</u>  <b>72</b>	<u>Pre- RAD Unit Type (i.e., Family, Senior, etc.):</u>  <b>Family</b>	<u>Post-RAD Unit Type if different (i.e., Family, Senior, etc.):</u>  <b>N/A</b>	<u>Capital Fund allocation of Development: (Annual Capital Fund Grant, divided by total number of public housing units in PHA, multiplied by total number of units in project): \$182,630</u>

<u>Bedroom Type</u>	<u>Number of Units Pre-Conversion</u>	<u>Number of Units Post-Conversion</u>	<u>Change in Number of Units per Bedroom Type and Why (De Minimis Reduction, Transfer of Assistance, Unit Reconfigurations, etc.)</u>
Studio/Efficiency	0	0	0
One Bedroom	0	0	0
Two Bedroom	48	48	0
Three Bedroom	20	20	0
Four Bedroom	4	4	0
Five Bedroom	0	0	0
Six Bedroom	0	0	0
(If performing a Transfer of Assistance): N/A	(Explain how transferring waiting list): N/A		

### **Resident Rights, Participation, Waiting List and Grievance Procedures**

#### **C. PBV Resident Rights and Participation**

**1. No Re-screening of Tenants upon Conversion.** Pursuant to the RAD statute, at conversion, current households are not subject to rescreening, income eligibility, or income targeting provisions. Consequently, current households will be grandfathered for conditions that occurred prior to conversion but will be subject to any ongoing eligibility requirements for actions that occur after conversion. For example, a unit with a household that was over-income at time of conversion would continue to be treated as an assisted unit. Thus, 24 CFR § 982.201, concerning eligibility and targeting, will not apply for current households. Once that remaining household moves out, the unit must be leased to an eligible family.

**2. Right to Return.** Any residents that may need to be temporarily relocated to facilitate rehabilitation or construction will have a right to return to the development once rehabilitation or construction is completed. Where the transfer of assistance to a new site is warranted and approved (see Section 1.6.B.7 and Section 1.7.A.8 on conditions warranting a transfer of assistance), residents of the converting development will have the right to reside in an assisted unit at the new site once rehabilitation or construction is complete. Residents of a development undergoing conversion of assistance may voluntarily accept a PHA or Owner's offer to permanently relocate to another assisted unit, and thereby waive their right to return to the development after rehabilitation or construction is completed.

**3. Renewal of Lease.** Under current regulations at 24 CFR § 983.257(b)(3), upon lease expiration, a PHA can choose not to renew the lease, without good cause. In such a case, the regulatory consequence is the loss of the assisted unit. Under RAD, the PHA must renew all leases upon lease expiration, unless cause exists. Consequently, 24 CFR § 983.257(b)(3) will not apply.

**4. Phase-in of Tenant Rent Increases.** If a tenant's monthly rent increases by more than the greater of 10 percent or \$25 purely as a result of conversion, the rent increase will be phased in over 3 or 5 years. To implement this provision, HUD is waiving section 3(a)(1) of the Act, as well as 24 CFR § 983.3

(definition of “total tenant payment” (TTP)) only to the extent necessary to allow for the phase-in of tenant rent increases. A PHA must create a policy setting the length of the phase in period at three years, five years or a combination depending on circumstances. For example, a PHA may create a policy that uses a three year phase-in for smaller increases in rent and a five year phase-in for larger increases in rent. This policy must be in place at conversion and may not be modified after conversion.

The below method explains the set percentage-based phase-in an owner must follow according to the phase-in period established. For purposes of this section “standard TTP” refers to the TTP calculated in accordance with regulations at 24 CFR §5.628 and the “most recently paid TTP” refers to the TTP recorded on line 9j of the family’s most recent HUD Form 50058

Three Year Phase-in:

- Year 1: Any recertification (interim or annual) performed prior to the second annual recertification after conversion – 33% of difference between most recently paid TTP and the standard TTP
- Year 2: Year 2 Annual Recertification (AR) and any Interim Recertification (IR) prior to Year 3 AR – 66% of difference between most recently paid TTP and the standard TTP
- Year 3: Year 3 AR and all subsequent recertifications – Full standard TTP

Five Year Phase in:

- Year 1: Any recertification (interim or annual) performed prior to the second annual recertification after conversion – 20% of difference between most recently paid TTP and the standard TTP
- Year 2: Year 2 AR and any IR prior to Year 3 AR – 40% of difference between most recently paid TTP and the standard TTP
- Year 3: Year 3 AR and any IR prior to Year 4 AR – 60% of difference between most recently paid TTP and the standard TTP
- Year 4: Year 4 AR and any IR prior to Year 5 AR – 80% of difference between most recently paid TTP and the standard TTP
- Year 5 AR and all subsequent recertifications – Full standard TTP

*Please Note:* In either the three year phase-in or the five-year phase-in, once the standard TTP is equal to or less than the previous TTP, the phase-in ends and tenants will pay full TTP from that point forward.

**5. Public Housing Family Self Sufficiency (PH FSS) and Resident Opportunities and Self Sufficiency Service Coordinator (ROSS-SC) programs.** Current PH FSS participants will continue to be eligible for FSS once their housing is converted under RAD, subject to the following:

- a. If a PHA has an HCV FSS program, a PHA must convert the PH FSS program participants at the covered project to their HCV FSS program.
- b. If a PHA does not have an HCV FSS program, but is currently funded for PH FSS for that project, current participants at the covered project will continue to be eligible under PH FSS guidelines.

Once the property is converted, residents not then enrolled in PH FSS will not be eligible to participate in the program. PHAs will be allowed to use any funds already granted for PH FSS coordinator salaries until such funds are expended, at which point they are no longer required to include the families in the FSS program. Participants in converted units will not be counted towards future PH FSS funding once converted.

Current ROSS-SC grantees will be able to finish out their current ROSS-SC grants once their housing is converted under RAD. However, once the property is converted, it will no longer be eligible to be counted towards the unit count for future public housing ROSS-SC grants, nor will its residents be eligible to be served by future public housing ROSS-SC grants.

**6. Resident Participation and Funding.** In accordance with Attachment 1B, residents of covered projects converting assistance to PBVs will have the right to establish and operate a resident organization for the purpose of addressing issues related to their living environment and be eligible for resident participation funding.

**7. Resident Procedural Rights.** The following items must be incorporated into both the Section 8 Administrative Plan and the owner's lease, which includes the required tenancy addendum, as appropriate. Evidence of such incorporation may be requested by HUD for purposes of monitoring the program.

**a. Termination Notification.** HUD is incorporating additional termination notification requirements to comply with section 6 of the Act for public housing projects that convert to assistance under RAD. In addition to the regulations at 24 CFR § 983.257 related to owner termination of tenancy and eviction, as modified by the waiver in Section 1.6(C)(3) above, the termination procedure for RAD conversions to PBV will require that PHAs provide adequate written notice of termination of the lease which shall not be less than:

i. A reasonable period of time, but not to exceed 30 days:

- If the health or safety of other tenants, PHA employees, or persons residing in the immediate vicinity of the premises is threatened; or
- In the event of any drug-related or violent criminal activity or any felony conviction;

ii. 14 days in the case of nonpayment of rent; and

iii. 30 days in any other case, except that if a State or local law provides for a shorter period of time, such shorter period shall apply.

**b. Grievance Process.** HUD is incorporating additional procedural rights to comply with the requirements of section 6 of the Act.

For issues related to tenancy and termination of assistance, PBV program rules require the PHA to provide an opportunity for an informal hearing, as outlined in 24 CFR § 982.555. RAD will waive 24 CFR § 982.555(b) in part, which outlines when informal hearings are not required, and require that:

i. In addition to reasons that require an opportunity for an informal hearing given in 24 CFR § 982.555(a)(1)(i)-(vi),<sup>1</sup> an opportunity for an informal hearing must be given to residents for any dispute that a resident may have with respect to a PHA (as owner) action in accordance with the individual's lease or the contract administrator in accordance with RAD PBV requirements that adversely affect the resident's rights, obligations, welfare, or status.

- For any hearing required under 24 CFR § 982.555(a)(1)(i)-(vi), the contract administrator will perform the hearing, as is the current standard in the program.
- For any additional hearings required under RAD, the PHA (as owner) will perform the hearing.

ii. An informal hearing will not be required for class grievances or to disputes between residents not involving the PHA (as owner) or contract administrator. This hearing requirement shall not apply to and is not intended as a forum for initiating or negotiating policy changes between a group or groups of residents and the PHA (as owner) or contract administrator.

iii. The PHA (as owner) will give residents notice of their ability to request an informal hearing as outlined in 24 CFR § 982.555(c)(1) for informal hearings that will address circumstances that fall outside of the scope of 24 CFR § 982.555(a)(1)(i)-(vi).

iv. The PHA (as owner) will provide opportunity for an informal hearing before an eviction.

Current PBV program rules require that hearing procedures must be outlined in the PHA's Section 8 Administrative Plan.

**8. Earned Income Disregard (EID).** Tenants who are employed and are currently receiving the EID exclusion at the time of conversion will continue to receive the EID after conversion, in accordance with regulations at 24 CFR § 5.617. Upon the expiration of the EID for such families, the rent adjustment shall not be subject to rent phase-in, as described in Section 1.6.C.4; instead, the rent will automatically rise to the appropriate rent level based upon tenant income at that time.

Under the Housing Choice Voucher program, the EID exclusion is limited to only persons with disabilities (24 CFR § 5.617(b)). In order to allow all tenants (including non-disabled persons) who are employed and currently receiving the EID at the time of Section I: Public Housing Projects conversion to continue to benefit from this exclusion in the PBV project, the provision in section 5.617(b) limiting EID to only disabled persons is waived. The waiver and resulting alternative requirement only applies to tenants receiving the EID at the time of conversion. No other tenant (e.g., tenants who at one time received the EID but are not receiving the EID exclusion at the time of conversion [e.g., due to loss of employment], tenants that move into the property following conversion, etc.) is covered by this waiver.

**9. Capital Fund Education and Training Community Facilities (CFCF) Program.** CFCF provides capital funding to PHAs for the construction, rehabilitation, or purchase of facilities to provide early childhood education, adult education, and job training programs for public housing residents based on an identified need. Where a community facility has been developed under CFCF in connection with or

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<sup>1</sup> § 982.555(a)(1)(iv) is not relevant to RAD as the tenant-based certificate has been repealed. Section I: Public Housing Projects

serving the residents of an existing public housing project converting its assistance under RAD, residents will continue to qualify as “PHA residents” for the purposes of CFCF program compliance. To the greatest extent possible the community facility should continue to be available to public housing residents

#### **D. PBV: Other Miscellaneous Provisions**

##### **1. Access to Records, Including Requests for Information Related to Evaluation of Demonstration.**

PHAs must agree to any reasonable HUD request for data to support program evaluation, including but not limited to project financial statements, operating data, Choice-Mobility utilization, and rehabilitation work.

**2. Additional Monitoring Requirement.** The PHA’s Board must approve the operating budget for the covered project annually in accordance with HUD requirements.<sup>2</sup>

##### **3. Davis-Bacon Act and Section 3 of the Housing and Urban Development Act of 1968**

**(Section 3).** Under existing PBV program rules, projects that qualify as “existing housing” under 24 CFR §983.52(a) are not subject to Davis-Bacon (prevailing wages, the Contract Work Hours and Safety Standards Act, and other related regulations, rules, and requirements) or Section 3 (24 CFR Part 135). However, the Davis-Bacon Act and Section 3 shall apply to all initial repairs that are identified in the Financing Plan to the extent that such repairs qualify as construction or rehabilitation, regardless of whether the project qualifies as existing housing. Developmental requirements under 24 CFR §983.154 and fair housing provisions under 24 CFR §983.152(c)(vi) continue to apply.<sup>3</sup>

**4. Establishment of Waiting List.** In establishing the waiting list for the converted project, the PHA shall utilize the project-specific waiting list that existed at the time of conversion, unless the assistance is being transferred to another neighborhood. If a project-specific waiting list does exist, but the PHA is transferring the assistance to another neighborhood, the PHA must notify applicants on the waiting list of the transfer of assistance, and how they can apply for residency at the new project site or other sites. Applicants on a project-specific waiting list for a project where the assistance is being transferred shall have priority on the newly formed waiting list for the new project site in accordance with the date and time of their application to the original project's waiting list. In addition, the waiting list must be established and maintained in accordance with PBV program requirements.

If a project-specific waiting list for the project does not exist, the PHA shall establish a waiting list in accordance 24 CFR § 903.7(b)(2)(ii)-(iv) to ensure that applicants on the PHA’s public housing community-wide waiting list have been offered placement on the converted project’s initial waiting list. For the purpose of establishing the initial waiting list, PHAs have the discretion to determine the most appropriate means of informing applicants on the public housing waiting list given the number of

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<sup>2</sup> For PBV conversions that are not FHA-insured, a future HUD notice will describe project financial data that may be required to be submitted by a PBV owner for purposes of the evaluation, given that PBV projects do not submit annual financial statements to HUD/REAC.

<sup>3</sup> Applicable to projects with nine or more units.



applicants, PHA resources, and community characteristics of the proposed conversion under RAD. Such activities should be pursuant to the PHA's policies for waiting list management, including the obligation to affirmatively further fair housing.

A PHA may consider contacting every applicant on the public housing waiting list via direct mailing; advertising the availability of housing to the population that is less likely to apply, both minority and non-minority groups, through various forms of media (e.g., radio stations, posters, newspapers) within the marketing area; informing local non-profit entities and advocacy groups (e.g., disability rights groups); and conducting other outreach as appropriate. Applicants on the agency's centralized public housing waiting list who wish to be placed onto the newly-established waiting list are done so in accordance with the date and time of their original application to the centralized public housing waiting list. Any activities to contact applicants on the public housing waiting list must be conducted in accordance with the requirements for effective communication with persons with disabilities at 24 CFR §8.6 and the obligation to provide meaningful access for persons with limited English proficiency (LEP).<sup>4</sup>

To implement this provision, HUD is waiving 24 CFR § 983.251(c)(2). However, after the initial waiting list has been established, the PHA shall administer its waiting list for the converted project in accordance with 24 CFR §983.251(c).

**5. Mandatory Insurance Coverage.** The project shall maintain at all times commercially available property and liability insurance to protect the project from financial loss and, to the extent insurance proceeds permit, promptly restore, reconstruct, and/or repair any damaged or destroyed property of a project, except with the written approval of HUD to the contrary.

**6. Agreement Waiver.** For public housing conversions to PBV, there will be no Agreement to Enter into a Housing Assistance Payments (AHAP) contract. Therefore, all regulatory references to the AHAP, including regulations under 24 CFR Part 983 Subpart D, are waived.

**7. Future Refinancing.** Owners must receive HUD approval for any refinancing or restructuring of permanent debt within the HAP contract term to ensure the financing is consistent with long-term preservation. (Current lenders and investors are also likely to require review and approval of refinancing of the primary permanent debt.)

**8. Administrative Fees for Public Housing Conversions.** For the initial Calendar Year in which a project's assistance has been converted, RAD PBV projects will be funded with public housing money. Since the public housing funding will not have been transferred to the TBRA account and since this funding is not Section 8 assistance, the annual contributions contract (ACC) between the PHA and HUD will cover the project units but will be for zero dollars. For this transition period, the ACC will primarily serve as the basis for covering the units and requiring PHA compliance with HUD requirements, but it will not be (as it is in the regular PBV program) the funding vehicle for the PBV RAD vouchers. Given this, and given the fact that PHAs will be receiving full public housing funding for the PBV units during this transition period, PHAs will not receive ongoing Section 8 administrative fee funding during this time.

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<sup>4</sup> For more information on serving persons with LEP, please see HUD's Final guidance to Federal Financial Assistance Recipients Regarding Title VI Prohibition Against National Origin Discrimination Affecting Limited English Proficient Persons (72 FR 2732), published on January 22, 2007.

Generally, PHAs receive ongoing administrative fees for units under a HAP contract, consistent with recent appropriation act references to "section 8(q) of the [United States Housing Act of 1937] and related appropriations act provisions in effect immediately before the Quality Housing and Work Responsibility Act of 1998" and 24 CFR 982.152(b). During the transition period mentioned in the preceding paragraph, these provisions are waived, and PHAs will not receive Section 8 ongoing administrative fees for PBV RAD units.

After this transition period, the ACC will be amended to include Section 8 funding that corresponds to the units covered by the ACC. At that time, the regular Section 8 administrative fee funding provisions will apply.

**Site Selection and Neighborhood Standards Review**

If Transferring Assistance to a new site, please list the applicable site selection and neighborhood review standards as explained in Attachment 1D, Table 2 of PIH Notice 2012-32, REV-1. *If a new site has not been selected, please append no later than when submitting the Financing Plan.* **N/A**

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**Relocation Plans**

If relocating residents, please append the Accessibility and Relocation Plan Checklist here. *If relocation plans have not been developed yet, please fill out the Accessibility and Relocation Checklist and submit with the Financing Plan.* **N/A**

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**Significant Amendment Definition**

If your PHA is changing its definition for substantial deviation to the PHA Plan, below find a suggested version: **N/A**

## **Attachment 1B – Resident Provisions in Conversions of Assistance from Public Housing to PBRA and PBV**

This Attachment contains two sections, describing:

1B.1 Summary of Resident Provisions

1B.2 Resident Participation and Funding

### **1B.1 Summary of Resident Provisions**

The following is a summary of special provisions and alternative requirements related to tenants of public housing projects converting under RAD:

- Conversion will be considered a significant amendment to a PHA Plan (see Section 1.5(E) of this Notice);
- Notification of proposed conversion, meetings during the conversion process, written response to residents comments on conversion, and notification of conversion approval and impact (see Section 1.8 of this Notice);
- No rescreening at conversion (see Section 1.6(C)(1) of this Notice for conversions to PBV and Section 1.7(B)(1) for conversions to PBRA);
- Right to return after temporary relocation to facilitate rehabilitation or construction (see Section 1.6(C)(2) of this Notice for conversions to PBV and Section 1.7(B)(2) for conversions to PBRA);
- Renewal of lease at expiration in the PBV program, unless good cause exists (see Section 1.6(C)(3) of this Notice);
- Phase-in of tenant rent increases (see Section 1.6(C)(4) of this Notice for conversions to PBV and Section 1.7(B)(3) for conversions to PBRA);
- Continued participation in the ROSS-SC and FSS programs (see Section 1.6(C)(5) of this Notice, for conversions to PBV and Section 1.7(B)(4) for conversions to PBRA);
- Continued Earned Income Disregard (see Section 1.6(C)(8) of this Notice, for conversions to PBV and Section 1.7.(B)(7) for conversions to PBRA);
- Continued recognition of and funding for legitimate resident organizations (see Section 1.6(C)(6) of this Notice for conversions to PBV, Section 1.7(B)(5) of this Notice for conversions to PBRA, and below in Attachment 1B.2 for additional requirements for both programs);
- Procedural rights consistent with section 6 of the Act (see Section 1.6(C)(7) of this Notice for conversions to PBV and Section 1.7(B)(6) of this Notice for conversions to PBRA); and
- Choice-mobility option allowing a resident to move with a tenant-based voucher after tenancy in the covered project (see 24 CFR § 983.260 for conversions to PBV and Section 1.7(C)(5) of this Notice for conversions to PBRA).

## 1B.2 Resident Participation and Funding<sup>5</sup>

The following provisions contain the resident participation and funding requirements for public housing conversions to PBRA and PBV, respectively.

### A. PBRA: Resident Participation and Funding

Residents of covered projects converting assistance to PBRA will have the right to establish and operate a resident organization in accordance with 24 CFR Part 245 (Tenant Participation in Multifamily Housing Projects). In addition, PHAs must provide \$25 per occupied unit annually for resident participation, of which at least \$15 per occupied unit shall be provided to the legitimate tenant organization at the covered property. These funds must be used for resident education, organizing around tenancy issues, and training activities.

In the absence of a legitimate resident organization at a covered project:

1. HUD encourages the PHAs and residents to work together to determine the most appropriate ways to foster a constructive working relationship, including supporting the formation of a legitimate residents organization. Residents are encouraged to contact the PHA directly with questions or concerns regarding issues related to their tenancy. PHAs are also encouraged to actively engage residents in the absence of a resident organization; and
2. PHAs must make resident participation funds available to residents for organizing activities in accordance with this Notice. Residents must make requests for these funds in writing to the PHA. These requests will be subject to approval by the PHA.

### B. PBV: Resident Participation and Funding

To support resident participation following conversion of assistance, residents of covered projects converting assistance to the PBV program will have the right to establish and operate a resident organization for the purpose of addressing issues related to their living environment, which includes the terms and conditions of their tenancy as well as activities related to housing and community development.

- 1. Legitimate Resident Organization.** A PHA must recognize legitimate resident organizations and give reasonable consideration to concerns raised by legitimate resident organizations. A resident organization is legitimate if it has been established by the residents of a covered project, meets regularly, operates democratically, is representative of all residents in the development, and is completely independent of PHAs, management, and their representatives.

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<sup>5</sup> For the purposes of this Attachment, HUD uses the term “PHA” to refer to the owner of a converting or covered project. In some instances the owner of a project could be a public, non-profit, or for-profit, e.g., mixed-finance projects.

In the absence of a legitimate resident organization at a covered project, HUD encourages the PHA and residents to work together to determine the most appropriate ways to foster a constructive working relationship, including supporting the formation of a legitimate residents organization. Residents are encouraged to contact the PHA directly with questions or concerns regarding issues related to their tenancy. PHAs are also encouraged to actively engage residents in the absence of a resident organization; and

**2. Protected Activities.** PHAs must allow residents and resident organizers to conduct the following activities related to the establishment or operation of a resident organization:

- a. Distributing leaflets in lobby areas;
- b. Placing leaflets at or under residents' doors;
- c. Distributing leaflets in common areas;
- d. Initiating contact with residents;
- e. Conducting door-to-door surveys of residents to ascertain interest in establishing a resident organization and to offer information about resident organizations;
- f. Posting information on bulletin boards;
- g. Assisting resident to participate in resident organization activities;
- h. Convening regularly scheduled resident organization meetings in a space on site and accessible to residents, in a manner that is fully independent of management representatives. In order to preserve the independence of resident organizations, management representatives may not attend such meetings unless invited by the resident organization to specific meetings to discuss a specific issue or issues; and
- i. Formulating responses to PHA's requests for:
  - i. Rent increases;
  - ii. Partial payment of claims;
  - iii. The conversion from project-based paid utilities to resident-paid utilities;
  - iv. A reduction in resident utility allowances;
  - v. Converting residential units to non-residential use, cooperative housing, or condominiums;
  - vi. Major capital additions; and
  - vii. Prepayment of loans.

In addition to these activities, PHAs must allow residents and resident organizers to conduct other reasonable activities related to the establishment or operation of a resident organization.

PHAs shall not require residents and resident organizers to obtain prior permission before engaging in the activities permitted in this section.

**3. Meeting Space.** PHAs must reasonably make available the use of any community room or other available space appropriate for meetings that is part of the multifamily housing project when requested by:

- a. Residents or a resident organization and used for activities related to the operation of the resident organization; or
- b. Residents seeking to establish a resident organization or collectively address issues related to their living environment.

Resident and resident organization meetings must be accessible to persons with disabilities, unless this is impractical for reasons beyond the organization's control. If the development has an accessible common area or areas, it will not be impractical to make organizational meetings accessible to persons with disabilities.

PHAs may charge a reasonable, customary and usual fee, approved by the Secretary as may normally be imposed for the use of such facilities in accordance with procedures prescribed by the Secretary, for the use of meeting space. A PHA may waive this fee.

**4. Resident Organizers.** A resident organizer is a resident or non-resident who assists residents in establishing and operating a resident organization, and who is not an employee or representative of current or prospective PHAs, managers, or their agents.

PHAs must allow resident organizers to assist residents in establishing and operating resident organizations.

**5. Canvassing.** If a covered project has a consistently enforced, written policy against canvassing, then a non-resident resident organizer must be accompanied by a resident while on the property of the project.

If a project has a written policy favoring canvassing, any non-resident resident organizer must be afforded the same privileges and rights of access as other uninvited outside parties in the normal course of operations. If the project does not have a consistently enforced, written policy against canvassing, the project shall be treated as if it has a policy favoring canvassing.

A resident has the right not to be re-canvassed against his or her wishes regarding participation in a resident organization.

**6. Funding.** PHAs must provide \$25 per occupied unit annually for resident participation, of which at least \$15 per occupied unit shall be provided to the legitimate resident organization at

the covered property. These funds must be used for resident education, organizing around tenancy issues, and training activities.

In the absence of a legitimate resident organization at a covered project:

- a. HUD encourages the PHAs and residents to work together to determine the most appropriate ways to foster a constructive working relationship, including supporting the formation of a legitimate residents organization. Residents are encouraged to contact the PHA directly with questions or concerns regarding issues related to their tenancy. PHA are also encouraged to actively engage residents in the absence of a resident organization; and
- b. PHAs must make resident participation funds available to residents for organizing activities in accordance with this Notice. Residents must make requests for these funds in writing to the PHA. These requests will be subject to approval by the PHA.