



HOUSING COMMISSION AGENDA

Regular Meeting: May 11, 2011

Time: 8:00 a.m.

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

*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, May 5, 2011**, duly distributed this Agenda to the Clerk of the Board of Supervisors for posting in the office of the Alameda County Administration Building and has posted it on the bulletin board of the Housing Authority of the County of Alameda.*

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

1. CALL TO ORDER / ROLL CALL	<u>PAGE</u>
2. EXECUTIVE SESSION <i>Labor Negotiations Pursuant to Government Code 54957.6 Contract Negotiations with SEIU Local 1021 and the Housing Authority of the County of Alameda</i>	
3. APPROVAL OF MINUTES OF THE APRIL 13, 2011 MEETING	2
4. PUBLIC COMMENT On matters not on the Agenda	
5. NEW BUSINESS	
5-1. Revision to HACA's Section 8 Administrative Plan	ACTION 9
5-2. 2011 Scholarship Program Awards	ACTION 12
5-3. HACA's Specialized Programs	PRESENTATION 14
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MINUTES

April 13, 2011

**HOUSING COMMISSION MINUTES
REGULAR MEETING: APRIL 13, 2011
8:00 A.M.
HACA BOARD ROOM**

SUMMARY ACTION MINUTES

1. CALL TO ORDER/ROLL CALL

Call to Order

Chairperson Steiner called the meeting to order at 8:05 a.m.

Roll Call

Present: Cmr. Biddle, Cashmere, Gacoscos, Gerry, Haddock, Natarajan, Peixoto, Reed, and Steiner

Entered after Roll Call: Cmr. Iosefa

Excused: Cmr. Atkin and Medina

2. EXECUTIVE SESSION

The Commission appointed Jack Hughes as chief negotiator for upcoming negotiations with SEIU Local 1021. The Commission reconvened in regular session at 8:25 a.m.

3. APPROVAL OF MINUTES OF THE MARCH 9, 2011 MEETING

Recommendation: Approve the minutes of the March 9, 2011 meeting as presented.

Motion/Second: Natarajan/Reed.

9 Ayes; 1 not present for vote: Cmr. Iosefa.

Motion Passed. **APPROVED AS RECOMMENDED.**

4. PUBLIC COMMENT – On matters not on the agenda

None.

5. NEW BUSINESS

5-1. PRESENTATION: RECOGNIZE MICHAEL HODGES AS THE EMPLOYEE OF THE QUARTER

Christine Gouig, Executive Director, introduced Marsha Collier, Chairperson of HACA's Communications Committee. Ms. Collier announced that Michael Hodges, a Housing Specialist in HACA's Housing Assistance and Family Services (HAFS) department, was selected as the Employee of the Quarter. She read some of the comments that were submitted by those who nominated Mr. Hodges and Sharon DeCray, HAFS Program Manager, praised Michael for his work on specialized programs. Chairperson Steiner presented Michael with a certificate and Michael expressed his appreciation for the award.

5-2. ACTION: HOUSING AUTHORITY OF THE COUNTY OF ALAMEDA (HACA) AUDIT RESULTS FOR THE FISCAL YEAR ENDING JUNE 30, 2010

Cathy Leoncio, Finance Director, presented the staff report and summarized the results of the audit for the fiscal year ending June 30, 2010. There are no findings and no questioned costs.

Recommendation: Accept the Housing Authority of the County of Alameda audit results for the fiscal year ending June 30, 2010.

Motion/Second: Haddock/Gerry.

Commission Discussion: Cmr. Peixoto asked if the disbursement of funds is handled by the County Auditor-Controller's office and what files the auditors looked at. Ms. Leoncio replied that the Auditor-Controller's office did not handle the disbursements and that auditors review a random sample of files that falls within the scope of the audit. Cmr. Peixoto also asked how the portability contracts impact HACA's budget. Ms. Leoncio explained that the Housing Authority is funded at 80% for the administration of the portability contracts. Chairperson Steiner commented that portability contracts have been an ongoing issue for HACA and that HACA continues to advocate for a solution to the problem of portability.

Ayes: All Motion passed.

APPROVED AS RECOMMENDED.

5-3. ACTION: DUBLIN HOUSING AUTHORITY (DHA) AUDIT FOR THE FISCAL YEAR ENDING JUNE 30, 2010

Ms. Gouig noted that the Dublin Housing Authority (DHA) audit was being presented to the HACA Housing Commission because the merger of DHA with HACA was approved on March 1, 2011. Ms. Leoncio presented the staff report and summarized the results of the audit for the fiscal year ending June 30, 2010. There were no findings and no questioned costs.

Recommendation: Accept the Dublin Housing Authority audit results for the fiscal year ending June 30, 2010.

Motion/Second: Reed/Natarajan.

Commission Discussion: Cmr. Peixoto asked if the Alameda County Board of Supervisors is the fiscal agent for HACA and Ms. Gouig stated that the Board is not. Cmr. Cashmere asked why some cities in Alameda County were not under HACA's jurisdiction. Ms. Gouig explained that each city in California has a housing authority pursuant to state law and that they have the option as to how they want their housing authority to function. She named Berkeley, Livermore, and Oakland as examples of cities that choose to manage their own housing authorities.

Ayes: All Motion passed.

APPROVED AS RECOMMENDED.

5-4. **RESOLUTION NO. 09-11: APPROVING OBLIGATION AND COMMITMENT OF UNRESTRICTED NET ASSETS**

Christine Gouig presented the staff report. She reported that as part of the consolidation of DHA and HACA, DHA's restricted net assets were transferred to HACA and combined with HACA's public housing program funds. Ms. Gouig explained that HACA intends to use the funds to pay for much needed improvements and renovations to its public housing units and recommended that the Commission adopt the resolution to commit the funds for these purposes.

Recommendation: Adopt Resolution No. 09-11 approving the obligation and commitment of unrestricted net assets

Motion/Second: Natarajan/Gacoscos.

Commission Discussion: Chairperson Steiner asked if HUD can still impound the funds once the funds are committed. Ms. Gouig indicated that while this action does not place the funds under contract, it would be prudent to commit them. Cmr. Natarajan asked if staff can get contracts in place fairly quickly to obligate the funds. Ms. Gouig explained that before the funds can be spent, HUD must make some changes in its system so HACA can access the funds.

Ayes: All Motion passed.

APPROVED AS RECOMMENDED.

5-5. **RESOLUTION NO. 07-11: APPROVING ANNUAL PLAN FOR FISCAL YEAR 2011**

Ron Dion, Deputy Director for Programs, presented the staff report. Mr. Dion reported that the Plan presented at the March Commission meeting was subsequently presented to the Resident Advisory Board (RAB) at a meeting held on March 22, 2011. He reported that the RAB had no comments and recommended that the Commission move forward with the approval.

Recommendation: Adopt Resolution 07-11 approving the Annual Plan for the fiscal year 2011 and authorize staff to submit Plan to HUD.

Motion/Second: Haddock/Iosefa.

Commission Discussion: Chairperson Steiner commented that there appeared to be quite a few RAB members absent from the meeting. Mr. Dion explained the difficulty in getting the RAB members to participate despite efforts from staff to generate interest. Ms. Gouig stated that staff will continue to work on promoting participation.

Ayes: All Motion passed.

APPROVED AS RECOMMENDED.

5-6. **ACTION: AUTHORIZE BID SOLICITATION FOR OFFICE BUILDING**

Tom Makin, Deputy Director for Operations, presented the staff report. He reported that K2A Architects (K2A) received building permit approval of the office remodeling project from the City of Hayward and recommended that the Commission authorize staff to solicit bids for the project.

Recommendation: Authorize the formal bidding of the construction work.

Motion/Second: Natarajan/Biddle.

Commission Discussion: Cmr. Biddle commented that staff may receive a significant number of bids and asked if staff will implement a process to pre-qualify bidders. Mr. Makin indicated that staff is working on a qualifying process similar to an approach that is used by Caltrans. Chairperson Steiner asked about the status of the site for the relocation of the office. Mr. Makin indicated that the search for a temporary site is ongoing. Cmr. Natarajan commented that this is a good time to go out to bid. Cmr. Gerry asked if HACA had any options to award the bid or if they were required to award the contract to the lowest bidder. Mr. Makin indicated that the state procurement laws were very specific on the award of contracts.

Ayes: All Motion passed.

APPROVED AS RECOMMENDED.

5-7. INFORMATION: QUARTERLY INVESTMENT PORTFOLIO

Report received with no questions or comments.

5-8. INFORMATION: BUDGET STATUS REPORT

Cathy Leoncio presented the staff report. She reported that Congress finally adopted the 2011 federal fiscal year budget and that staff received information on sizeable cuts to the HUD programs. Ms. Leoncio reported that the cuts, when applied to the formula used to project HACA's budget, result in an estimated \$100k-\$200k deficit in HACA's current budget. Ms. Gouig indicated that the Section 8 Housing Choice Voucher program administrative fee will be funded at only 78.5%. She stated that since the federal fiscal year started in October 2010, HACA is working with a very short amount of time, approximately 5 months, to absorb the cuts.

5-9. INFORMATION: PROGRAM ACTIVITY REPORT

Report received with no questions or comments.

6. COMMITTEE REPORTS

None.

7. COMMISSIONER REPORTS

Chairperson Steiner reported on the March 2011 NAHRO Legislative Conference that she attended in Washington, D.C. She commented that the keynote speakers and sessions were excellent and that she took part in meetings with representatives that were set-up by the California Association of Housing Authorities (CAHA). Chairperson Steiner reported that CAHA prepared a legislative brochure that was distributed at these meetings. She talked about some of the topics discussed at the conference and asked Ms. Gouig to provide further detail on some work that is being done with the housing authority wait lists. Ms. Gouig explained that housing authorities in Alameda County were currently exploring an idea to combine housing waitlists and

briefly discussed some of the approaches that were being looked at. Cmr. Gerry commented on the rental market and noted that there has been a steady increase in rentals.

8. COMMUNICATIONS

Ms. Gouig noted that one of HACA's participants in the veterans program, VASH, was featured on the cover of the CAHA brochure. A CAHA brochure was passed around and viewed by the Commissioners. Sharon DeCray, HAFS Program Manager, provided some background information on this participant and how the VASH program has helped him.

9. ADJOURNMENT

There being no further business, Chairperson Steiner adjourned the meeting at 9:30 a.m.

Respectfully submitted,

Melissa Taesali
Executive Assistant

Christine Gouig
Executive Director/Secretary

Approved:

Christine Steiner
Commission Chairperson

NEW BUSINESS

May 11, 2011

HOUSING AUTHORITY OF ALAMEDA COUNTY

AGENDA STATEMENT

Meeting: May 11, 2011

Subject: Section 8 Admin Plan - Revision of the Definition of HACA's Annual Reexamination Date

Exhibits Attached: None

Recommendation: Receive report; approve proposed policy revision

Financial Statement: None

BACKGROUND

HUD requires that every housing authority that operates a Section 8 Housing Choice Voucher program develop an Administrative Plan (Admin Plan). The purpose of the Admin Plan is to establish a housing authority's policies for administering its Section 8 Program in a manner consistent with HUD requirements and the housing authority's Agency Plan.

One component of the Admin Plan is the definition of the housing authority's annual eligibility redetermination date. How the date is defined has important implications for the manner in which a housing authority's annual reexamination timeliness is measured by HUD's national Section Eight Management Assessment Program (SEMAP). HACA's current definition of the annual reexamination date increases the number of reexaminations done by HACA beyond what is required by HUD. Doing so increases HACA's workload and expenses and penalizes HACA as measured by SEMAP relative to the proposed change.

DISCUSSION AND ANALYSIS

HACA is required to define the annual reexamination date in such a manner as to ensure that the annual reexamination for each family is completed within a 12-month period. Currently, HACA utilizes a set annual anniversary date based on the date on which the family's initial Section 8 contract became effective (e.g., December 1 is the anniversary date of an initial contract that became effective on 12/15/2008). If an annual reexamination is processed late, however, it can cause HACA to complete two annual reexaminations in one year rather than just one. For example, utilizing a set annual reexamination date, if the annual reexamination due 12/1/2009 were not to be completed until 4/1/2010, the family would, in effect, have two reexaminations within the 12-month period – one on 4/1/10 and one on 12/1/10 (nine months later).

As shown by the attached revised definition of the annual reexamination date, by making the next reexamination due within 12 months from when the last reexamination became effective, HACA will reduce its administrative burden and, likely, improve its annual SEMAP score, by processing one annual reexamination in any 12-month period. For the above example, the next reexamination following the one completed on 4/1/10 would be due 4/1/11, not 12/1/10.

Staff recommends that you approve the revisions to the Administrative Plan.

11-I.B. SCHEDULING ANNUAL REEXAMINATIONS

HACA must establish a policy to ensure that the annual reexamination for each family is completed *within* a 12-month period, and may require reexaminations more frequently [HCV GB p. 12-1].

HACA Policy

HACA will begin the annual reexamination process 90 to 120 days in advance of its scheduled effective date. Generally, HACA will schedule annual reexamination effective dates to coincide with the family's anniversary date.

Anniversary date is ~~the first day of the month of the annual recurrence of the date on which the family's initial contract became effective (e.g. December 1 is the anniversary date of an Initial contract that became effective on 12/15/2008.)~~ defined as 12 months from the effective date of the family's last annual reexamination or, during a family's first year in the program, from the effective date of the family's initial examination (admission).

Annually, HACA will perform a reexamination to be effective no later than twelve months from the anniversary date. HACA may schedule an annual reexamination for completion prior to the anniversary date for administrative purposes.

HOUSING AUTHORITY OF ALAMEDA COUNTY

AGENDA STATEMENT

Meeting: May 11, 2011

Subject: 2011 Scholarship Program Awards

Exhibits Attached: None

Recommendation: Approve the 2011 HACA Scholarship Awards and a change to the Scholarship Award Schedule

Financial Statement: \$13,750 from the Local Fund

BACKGROUND

HACA has been awarding scholarships to eligible recipients from the FSS and Public Housing Programs since 2002. This year, due to outreach efforts by program staff, 26 applications were submitted. This is twice the number of applications that have been submitted in previous years.

In addition, your Commission's Scholarship Committee (Commissioners Biddle, Gerry and Reed) considered various changes to the program, as discussed at your March Commission meeting. Their recommendations for scholarships reflect their decisions with respect to these changes.

DISCUSSION AND ANALYSIS

The Scholarship Committee considered two changes to the programs: the criteria for approval and the amounts awarded. The Committee determined that selection would be based on a combination of the content of the application and the Grade Point Average (GPA) instead of just the GPA and that the amounts awarded would be based on the educational institution the applicant attends rather than the GPA. The Committee recommends the award of 11 scholarships as shown below, totaling \$13,750.

2011 HACA Scholarship Award Recommendations

Name	GPA	Program	School	Award	Area of Study
Cristal Bowman	2.85	FSS	Las Positas College	\$750	Nursing/Dental Hygiene
Rashad Colver	2.59	PH	San Jose State	\$1,250	Civil Engineering
Shjondel Curtis	3.92	FSS	Texas Southern Univ.	\$1,750	Finance
Minalou Diamante	2.60	PH	Chabot College	\$750	Dental Hygiene
Ashley Lawrence	2.48	FSS	Ohlone College	\$750	Physiological Science
Violeta Raygoza	3.00	FSS	Chabot College	\$750	Early Childhood Dev'l
Andrea Robinson	3.62	FSS	Cal State East Bay	\$1250	Healthcare Administration
Tonia Roby	3.19	FSS	Univ. of Phoenix	\$1,750	Criminal Justice
Stacy Sorrells	2.94	PH	Chabot College	\$750	Liberal Studies/English Lit
Oreisha Williams	4.00	FSS	Ohlone College	\$750	Business Administration
Muhibullah Yusufi	4.06	FSS	University TBD	\$1,750	Physiological Science

The Scholarship Committee identified the need to refine the categories and amounts of awards due to the growing number of enrollments in for-profit education institutions. If approved by your Commission, the proposed award schedule below would be implemented for the 2012 scholarship year.

Award Schedule

Current Categories	Current Award Amount by Category	Proposed Categories	Proposed Award Amounts by Category
University of California (UCs); Private Universities (non-profit); For-Profit Universities & Colleges	\$1,750	University of California (UCs); Private Universities (non-profit)	\$1,750 (no change)
State Colleges	\$1,250	California State University System	\$1,250 (no change)
		For-Profit Colleges and Universities	\$1,000
Community Colleges; Vocational/Trade Schools; Certificate Programs; Continuing Education Programs; Adult Schools	\$750	No Change	\$750 (no change)

HOUSING AUTHORITY OF THE COUNTY OF ALAMEDA

AGENDA STATEMENT

Meeting: March 9, 2011

Subject: Presentation: HACA Special Programs

Exhibits Attached: Attachment A: Powerpoint Presentation

Recommendation: Receive Report

BACKGROUND

In addition to the Section 8 Housing Choice Voucher (HCV) Program and the Public Housing Program, the Alameda County Housing Authority (HACA) administers a number of small, specialized housing assistance and family services programs. The unifying principles for these specialized programs are:

- ❖ To create additional affordable housing opportunities in collaboration with other agencies and community based organizations
- ❖ To provide targeted assistance to special need populations
- ❖ To foster self sufficiency and independence among program participants

These specialized programs offer housing assistance to very-low income and special needs households. The key to understanding the value of special programs is to know that they are an important way for HACA to expand the number of affordable housing units in our jurisdiction.

Staff has prepared a presentation to describe some of these specialized programs, the special needs populations that are being served, and the impact that these special programs are having.

SPECIAL PROGRAMS

Rental Assistance for Non-Elderly Disabled Persons (RANE)

HUD has recently awarded HACA 10 vouchers to be used for non-elderly disabled individuals who want to transition from care in a facility into their own units. This program is a HUD/Department of Health and Human Services partnership with funding for case management being provided to the states, which then fund non-profit organizations within the counties. HACA's partner is East Bay Innovations. We have just begun to receive referrals for this program.

While the word used in the program description is *transition*, it might more aptly be *transformation*. An individual living in a nursing facility who is able to move to his or her

own place begins a new, transformed life. For some non-elderly disabled individuals, living in a facility deprives them of the social interaction, privacy and independence that define quality of life. The move from such a facility into an independent living situation allows them to pursue a richer, fuller life.

RANE Success Story. Judy K., a developmentally disabled woman in her 20's, isn't thriving in a facility designed primarily for elders. She would like to continue using her social skills and to interact with people her own age. She will need a live-in-aide. HACA is working with Judy, her family, and East Bay Innovations to transition Judy into a place of her own. Judy plans to share housing with another person with disabilities.

Family Options (Homeless Study)

HACA was asked to participate in this nationwide study being conducted by Vanderbilt University (New York) and HUD. The study will look at outcomes for homeless families who receive one of several different interventions. HACA provided 10 vouchers for those families who are receiving permanent "housing first" assistance without case management. To date, we have received 10 referrals and have approved nine for vouchers. Five families have used their vouchers and are housed. All are single female heads of households with children, who came from a homeless shelter.

Family Options Success Story. In November 2010, Michelle B. was a single mother with a baby and no place to live. When she got a bed in a local homeless shelter, she was grateful to know that she and her baby would have a room over the holidays. At the shelter she was told about a national study on homelessness, and she agreed to participate. Imagine her amazement when she was told that she had been selected to apply to HACA for a Section 8 Housing voucher!

HACA processed Michelle's application and gave her a voucher on December 6, 2010. Although Michelle had to spend Christmas at the shelter, she was able to move into an apartment on December 30th and begin 2011 in a place of her own. For Michelle, this is a fresh start and a chance to pursue her goals for herself and her child.

HUD-Veterans Affairs Supportive Housing (VASH)

HACA is actively partnering with the Veteran Affairs (VA) Medical Centers of Oakland and Fremont to administer 75 vouchers awarded by HUD under the HUD-VASH Program. The VA Centers refer eligible veterans to HACA, which processes a Section 8 voucher, inspects the unit and makes the rent subsidy payments to the landlords. The VA staff provides on-going case management and counseling.

VASH Success Story. Bobbie S., a 52 year old disabled U.S. Army veteran and single father of a 16-year old son, received his VASH voucher in December 2010. Bobbie and his son moved into a two-bedroom apartment just in time to celebrate the holidays. Bobbie's son has lived with him since he was 2 ½ years old. Together they shuttled between hotels and family members' couches, never being able to secure an apartment of their own. Bobbie's son is excited to have a room of his own where he and his high

school friends can listen to music and talk. When Bobbie was asked if the assistance had helped him, he said that housing was a tremendous opportunity. Then he paused, took a deep breath, and said “I can breathe again.”

Harold D. is a 79-year old veteran of the Korean War who has spent the last nine years living in his car. After returning from his tour of duty, Harold tried to make a living as a big band musician but sadly, as he explained, “disco killed dance music.” He supported himself and his love of music by driving a cab until poor health forced him to stop working. He is thrilled to be indoors with all the necessary elements to lead a clean and healthy life.

Both these veterans agreed that unless you have been homeless, you can never really understand what it means to have a place of your own.

CHOICES for Community Living

The people of California recognized the need to provide better care to chronically mentally ill people when they passed Proposition 63, the Mental Health Services Act.

CHOICES is one of the Alameda County programs created by the County’s Behavioral Health Care Services Agency in response to the Act. CHOICES provides independent living opportunities that include housing, peer counseling, recovery support and vocational training. HACA is part of the CHOICES collaborative; its role is to administer the housing subsidy for those who elect to live in a unit of their own.

Appropriate housing is a critical need for this population. Participants were at risk of homelessness or forced into living situations, such as board and care facilities, which did not meet their needs. Maintaining a treatment regimen is extremely difficult without a suitable living space. CHOICES enables participants to find housing and maintain it while building their self-sufficiency skills.

To date, 33 individuals have enrolled in CHOICES.

Shelter Plus Care

HACA has been an active partner of the Shelter Plus Care network since 2003. Shelter Plus Care is targeted to homeless persons with disabilities. The Alameda County Department of Housing and Community Development (HCD) administers the program, selects participants, contracts with organizations to provide support services, and contracts with HACA to administer the voucher portion of the program.

Shelter Plus Care serves disabled, low-income people who have been overwhelmed by illness. Homelessness has further devastated their lives. The combination of services and rental assistance that Shelter Plus Care provides enables participants to rebuild their lives. HACA has approximately 110 Shelter Plus Care participants.

Shelter Plus Care Success Story. Lisa V. came to the program in 2003. She had a history of substance abuse and was dependent on public assistance and child support for her two children. After a year of stable living and continued recovery, she began to work part-time. Today Lisa is a full-time employee of a community organization. She is fulfilling her goal to stay well and to help others achieve the same success.

Family Self-Sufficiency Program

Escrow is a reward for working hard to achieve FSS goals. As with any Section 8 tenant, as an FSS participant increases their income due to employment they will have to pay a larger share of their rent. However, for FSS participants HACA sets aside the amount the Housing Authority is saving in rent payments in an account for the participant. If the participant meets his or her goals and maintains suitable employment, the accumulated escrow will be awarded to the participant at graduation. FSS graduates have used escrows for a down-payment on a home, educational expenses and the purchase of major items such as a computer or car.

HACA's 2010 FSS Report of Outcomes elicited this comment from HUD's San Francisco Field Office representative, Martha Ruiz: "I am impressed with your accomplishments." As important as HUD's recognition is, an even more important measure of the success of this program is the great interest voucher holders have in joining. FSS was once called HACA's best kept secret. In 2010, the secret got out and the number of people wanting to join FSS increased and HACA now has a waiting list of 25 – 50 applicants. Staff is dedicated to exceeding the 2010 outcomes and promoting self sufficiency through the FSS Program in 2011.

FSS Success Story. During 2010, 86 participant families increased their household income. The dollar value of that increase averaged \$4,429, a significant increase in a low-income person's annual income.

The commitment to self sufficiency among staff is a role model for participants. We have just learned that one of HACA's FSS participants has been hired as an FSS Coordinator at the San Francisco Housing Authority. This participant is fulfilling her goals: 1) to become personally and financially self-sufficient; and 2) to give back to the community and those in need.

Since HUD continues to limit funding for the HCV Program, a special program with its targeted funding is often the only way to assist more families and to address special needs. These specialized programs enable HACA to partner with housing developers and social service providers as well as other Alameda County agencies. These collaborative partnerships enable HACA to support local initiatives and strengthen HACA's role in the community.

BUDGET STATUS **REPORT**

**Housing Authority of Alameda County
HOUSING CHOICE VOUCHER
Budget Status Report FYE 2010-2011
March 2011**

FY 2011 OPERATING BUDGET	Budgeted @ 3/31/2011	Actual @ 3/31/2011	OVER (UNDER)	PROJECTED TO 6/30/11	SCH. NO.	2010 BUDGET	2011 BUDGET	DIFFERENCE
INCOME								
Investment Income	2,700	3,928	1,228	5,237	A1	34,000	3,600	(30,400)
Misc. Income	268,650	246,125	(22,525)	328,167	A1	348,000	358,200	10,200
(Fees)	6,045,684	5,613,405	(432,279)	7,363,813	A	7,508,129	8,060,912	552,783
TOTAL INCOME	6,317,034	5,863,458	(453,576)	7,697,217		7,890,129	8,422,712	532,583
EXPENSES								
Administration								
Salaries	3,561,891	3,374,934	(186,957)	4,407,814	B-1& 2	4,400,371	4,749,188	348,817
Other Admin.	824,399	871,675	47,276	1,162,233	C-1&2	1,105,936	1,099,199	(6,737)
Total	4,386,290	4,246,609	(139,681)	5,570,047		5,506,306	5,848,386	342,079
General								
Insurance	145,910	136,239	(9,671)	181,652	E	170,807	194,547	23,740
Employee Benefits	1,780,945	1,689,702	(91,243)	2,252,936		2,200,185	2,374,594	174,409
Miscellaneous	0	0	0	0		0	0	0
Total	1,926,856	1,825,941	(100,914)	2,434,588		2,370,992	2,569,141	198,149
Total Routine Expenses	6,313,145	6,072,550	(240,595)	8,004,635		7,877,298	8,417,527	540,229
Capital Expenditures	0	0	0	0	D2	0	0	0
TOTAL EXPENSES	6,313,145	6,072,550	(240,595)	8,004,635		7,877,298	8,417,527	540,229
NET INCOME (DEFICIT)	3,889	(209,092)	(212,981)	(307,418)		12,831	5,185	(7,646)

Unrestricted Net Assets @ 6/30/10
 Projected Income/(Deficit) @ 6/30/11
 Budgeted Unrestricted Net Assets-AF @ 6/30/11

\$ 2,918,420
(307,418)
\$ 2,611,002

**Housing Authority of Alameda County
PUBLIC HOUSING
Budget Status Report FYE 2010-2011
March 2011**

FY 2011 OPERATING BUDGET	YTD BUDGET 3/31/2011	YTD ACTUALS 3/31/11	OVER/ (UNDER) BUDGET	Projected to 6/30/11	SCH. NO.	2010 BUDGET	2011 BUDGET	Difference
INCOME								
Dwelling Rentals	772,695	749,822	(22,873)	999,763		1,111,920	1,030,260	(81,660)
Investment Income	675	1,334	659	1,779	A	9,375	900	(8,475)
Misc. Income	119,067	72,184	(46,883)	96,245	**	171,663	158,756	(12,907)
Operating Subsidy (HUD form 52723)	298,664	295,037	(3,628)	354,044		410,989	398,218	(12,771)
Capital Grant (salaries/benefits)	86,692	0	(86,692)	0		151,272	115,589	(35,683)
TOTAL INCOME	1,277,792	1,118,377	(159,416)	1,451,832		1,855,218	1,703,723	(151,496)
EXPENSES								
Administration								
Salaries	234,400	201,550	(32,850)	268,733	B-1& 2	384,945	312,533	(72,412)
Other Admin.	48,677	42,402	(6,275)	56,536	C-1	59,446	64,902	5,456
Total	283,076	243,952	(39,125)	325,269		444,391	377,435	(66,956)
Tenant Services								
Resident Managers	4,125	2,000	(2,125)	2,667		5,500	5,500	0
Recreation	5,625	2,132	(3,493)	7,500		7,500	7,500	0
Total	9,750	4,132	(5,618)	10,167		13,000	13,000	0
Utilities								
Water	55,500	53,324	(2,176)	71,099		90,045	74,000	(16,045)
Electricity	14,250	20,731	6,481	27,641		19,860	19,000	(860)
Gas	1,950	2,059	110	2,745		5,693	2,600	(3,093)
Sewage	35,700	41,375	5,675	55,167		45,000	47,600	2,600
Total	107,400	117,489	10,091	156,652		160,598	143,199	(17,399)
Maintenance								
Salaries	141,858	98,712	(43,146)	131,616	B-2	122,424	189,144	66,720
Materials	60,450	41,923	(18,527)	55,898	D	125,461	80,600	(44,861)
Capital Fund Grants	(86,692)	(86,692)	0	(115,589)		(106,385)	(115,589)	(9,204)
Contract Costs	439,613	413,067	(26,546)	550,756	D	765,562	586,151	(179,411)
Total	555,230	467,011	(88,219)	622,681		907,062	740,306	(166,756)
General								
Insurance	65,850	63,686	(2,163)	84,915	E	64,891	87,800	22,909
Tax-In Lieu Of	66,530	66,530	0	88,707		95,132	88,706	(6,426)
Employee Benefits	188,129	156,715	(31,414)	208,953		253,685	250,839	(2,846)
Collection Loss	750	0	(750)	1,000		1,000	1,000	0
Miscellaneous	750	0	(750)	1,000		1,000	1,000	0
Total	322,008	286,931	(35,076)	384,575		415,708	429,344	13,636
Total Routine Expenses	1,277,464	1,119,515	(157,947)	1,499,344		1,940,759	1,703,285	(237,474)
Capital Expenditure						0	0	0
TOTAL EXPENSES	1,277,464	1,119,515	(157,947)	1,499,344		1,940,759	1,703,285	(237,474)
NET INCOME (DEFICIT)	328	(1,137)	(1,468)	(47,512)		(85,541)	438	85,978

Unrestricted Net Assets @ 6/30/10
 Projected Income/(Deficit) @ 6/30/11
 Projected Unrestricted Net Assets @ 6/30/11

\$ 117,061
 (47,512)
 69,549

PROGRAM ACTIVITY

REPORT

HOUSING AUTHORITY OF THE COUNTY OF ALAMEDA

AGENDA STATEMENT

Meeting: May 11, 2011

Subject: Programs Activity Report

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

Recommendation: Receive Report

Financial Statement: None

SECTION 8 HOUSING CHOICE VOUCHERS

- **Lease-Up:** As of May 1, 2011 the Section 8 Housing Choice Voucher program had 5,496 units under contract. The fiscal year-to-date lease-up average is 97.24% units. The budget authority use average through March 2011 is 99%.
- **Program Utilization:** As of May 1, 2011 the average HAP subsidy is \$1,081 and the average tenant-paid rent portion is \$360 for an average Contract Rent of \$1,441.
 - ❖ As of May 1, 2011 HACA had 39 outgoing billed portability contracts (i.e., HACA voucher holders who are housed in another housing authority's jurisdiction).
 - ❖ As of May 1, 2011 HACA billed other housing authorities, primarily the Oakland Housing Authority, for 1,670 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 \$4,811.34 in fraud and debt recovery payments for the month of April 2011. A total of \$33,337.67 was retained over the last six months.

HACA retained \$585.00 in Housing Assistance Payment (HAP) overpayments for the month of April 2011. A total of \$4,681.00 was retained over the last six months.

- **Landlord Rental Listings:** As of May 2, 2011 there were 1,481 landlords with properties in HACA's jurisdiction utilizing the *GoSection8* rental listing service. There were 3 new landlords to the Section 8 program this month. There were 101 active properties listed.

FAMILY SELF SUFFICIENCY (FSS)

FSS continued its emphasis on economic self sufficiency with a workshop this month entitled "Interview for Success". FSS participants were coached in how to best present themselves in person and on paper. Representatives from the Hayward One Stop Center, Securitas Security Service and The Workforce Collaborative provided targeted information and examples. FSS Coordinators continue to work closely with participants to find employment.

Plans are underway for the annual Health and Resource Fair. It will be held on Saturday, July 30th. We will once again feature the Poster Contest for children and numerous community resources for the adult participants.

PUBLIC HOUSING

- **Occupancy:** As of May 1, 2011 the Public Housing program had 226 of 230 units leased and has a 98.77% fiscal year-to-date lease up rate.

HOUSING AUTHORITY OF THE COUNTY OF ALAMEDA

SECTION 8 CONTRACT AND HOUSING ASSISTANCE PAYMENT REPORT

MONTH: APRIL 2011

City	Certificates		Vouchers		April 2011 TOTAL		April 2010	April 2009
	Number	HAP*	Number	HAP**	Number	HAP		
Albany	-	\$ -	45	\$ 48,825	45	\$ 48,825	42	44
Castro Valley	14	\$ 12,334	238	\$ 258,230	252	\$ 270,564	258	247
Dublin	2	\$ 1,762	281	\$ 304,885	283	\$ 306,647	245	204
Emeryville	5	\$ 4,405	92	\$ 99,820	97	\$ 104,225	95	95
Fremont	31	\$ 27,311	1,397	\$ 1,515,745	1,428	\$ 1,543,056	1,441	1,367
Hayward	109	\$ 96,029	2,357	\$ 2,557,345	2,466	\$ 2,653,374	2,408	2,409
Newark	2	\$ 1,762	295	\$ 320,075	297	\$ 321,837	294	296
Pleasanton	4	\$ 3,524	159	\$ 172,515	163	\$ 176,039	150	146
San Leandro	17	\$ 14,977	1,351	\$ 1,465,835	1,368	\$ 1,480,812	1,328	1,303
San Lorenzo	1	\$ 881	199	\$ 215,915	200	\$ 216,796	200	183
Union City	3	\$ 2,643	716	\$ 776,860	719	\$ 779,503	713	695
TOTALS	188	\$165,628.00	7,130	\$7,736,050.00	7,318	\$7,901,678.00	7,174	6,989

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

**based on an average April Housing Assistance Payment (HAP) of \$1082 per voucher contract

10-11

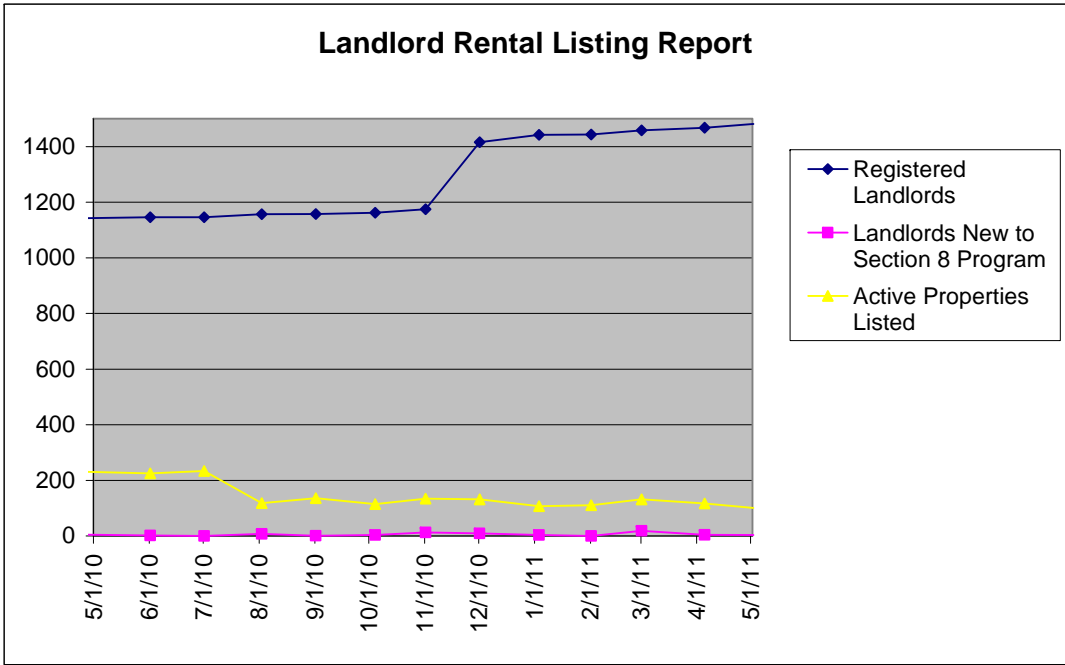
DEBT COLLECTIONS
FYE 06/30/11

	JULY	AUGUST	SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER	JANUARY	FEBRUARY	MARCH	APRIL	MAY	JUNE	GRAND
													TOTALS
<i>DAMAGE CLAIMS</i>	\$85.64	\$0.00	\$0.00	\$1,280.00	\$0.00	\$49.84	\$0.00	\$0.00	\$0.00	\$30.58			\$1,446.06
<i>FRAUD REPAYMENTS</i>	\$8,469.51	\$5,201.58	\$7,358.33	\$3,688.29	\$5,537.88	\$4,617.49	\$7,252.44	\$4,754.56	\$6,363.96	\$4,811.34			\$58,055.38
<i>HAP OVERPAYMENTS</i>	\$339.50	\$383.00	\$1,155.00	\$665.00	\$768.00	\$1,264.00	\$884.00	\$727.00	\$453.00	\$585.00			\$7,223.50
TOTALS	\$8,894.65	\$5,584.58	\$8,513.33	\$5,633.29	\$6,305.88	\$5,931.33	\$8,136.44	\$5,481.56	\$6,816.96	\$5,426.92	\$0.00	\$0.00	\$66,724.94

Landlord Rental Listing Report

Monthly

	4/26/10	6/1/10	7/1/10	8/2/10	9/1/10	10/4/10	11/1/10	12/1/10	1/3/11	2/1/11	3/1/11	4/5/11	5/2/11
Registered Landlords	1142	1146	1146	1157	1158	1162	1175	1416	1442	1443	1458	1468	1481
Landlords New to Section 8 Program	5	2	0	8	1	3	13	9	3	0	19	4	3
Active Properties Listed	231	225	234	118	136	115	134	132	107	110	132	117	101





To: Christine Gouig, Executive Director
From: Sharon DeCray, HAFS Manager
Re: FSS Program Summary
CC: Ron Dion, Linda Evans, Phyllis Harrison, Mary Sturges
Date: April 27, 2011

Program Summary	April 2011
Total Clients Under Contract:	196
Graduates:	0
Escrow Disbursed:	\$0
Ports In:	0
Ports Out:	0
Terminations:	3
New Contracts:	5

FSS PROGRAM NEWS:

Workshops

FSS facilitated a Scholarship Workshop on Tuesday, April 5, 2011, 6:00 pm – 7:30 pm. Staff advised FSS Participants & Public Housing Residents who were interested in applying for the HACA Scholarship on how to complete the application and submit a complete package. Scholarship applications were due by April 15, 2011 and HACA received 26 applications. Eighteen (18) were FSS participants or household family members.

FSS hosted an *Interview for Success Workshop* on April 6, 2011. Panelists included staff from the Hayward One Stop Center, Securitas Security Services and The Workforce Collaborative. A range of topics were addressed with a focus on positively presenting one's qualifications on paper and in person, how and where to look for jobs and how to handle criminal backgrounds etc. The responses on participants' evaluations were very positive. Seventeen (17) clients participated along with some of their family members.

Referrals=65 Case Management

1 Mass Mailing:

- Nelson Staffing-Warehouse and Light Industrial Opportunities
- Pepsi-Part-Time Merchandisers
- PG&E-Service Representative / Gas Service Representative
- Cal Apprenticeships Programs

Attachment

A



HACA Special Programs

Housing Authority of the
County of Alameda
May 2011

1



Why does HACA do Special Programs?

2

Affordable Housing

- Create additional units of affordable housing
- Serve underserved/special needs populations
- Promote greater self sufficiency among very low-income participants
- Participate with Alameda County agencies and community organizations in local initiatives

3

Targeted Funding and Local Initiatives

- HUD periodically provides program funding targeted to special needs populations
- HACA participates in Local Initiatives to serve underserved or special needs populations

4

Local Initiatives

- CHOICES for Community Living
- Shelter Plus Care
- Family Options

5

CHOICES

- Local initiative funded by Prop 63 (Mental Health Services Act)
- Partnership with Alameda County Behavioral Health Care Services and the CHOICES collaborative
- Serves up to 90 chronically mentally ill participants
- Provides counseling and a flat rental subsidy for up to 3 years

6

Shelter Plus Care

- Local partnership since 2003 with Alameda County HCD, Everyone Home, and community organizations
- Funding comes from McKinney-Vento Act
- S+C serves 110 participants who were homeless and have disabilities

7

FAMILY OPTIONS

- HACA chosen to participate in a national study sponsored by HUD in partnership with Vanderbilt University
- Serves 10 families who come from homeless shelters
- Purpose is to study the relative success of different interventions for homeless people
- Participants receive Section 8 vouchers

8

Targeted Funding

- Rental Assistance for Non-Elderly Disabled Persons (RANE)
- Veterans Affairs Supportive Housing (VASH)
- Family Self-Sufficiency Program (FSS)

9

RANE

- National partnership between HUD and HHS
- 10 targeted vouchers awarded by HUD in February 2011
- Serves non-elderly disabled persons transitioning from a hospital or similar facility into independent living
- HACA's local partner is East Bay Innovations

10

VASH

- National partnership between HUD and the VA
- 75 targeted vouchers issued to HACA June 2010
- Serves disabled veterans
- HACA's local partners are the Oakland VAMC and the Fremont VAMC

11

Family Self Sufficiency

- Voluntary program to promote personal and economic self-sufficiency open to all participants of the Section 8 HCV program
- Serves approximately 200 families
- HUD provides fixed annual funding for most of the salary and benefits for 3 HACA FSS coordinators

12

Family Self Sufficiency

- Rewards success with escrow composed of rent savings

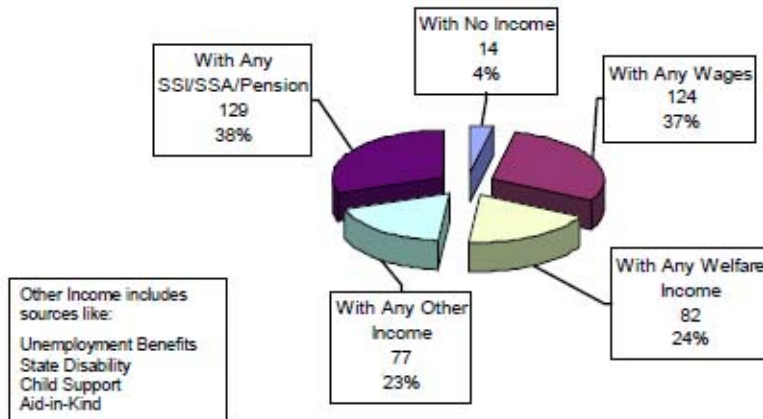


87 participants have escrow balances with 66 of those having escrow deposits totaling \$21,519 for February 2011

Who is being served

Percentage of Families by Income Source

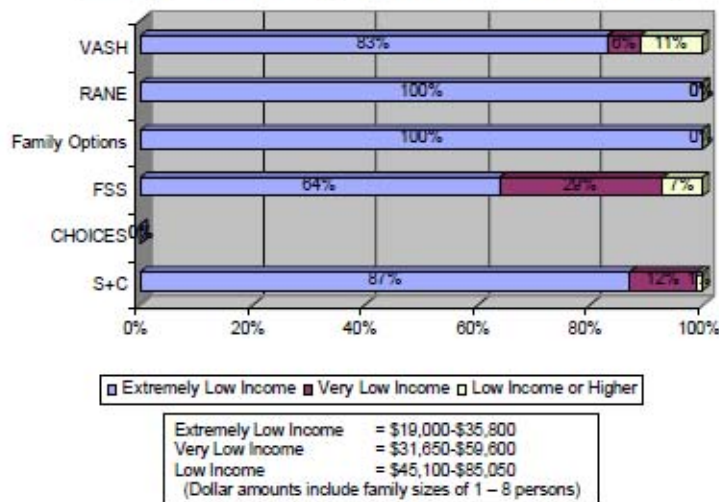
Example: 124 (37%) special program participants have income from wages



15

Percentage by Program by Income Limit

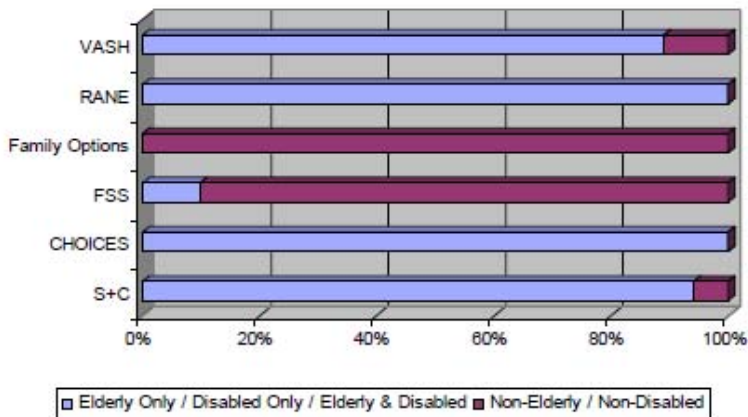
Example: 36% of FSS participants have incomes at or above the Very Low Income limit (29% Very Low Income range + 7% at or above Low Income limit)



16

Elderly / Disabled Households vs. Non-Elderly / Non-Disabled Households

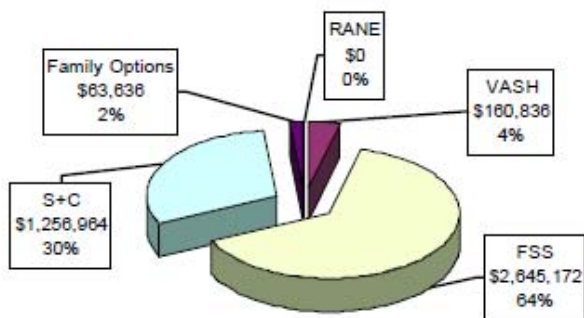
Example: VASH is 89% Elderly / Disabled Households



17

Annual HAP Dollars Spent By Program

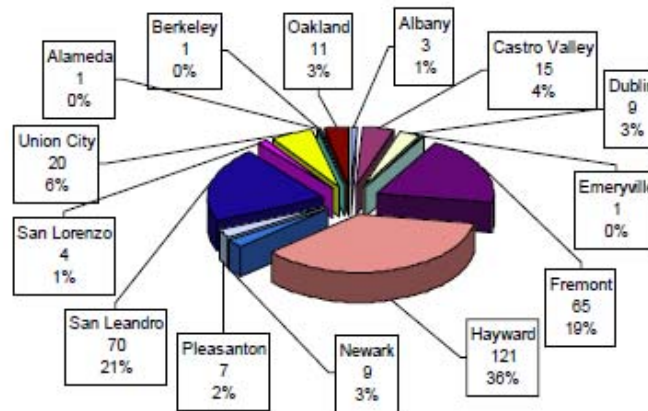
Example: S+C represents 30% of housing assistance for special programs



18

Participants by Program by City

Example: San Leandro has 70 special programs participants, which is 21% of all HACA's special programs participants



19

SUMMARY: SPECIAL PROGRAMS' IMPACT

- Adds 85 new units of permanent affordable housing (VASH, RANE)
- Expands independent living opportunities for up to 90 chronically mentally ill people (CHOICES)
- Houses up to 120 formerly homeless families (S+C, Family Options)
- Builds Self Sufficiency Skills in 200+ families (FSS)

20