



HOUSING COMMISSION AGENDA

Regular Meeting: June 10, 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, June 4, 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.

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1. CALL TO ORDER/ROLL CALL		
2. CLOSED SESSION		
<i>Contract Negotiations with SEIU Local 1021 and the Housing Authority of the County of Alameda</i>		
<i>Labor Negotiations Pursuant to Government Code 54957.6</i>		
<i>Conference with Legal Counsel</i>		
<i>Initiation of Litigation Pursuant to Subdivision (c) of Section 54956.9 (one case)</i>		
3. APPROVAL OF THE MINUTES OF THE MAY 13, 2015 COMMISSION MEETING	ACTION	2
4. PUBLIC COMMENT		
<i>On matters not on the Agenda</i>		
5. NEW BUSINESS		
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MINUTES
May 13, 2015



**HOUSING COMMISSION MINUTES
REGULAR MEETING: MAY 13, 2015
HACA BOARD ROOM, 22941 ATHERTON STREET, HAYWARD, CA 94541**

SUMMARY ACTION MINUTES

1. CALL TO ORDER/ROLL CALL

Call to Order

Chairperson Biddle called the meeting to order at 8:02 a.m.

Roll Call

Present: Cmr. Asher, Biddle, Cashmere, Gacoscas, Gerry, Hannon, Iosefa, Peixoto

Excused: Cmr. Steiner

Entered after roll call: Cmr. Reed

2. CLOSED SESSION

Conference with Legal Counsel – Anticipated Litigation

Initiation of Litigation Pursuant to Subdivision (c) of Section 54956.9 (one case)

The Commission adjourned into a closed session at 8:03 a.m. and reconvened in regular session at 8:10 a.m.

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

3. APPROVAL OF THE MINUTES OF THE APRIL 8, 2015 MEETING

Recommendation: Approve the minutes of the April 8, 2015 Housing Commission meeting as presented.

Motion/Second: Peixoto/Hannon.

Ayes: 6; 2 abstentions: Cmr. Asher and Reed. Motion passed. **APPROVED AS RECOMMENDED.**

4. PUBLIC COMMENT

Patricia Maddon commented on the provisions for health care benefits in the current MOU between SEIU Local 1021 and HACA.

5. NEW BUSINESS

5-1. ACTION: SECTION 8 HOUSING CHOICE VOUCHER PAYMENT STANDARDS AND VETERANS AFFAIRS SUPPORTIVE HOUSING (VASH) EXCEPTION PAYMENT STANDARDS

Jennifer Cado, Senior Administrative Analyst, presented the staff report. Ms. Cado reported that participants in the Section 8 Housing Choice Voucher (HCV) and Veterans Affairs Supportive Housing (VASH) programs are having a difficult time finding affordable units. She explained that in an effort to give these program participants the best chance of locating affordable units, staff conducted an analysis to determine the feasibility of increasing the current payment standards. Ms. Cado described the findings of the analysis and explained the proposed revisions to the payment standards for the HCV and VASH programs.

Recommendation: Approve the payment standards as presented for the Section 8 Housing Choice Voucher program with an effective date of July 1, 2015 and approve the payment standards as presented for the Veterans Affairs Supportive Housing program with an effective date of June 1, 2015.

Commission Discussion: Chairperson Biddle and Ms. Cado discussed the proposed payment standards. Ms. Cado explained that the rental markets in each of the cities in HACA's jurisdiction vary greatly and that the

HUD cap is 110% of the published Fair Market Rents. Ms. Gouig indicated that HACA will be working with other housing authorities in the county to see what can be done regionally to increase the cap that HUD has set. Cmr. Peixoto and Ms. Gouig discussed the payment standards for the VASH program. Ms. Gouig reported that Congressman Swalwell helped HACA to obtain a waiver from HUD that allowed HACA to raise the cap for the VASH program to 120%. Cmr. Peixoto and Ms. Cado discussed some of the factors that make it difficult for veterans in the VASH program to find affordable housing. Cmr. Gerry commented that the rents for 1- and 2-bedroom units have increased dramatically in recent months and will continue to rise.

Motion/Second: Reed/Cashmere.

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

5-2. ACTION: AUDIT FOR THE FISCAL YEAR ENDED JUNE 30, 2014

Cathy Leoncio, Finance Director, presented the staff report. Ms. Leoncio reported that an audit of HACA's financial statement for the fiscal year that ended on June 30, 2014 was conducted by Patel & Associates. She summarized the audit report, discussed the outcome of the audit, and described the findings and recommendations resulting from the audit.

Recommendation: Accept the audit for the fiscal year ended June 30, 2014.

Commission Discussion: Cmr. Cashmere and Ms. Gouig discussed the late Housing Quality Standards (HQS) inspection that the auditor cited in the findings. Cmr. Peixoto and Ms. Leoncio discussed some of the auditor's recommendations for strengthening HACA's internal controls. Cmr. Peixoto and Ms. Leoncio discussed unfunded liabilities related to pensions. Cmr. Peixoto asked if the Alameda County Employees' Retirement Association (ACERA) is ultimately responsible for these unfunded liabilities and Ms. Leoncio indicated that there is an upcoming meeting for members of ACERA to discuss this issue.

Motion/Second: Gacoscas/Peixoto.

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

5-3. ACTION: AMENDMENT TO PROCUREMENT POLICY

Beverly Brewer, Procurement Analyst, presented the staff report. Ms. Brewer reported that HUD has adopted the Uniform Administrative Requirements and, as a result, HACA will now be governed by requirements under 2 CFR part 200 of the Code of Federal Regulations instead of part 85. She further reported that staff is proposing to amend HACA's Procurement Policy in order to conform with the changes and indicated that HACA will have a full fiscal year grace period to implement these changes.

Recommendation: Approve the amendment to HACA's Procurement Policy.

Commission Discussion: Chairperson Biddle and Ms. Brewer discussed how these amendments will change some of HACA's procurement processes.

Motion/Second: Asher/Gacoscas.

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

5-4. INFORMATION: BUDGET STATUS REPORT

Cathy Leoncio presented the staff report with no questions or comments from the Commission. Following Ms. Leoncio's report, Ms. Gouig provided the Commission with an update on the status of the federal budget. She reported on the federal budget cap allocated to HUD and HUD's funding formula methodology and described the findings from the Administrative Fee study that HUD recently completed.

Commission Discussion: Cmr. Gacoscas and Ms. Gouig discussed HUD's Admin Fee study. Ms. Gouig

described how the study was carried out, some of the processes that HUD measured in the study, and named some of the California housing authorities that took part in the study.

5-5. INFORMATION: PROGRAM ACTIVITY REPORT

Daniel Taylor, Special Programs Manager, presented the staff report. He described the topics of recent FSS workshops that were held and commented that many participants attended and enjoyed these workshops. At the request of Cmr. Hannon at the April meeting, Mr. Taylor provided a report on average FSS escrow disbursements for the past 5 years and the number of FSS participants who have completed their contracts.

Commission Discussion: Cmr. Cashmere praised HACA's FSS program and commented that she worked previously as an FSS program coordinator so is familiar with some of the challenges that FSS program participants have.

6. COMMITTEE REPORTS

None.

7. COMMISSIONER REPORTS

Cmr. Hannon reported on his attendance at the groundbreaking of the Laguna Commons project in the city of Fremont. He congratulated HACA and the city of Fremont for a project that provides affordable housing for veterans.

8. COMMUNICATIONS

Ms. Gouig announced that staff is planning to open the Section 8 wait list in August. She described all of the steps that HACA must take in preparation for the opening, stated that the applications are going to be accepted online only and indicated that staff will work with community-based organizations and other outside agencies to ensure that the public has access to the online application.

Ms. Gouig updated the Commission on the Rental Assistance Demonstration (RAD) program and reported that HACA has been assigned a transaction manager. She indicated that staff hopes to convert HACA's remaining 72 public housing units to the RAD program in the next 3-4 months.

Ms. Gouig reported that HACA will be taking part in a campaign to promote grade level reading in young children and that HACA, along with other housing authorities, will help the national Grade Level Reading Campaign reach the children of housing program participants. Ms. Gouig also reported that she submitted a letter of support for Assembly Speaker Toni Atkins' bill, AB1335, which provides funding for affordable housing. Cmr. Cashmere requested a copy of the letter and Ms. Gouig stated that staff will provide a copy by email.

9. ADJOURNMENT

There being no further business, Chairperson Biddle adjourned the meeting at 9:38 a.m.

Respectfully Submitted,

Melissa Taesali
Executive Assistant

Christine Gouig
Executive Director/Housing Commission Secretary

Approved:

Don Biddle
Housing Commission Chairperson

NEW BUSINESS

June 10, 2015

HOUSING AUTHORITY OF THE COUNTY OF ALAMEDA

AGENDA STATEMENT

Meeting: June 10, 2015

Subject: Contribution to Alameda County Employees' Retirement Association (ACERA) for Fiscal Year 2015-2016

Exhibits Attached: Resolution No. 04-15 Approving 401(h) Account Pursuant to Section 31592 of the County Employee Retirement Law (CERL)

Recommendation: Adopt the Resolution

Financial Statement: \$169,795.10 to be included in FY 2015-2016 Budget

BACKGROUND

The Housing Authority is a participating employer in the Alameda County Employees' Retirement Association (ACERA). In 1996, ACERA established a health benefits account, called a 401(h) account, to satisfy the requirements of Internal Revenue Code (IRC) Section 401(h) for providing non-vested, tax-free healthcare to the retirees of participating employers.

In 2006, changes to the IRC regulations required that participating employers establish a separate 401(h) sub-account under the overall ACERA account, and make contributions through ACERA designated specifically for healthcare benefits to fund the 401(h) sub-account. To continue providing HACA retirees with non-taxable health benefits, your Commission adopted a resolution in June 2006 (Resolution No. 14-06) that authorized ACERA to establish and manage a 401(h) sub-account on our behalf.

In accordance with Section 31592.4 and Article 5.5 of the CERL, ACERA holds assets in a Supplemental Retirees' Benefits Reserve (SRBR). Once HACA makes its designated 401(h) contribution to ACERA, ACERA will automatically transfer the same amount from the SRBR to HACA's Advance Reserve Account. ACERA has consistently paid supplemental retirement and post-employment health care benefits through the SRBR since 1985.

DISCUSSION and ANALYSIS

Your Commission has authorized HACA's contribution to its 401(h) sub-account every year since 2006. The Segal Company, ACERA's actuary, has determined that HACA's contribution for fiscal year July 1, 2015 – June 30, 2016 is \$169,795.10. ACERA requires that your authorization to fund HACA's 401(h) sub-account must be completed by June 30, 2015.

HOUSING AUTHORITY OF THE COUNTY OF ALAMEDA

RESOLUTION NO. 04-15

RESOLUTION APPROVING 401(h) ACCOUNT PURSUANT TO SECTION 31592

WHEREAS, in 1996, the Alameda County Employee's Retirement Association ("ACERA") Board of Retirement informed the Board of Supervisors that, by addition of Resolution 96-111, the Board of Retirement had established a health benefits account intended to satisfy the requirements of the Internal Revenue Code ("IRC") Section 401(h) and the regulations thereunder (the "401(h) Account") in order to provide non-vested, tax-free health benefits to eligible County and Participating Employer retirees (collectively, the "Retirees"); and

WHEREAS, in 1996, the Board of Supervisors adopted Resolution No. R-96-634, which provided that ACERA could offer such non-taxable benefits if the County designated a portion of its contribution to ACERA for a fiscal year as a contribution to the 401(h) Account; and

WHEREAS, under Section 31592.4 and Article 5.5 of the County Employees Retirement Law of 1937 ("CERL"), assets in the Supplemental Retiree Benefit Reserves (the "SRBR") at the end of a fiscal year of ACERA may, in the immediately succeeding fiscal year, be transferred to the Advance Reserves of the Participating Employers, and treated as a contribution to ACERA by the County and as applicable by other Participating Employers to the extent that in the immediately succeeding fiscal year the County and other Participating Employers make contributions to ACERA's 401(h) Account in order to pay for retiree health benefits; and

WHEREAS, Section 31592.4 and Article 5.5 of the CERL thus permit the Participating Employers to contribute to a 401(h) Account and pay for retiree health benefits for a fiscal year without increasing the Housing Authority of the County of Alameda's ("Housing Authority") total contributions to ACERA for that fiscal year; and

WHEREAS, commencing with the 1996-1997 fiscal year, and for each fiscal year thereafter, the County has directed that a specified portion of its fiscal year contribution to ACERA for that year be contributed to the 401(h) account; and

WHEREAS, in 2006 the Housing Authority authorized ACERA to establish and manage a 401(h) sub-account on its behalf to provide tax free health care benefits for its retirees;

NOW THEREFORE, IT IS RESOLVED AS FOLLOWS:

1. In fiscal year July 1, 2015 – June 30, 2016, the Housing Authority shall contribute to ACERA \$169,795.10 to be used only for the paying of retiree medical health benefits. This contribution shall be made on the terms and conditions set forth in the Agreement between the Housing Authority and ACERA concerning such contributions, executed on July 25, 2007.
2. This contribution shall be designated, in writing, as being only for the Housing Authority's IRC § 401(h) Account, and such designation shall be made at the time of contribution.

3. Such contribution is contingent on the Board of Retirement immediately transferring, in accordance with Government Code §31592.4, an amount equal to such contribution from ACERA's SRBR account to the Housing Authority's advance reserve account. Such amount shall be treated as a contribution for pension and, therefore, shall be applied to reduce the pension contribution otherwise required by the Housing Authority for the fiscal year beginning July 1, 2015.
4. No party, including any existing or future Housing Authority employee, retiree, spouse, or dependent, shall have any vested rights, contractual rights or other rights in or to any retiree medical benefits or payment or subsidy for any such benefits nor shall any such person or ACERA have any such rights to have the Housing Authority contribute towards paying or subsidizing the cost of any retiree medical benefits provided by ACERA under the 401(h) Account or otherwise. The Housing Authority may modify or terminate, at any time and without any limitation, its decision to contribute to the Housing Authority's 401(h) Account. This modification or termination may occur even if it may affect any employee first hired prior to the date of such modification, any person who retired prior to such date, and/or any person who became a spouse or dependent of an employee or retiree prior to such date.
5. All contributions by the Housing Authority to its 401(h) sub-account shall be governed by requirements of the Internal Revenue Code and all administrative and other applicable rules established by ACERA governing such sub-account and ACERA's 401(h) Account.

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: _____

HOUSING AUTHORITY OF THE COUNTY OF ALAMEDA

AGENDA STATEMENT

Meeting: June 10, 2015

Subject: Operating Budgets for Fiscal Year Ending June 30, 2016

Exhibits Attached: - Resolution No. 05-15 and HUD-52574 PHA Board Resolution
 - Statement of Budgeted Revenues, Expenses and Changes in
 Net Position FYE June 30, 2016; Supporting Schedules of
 Expenses

Recommendation: Approve Budgets and Adopt Resolutions

Financial Statement: See below

BACKGROUND

HACA's 2015-2016 fiscal year (FY) will start on July 1, 2015 and end on June 30, 2016. SEIU Local 1021's Memorandum of Understanding (MOU) expired on June 4, 2015 and, at this time, there is no successor agreement. Consequently, staff prepared a budget that assumes certain provisions from the expired MOU will continue into the new fiscal year. HUD funding, which is provided on a calendar year (CY) basis, is HACA's primary source of income. This requires staff to estimate HUD funding for the second half of our fiscal year.

For CY 2015, the Housing Choice Voucher Program HAP renewal funding is prorated at 100% of renewal needs and the Administrative Fee at 75% of fee eligibility. For the remaining 72 units of Public Housing, funding for the Operating Subsidy is prorated at 85% of eligibility and funding for the Capital Fund is about the same as last year. The FY 2015-2016 budget assumes these same funding levels for the second half of the fiscal year.

A draft budget was presented to your Commission's Budget/Audit/Negotiations Committee on May 6, 2015 and they reviewed the proposed budgets in detail. The Committee recommends that your Commission approve the budgets as presented.

DISCUSSION and ANALYSIS

A summary of five program budgets is presented--one each for the Housing Choice Voucher Program, the Public Housing Program, the Housing Development Fund, Park Terrace and Ocean Avenue. An agency-wide summary of changes to net assets is provided as well. Key assumptions and facts are shown under each program below, in bulleted form.

Housing Choice Voucher (HCV) Program

HACA's HCV budget projects an operating loss of \$889,910. This loss will be covered by the projected HCV Unrestricted Net Position (UNP) balance of \$1.7 million.

Income

- Currently, HACA's actual Housing Assistance Payment (HAP) per unit cost (PUC) is \$1,078 per month and the proposed budget assumes an annual average 98% lease-up rate. HAP is 100% federally funded by HUD, so any reductions to this funding will have an impact on the families in our HCV program and on our agency's fiscal health.

While the CY 2015 HAP funding is more than CY 2014, it also covered more vouchers with a reduced PUC and no inflation factor applied. At this time, the HAP funding formula for 2016 is unknown. To meet our targeted 98% lease up level, we will most likely deplete our Net Restricted Position (projected to be \$900,000) and will request use of our HUD-held HAP reserves. By law, no HAP funding or Net Restricted Position may be used for operating or administrative costs and is restricted to rental subsidy payments only.

- HUD compensates housing authorities for the cost of administering the HCV program through Administrative Fees. Administrative Fees are the main source of funding to cover operating costs and are paid on the basis of the number of units leased as of the first day of each month. Every housing authority's eligibility is pro-rated, if needed, to ensure that the fees paid do not exceed the funds appropriated by Congress. Over the past decade, Congress has reduced Administrative Fee funding and many PHAs, including HACA, have implemented cost cutting measures and used their Unrestricted Net Position to balance the budget.

Due to proration, income from HCV program Administrative Fees is set at the current 75% of eligibility for the first six months of the fiscal year (July to December 2015) and staff is assuming 75% for the balance of the fiscal year (January to June 2016). This second 75% may actually be higher or lower, depending on what Congress ultimately approves in the FY 2016 federal budget. The House of Representatives has approved its version of the FY 2016 budget and the Administrative Fee proration is at 68-69%.

- Other fees earned include: modest fees to administer the CHOICES/FACT, Moderate Rehabilitation and Shelter Plus Care programs and portability fees. The projection for our incoming portability reflects an average of 793 contracts (almost half what it once was) that we will bill to other housing authorities (primarily Oakland). We earn only 80% of the prorated Administrative Fees for these contracts. The average fee used in the budget is \$62 per portability unit per month, which is \$16 less per unit than what we earn for our own voucher contracts. There are a few voucher holders (average of 67) of our own that move into other housing authorities' jurisdictions.

- Other income includes the HUD grant for the FSS Program, investment income and the fraud recovery income which, per HUD regulations, is split 50/50 between HACA and HUD.
- Total overall income decreased by 9%.

Expenses

- Indirect costs associated with more than one program are allocated using the 'percentage of total program unit' method.
- The budget does not reflect any changes to wages and benefit costs associated with the terms of the MOU expiring June 4, 2015.
- Employee benefits increased by almost 13% and are budgeted at 55% of salaries. The budget assumes that health care premiums will increase by about 3% as they did in the previous year. It also assumes an increase in the ACERA employer retirement contribution.
- Total administrative expenses are 13% more than what was budgeted last fiscal year, primarily due to the reallocation of the Program Integrity Officer from administrative salaries to contract services.
- Total overall expenses remained relatively the same.

Public Housing (PH) Program

The PH Program projects a loss of \$5,636 to be covered by the projected UNP balance of \$1.5 million.

Income

- Rental income for the remaining 72 PH units is projected at a 94% occupancy rate at an average tenant rent of \$455.
- HUD provides Operating Subsidy on a calendar year basis. Operating Subsidy is determined by formula calculation and is supposed to cover the difference between tenant paid rents and the cost to operate the PH units such as employee salaries and benefits, utilities, maintenance expenses and general costs. Funding is prorated if needed to ensure that the funds granted do not exceed the funds appropriated by Congress. The CY 2015 Operating Subsidy was funded at 85% of formula eligibility and the budget as presented reflects that same level for the fiscal year. Our formula eligibility is further reduced due to the end of the asset repositioning fee (ARF) HACA used to receive for the disposition of public housing units.

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- HUD provides a Capital Fund grant on a calendar basis. The Capital Fund grant is for capital and management activities, including rehabilitation, renovation and development of public housing. It is determined by formula calculation. The CY 2015 funding is lower than that of CY 2014. For CY 2016, the grant amount is assumed to be the same as CY 2015.
- Other income includes miscellaneous income from tenant maintenance charges, sundry laundry and cable commissions, investment income and property and management fees.
- Total income decreased by 5%.

Expenses

- The budget assumes cost allocation for staff based on the percentage of PH units to total units owned and managed.
- Administrative expense increased from last year due to higher than anticipated legal fees (for Emery Glen), possible relocation costs and an estimated cost for a physical condition assessment study of the units.
- As in the previous year, expenses now include the Mission Blvd. building expenses. The maintenance services expense includes repair contracts to address routine and turnover maintenance. Most expenses decreased with the exception of repair contracts to address contracting costs associated with the Emery Glen exterior siding project.
- Costs associated with repair of the interiors of the Emery Glen units are estimated to be \$250,000 but staff and counsel maintain that these should be covered by the contractor's insurer.
- Total expenses decreased by 19%.

Housing Development Fund, Park Terrace, and Ocean Avenue

- HACA maintains a Housing Development (Local) Fund for low-income housing development and rehabilitation and management improvements. Its budget projects an income of \$20,638. The projected reserve balance at the beginning of the budget year is \$4.02 million. There is approximately \$475,000 of unspent reserve (capital expenditure) that your Commission previously approved for the replacement cost of the housing software.
- Park Terrace consists of nine units in the City of Hayward that are non-HUD assisted and rented to low income families. Park Terrace's budget projects an income of \$43,302. The projected reserve balance at the beginning of the budget year is \$1.1 million. Your

HACA AGENDA ITEM NO.: 5-2.

Commission previously approved a \$700,000 grant from the reserve balance to the Public Housing Program to cover the Emery Glen project.

- Ocean Avenue consists of six units in the City of Emeryville that are non-HUD assisted and rented to low income families. Ocean Avenue's budget projects an income of \$9,491. The projected reserve balance at the beginning of the budget year is \$187,424.

Staff recommends that your Commission adopt the Resolutions approving the proposed budget for the fiscal year ending June 30, 2016.

HOUSING AUTHORITY OF THE COUNTY OF ALAMEDA

RESOLUTION NO. 05-15

**RESOLUTION APPROVING THE OPERATING BUDGET FOR
JULY 1, 2015 – JUNE 30, 2016 FISCAL YEAR**

WHEREAS, the Housing Authority of the County of Alameda operates on a July 1 – June 30 fiscal year and HUD funding is on a calendar year; and

WHEREAS, operating budgets for the Housing Authority's various programs must be adopted prior to the beginning of the fiscal year July 1, 2015 – June 30, 2016; and

WHEREAS, the Commission's Budget/Audit/Negotiations Committee has reviewed the proposed budgets developed by staff and recommends approval; and

WHEREAS, the fiscal year 2015-2016 has continuing challenges, including reduced funding, rising costs of operations and the uncertainty of future federal funding; and

WHEREAS, the budgets may require a revision once major income and expense uncertainties become known;

NOW, THEREFORE, BE IT RESOLVED, that the Housing Commission does hereby approve the proposed budgets, budgeted positions and supporting schedules for the various programs as presented.

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:

NOES:

ABSTAIN:

EXCUSED:

ABSENT:

Attest:

Don Biddle
Housing Commission Chairperson

Christine Gouig
Executive Director/Housing Commission Secretary

Adopted: _____

HACA AGENDA ITEM NO.: 5-2.

**PHA Board Resolution
Approving Operating Budget**

**U.S. Department of Housing
and Urban Development
Office of Public and Indian Housing -
Real Estate Assessment Center (PIH-REAC)**

OMB No. 2577-0026
(exp. 04/30/2016)

Public reporting burden for this collection of information is estimated to average 10 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. This agency may not collect this information, and you are not required to complete this form, unless it displays a currently valid OMB control number.

This information is required by Section 6(c)(4) of the U.S. Housing Act of 1937. The information is the operating budget for the low-income public housing program and provides a summary of the proposed/budgeted receipts and expenditures, approval of budgeted receipts and expenditures, and justification of certain specified amounts. HUD reviews the information to determine if the operating plan adopted by the public housing agency (PHA) and the amounts are reasonable, and that the PHA is in compliance with procedures prescribed by HUD. Responses are required to obtain benefits. This information does not lend itself to confidentiality.

PHA Name: Housing Authority of Alameda County

PHA Code: CA067

PHA Fiscal Year Beginning: July 1, 2015

Board Resolution Number: 05-15

Acting on behalf of the Board of Commissioners of the above-named PHA as its Chairperson, I make the following certifications and agreement to the Department of Housing and Urban Development (HUD) regarding the Board's approval of (check one or more as applicable):

DATE

- ☒ Operating Budget approved by Board resolution on: 06/10/2015
- ☐ Operating Budget submitted to HUD, if applicable, on:
- ☐ Operating Budget revision approved by Board resolution on:
- ☐ Operating Budget revision submitted to HUD, if applicable, on:

I certify on behalf of the above-named PHA that:

1. All statutory and regulatory requirements have been met;
2. The PHA has sufficient operating reserves to meet the working capital needs of its developments;
3. Proposed budget expenditure are necessary in the efficient and economical operation of the housing for the purpose of serving low-income residents;
4. The budget indicates a source of funds adequate to cover all proposed expenditures;
5. The PHA will comply with the wage rate requirement under 24 CFR 968.110(c) and (f); and
6. The PHA will comply with the requirements for access to records and audits under 24 CFR 968.110(i).

I hereby certify that all the information stated within, as well as any information provided in the accompaniment herewith, if applicable, 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 and 3802)

Print Board Chairperson's Name:	Signature:	Date:
Don Biddle		06/10/2015

HOUSING AUTHORITY OF THE COUNTY OF ALAMEDA
BUDGET STATEMENT OF REVENUES, EXPENSES AND CHANGES IN NET ASSETS
FOR THE FISCAL YEAR ENDING JUNE 30, 2016

	Housing Choice Voucher		Low Rent Public Housing		Housing Development Fund		Park Terrace		Ocean Avenue		Totals	
	Approved 2015	Proposed 2016	Approved 2015	Proposed 2016	Approved 2015	Proposed 2016	Approved 2015	Proposed 2016	Approved 2015	Proposed 2016	Approved 2015	Proposed 2016
Housing Assistance Payments (HAP)												
HUD PHA grants-HAP	81,185,710	78,035,230									81,185,710	78,035,230
HAP expense	79,605,900	80,122,230									79,605,900	80,122,230
Addition to/(Use of) Reserves	1,579,810	(2,087,000)									1,579,810	(2,087,000)
Estimated Net Restricted Position (NRP) balance at 7/1/15		900,000									-	900,000
Estimated HUD-held Program Reserve balance at 7/1/15		12,172,388										12,172,388
Estimated NRP balance at 6/30/16		-										-
Estimated HUD-held Program Reserve balance at 6/30/16		10,985,388									-	10,985,388
Operating Income												
Rental revenue - tenants	-	-	349,229	369,533	143,000	143,000	136,340	141,708	73,577	75,194	702,146	729,435
Other revenue -tenants	-	-	5,000	-	-	-	300	300	500	500	5,800	800
HUD PHA grants	6,697,025	6,447,189	337,398	284,548	-	-	-	-	-	-	7,034,423	6,731,737
Capital Fund grants	-	-	204,000	186,197	-	-	-	-	-	-	204,000	186,197
Other revenue	346,000	323,698	66,250	73,290	5,000	42,500	-	-	500	500	417,750	439,988
Other grant (PACH)	350,000	-	-	-	-	-	-	-	-	-	350,000	-
Mission Blvd office-net income	-	-	-	-	-	-	-	-	-	-	-	-
Investment income	1,680	735	665	900	20,000	10,000	606	638	131	103	23,082	12,376
Total	7,394,705	6,771,622	962,542	914,468	168,000	195,500	137,246	142,646	74,708	76,297	8,737,201	8,100,533
		-9%		-5%		14%		4%		2%		-8%
Operating Expenses												
Administrative salaries	(4,035,794)	(3,794,397)	(209,968)	(207,091)	-	-	-	-	-	-	(4,245,762)	(4,001,488)
Administrative expenses	(1,337,122)	(1,538,303)	(96,513)	(77,814)	(44,750)	(44,750)	(39,631)	(39,631)	(31,254)	(31,254)	(1,549,270)	(1,731,752)
Tenant service	-	-	(13,000)	(5,500)	-	-	-	-	-	-	(13,000)	(5,500)
Utilities	-	-	(96,881)	(88,481)	(45,500)	(54,600)	(500)	(500)	(7,663)	(8,452)	(150,544)	(152,033)
Maintenance salaries	-	-	(70,822)	(71,742)	-	-	-	-	-	-	(70,822)	(71,742)
Maintenance services	-	-	(402,738)	(259,901)	(73,000)	(68,648)	(49,588)	(56,513)	(25,600)	(25,600)	(550,926)	(410,662)
General expenses	(203,253)	(203,970)	(55,661)	(59,005)	(79,300)	(6,864)	(2,700)	(2,700)	(1,500)	(1,500)	(342,414)	(274,039)
Employee benefits	(2,098,613)	(2,124,862)	(146,011)	(150,570)	-	-	-	-	-	-	(2,244,624)	(2,275,432)
Total	(7,674,782)	(7,661,532)	(1,091,594)	(920,104)	(242,550)	(174,862)	(92,419)	(99,344)	(66,017)	(66,806)	(9,167,362)	(8,922,648)
		0%		-19%		-39%		7%		1%		-3%
Budgeted Income (Loss)	(280,077)	(889,910)	(129,052)	(5,636)	(74,550)	20,638	44,827	43,302	8,691	9,491	(430,161)	(822,115)
Unrestricted Net Position (UNP) - est. balance at 7/1/2015		1,737,341		1,494,373		4,021,518		1,106,247		187,424		8,546,903
Unrestricted Net Position - budgeted bal. at 6/30/16		847,431		1,488,737		4,042,156		1,149,549		196,915		7,724,788
Unexpended portion of previously approved use of Net Position:												
Emery Glen siding								700,000				
Housing Software (approved 11-19-14)						475,000						

HOUSING AUTHORITY OF THE COUNTY OF ALAMEDA
Schedule of Administrative Expenses
FOR THE FISCAL YEAR ENDING JUNE 30, 2016

Administrative Expenses	Housing Choice Voucher		Low Rent Public Housing		Housing Development Fund		Park Terrace		Ocean Avenue		Totals	
	Approved 2015	Proposed 2016	Approved 2015	Proposed 2016	Approved 2015	Proposed 2016	Approved 2015	Proposed 2016	Approved 2015	Proposed 2016	Approved 2015	Proposed 2016
Legal Fees	60,000	55,000	50,000	50,000					2,000	2,000	112,000	107,000
Staff Training	27,400	21,400	0	1,000							27,400	22,400
Mileage Payments	8,000	7,000	1,681	1,000							9,681	8,000
Conference Travel	20,894	15,853									20,894	15,853
Auditing Fees	21,000	22,400	2,493	2,500							23,493	24,900
Office Bldg. Expenses	143,000	143,000									143,000	143,000
Office Supplies	55,000	55,000	989	1,446							55,989	56,446
Copier expense	10,000	4,000									10,000	4,000
Non-Cap Furn & Eqpt	3,000	3,000	-	-							3,000	3,000
Admin. Vehicles	16,000	15,000									16,000	15,000
Publications-	15,000	8,500	-	-							15,000	8,500
Recruitment exp	5,000	5,000									5,000	5,000
Membership Dues	27,000	22,000	-	-							27,000	22,000
Telephone	30,000	30,000	828	1,320							30,828	31,320
Contract/Consultant Svcs	452,404	663,939	12,710	2,110			3,575	3,575	4,050	4,050	472,739	673,674
Computer Software Svcs	190,942	213,409	1,868	1,900							192,810	215,309
Computer svcs-disaster	4,524	4,800									4,524	4,800
Non-Cap Furn & Eqpt-MIS	37,315	38,360									37,315	38,360
Leases or Rentals	12,000	12,000	1,440	2,100							13,440	14,100
Equipment Maintenance	13,000	13,000									13,000	13,000
Postage	106,022	106,022	1,000	1,000							107,022	107,022
Printing	52,821	52,820	171	-							52,992	52,820
Commission Meetings	6,600	6,600	807	600							7,407	7,200
Miscellaneous	7,200	7,200	22,525	12,838	32,000	32,000	500	500	1,500	1,500	63,725	54,038
Wait List Expense	13,000	13,000	-	-							13,000	13,000
Scholarship expense					12,750	12,750					12,750	12,750
Fee for service					-	-	35,556	35,556	23,704	23,704	59,260	59,260
TOTAL	1,337,122	1,538,303	96,512	77,814	44,750	44,750	39,631	39,631	31,254	31,254	1,549,269	1,731,752
		13%		-24%		0%		0%		0%		11%

HOUSING AUTHORITY OF THE COUNTY OF ALAMEDA
Schedule of Maintenance Expenses
FOR THE FISCAL YEAR ENDING JUNE 30, 2016

Maintenance Expenses	Housing Choice Voucher		Low Rent Public Housing		Housing Development Fund		Park Terrace		Ocean Avenue		Totals	
	Approved 2015	Proposed 2016	Approved 2015	Proposed 2016	Approved 2015	Proposed 2016	Approved 2015	Proposed 2016	Approved 2015	Proposed 2016	Approved 2015	Proposed 2016
Materials												
Grounds & Gardening			-	-							-	-
Paint & Supplies			2,068	2,000							2,068	2,000
Repair Parts			25,735	40,000			1,000	1,000	500	500	27,235	41,500
Appliances & Fixtures			10,000	5,000			2,388	2,388	1,700	1,700	14,088	9,088
Locks and Keys			4,100	1,000					600	600	4,700	1,600
Miscellaneous			2,000	2,001							2,000	2,001
Maintenance & Contracts												
Vehicles			1,580	1,800							1,580	1,800
Garbage Service			50,000	50,000	8,000	8,800			1,300	1,300	59,300	60,100
Repair Contractors			243,876	88,000	21,000	18,688	10,000	15,425	17,500	17,500	292,376	139,613
Communications			-	-							-	-
Equipment Repair/Rental			511	1,100							511	1,100
Window Coverings			2,840	1,000			1,200	1,200	1,000	1,000	5,040	3,200
Condo Fees			-	-			35,000	36,500			35,000	36,500
Landscape Services			39,027	23,000	9,000	6,160			2,000	2,000	50,027	31,160
Maintenance/Mission exp			21,000	45,000							21,000	45,000
Miscellaneous			-	-	35,000	35,000			1,000	1,000	36,000	36,000
TOTAL	-	-	402,737	259,901	73,000	68,648	49,588	56,513	25,600	25,600	550,925	410,662
				-55%		-6%		12%		0%		-34%

HOUSING AUTHORITY OF THE COUNTY OF ALAMEDA
Schedule of General Expenses
FOR THE FISCAL YEAR ENDING JUNE 30, 2016

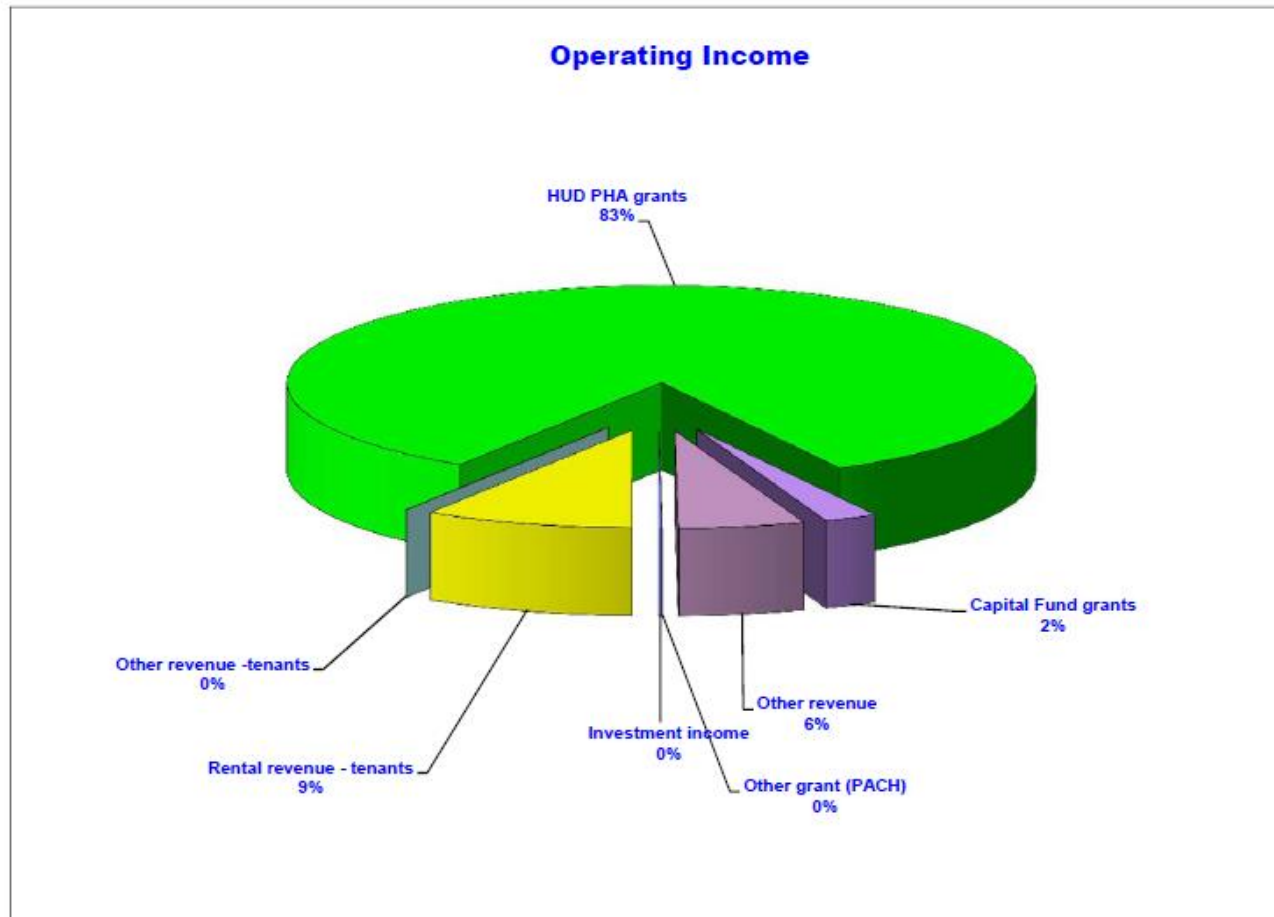
General Expenses	Housing Choice Voucher		Low Rent Public Housing		Housing Development Fund		Park Terrace		Ocean Avenue		Totals	
	Approved 2015	Proposed 2016	Approved 2015	Proposed 2016	Approved 2015	Proposed 2016	Approved 2015	Proposed 2016	Approved 2015	Proposed 2016	Approved 2015	Proposed 2016
General Liability Insurance	30,000	30,000	-	-							30,000	30,000
Auto Insurance	5,000	5,000	1,800	1,900			200	200			7,000	7,100
Worker's Compensation	141,253	141,970	12,626	13,000							153,879	154,970
Unemployment	27,000	27,000	3,000	3,000							30,000	30,000
Property Insurance	-	-	11,000	11,000	3,200	3,000	1,500	1,500	1,500	1,500	17,200	17,000
Payment in Lieu of Taxes			25,235	28,105							25,235	28,105
Collection Loss			1,000	1,000							1,000	1,000
Miscellaneous			1,000	1,000	70,000	-	1,000	1,000			72,000	2,000
Property Mgmt Fee					6,100	3,864					6,100	3,864
											-	-
											-	-
TOTAL	203,253	203,970	55,661	59,005	79,300	6,864	2,700	2,700	1,500	1,500	342,414	274,039
		0%		6%		-1055%		0%		0%		-25%

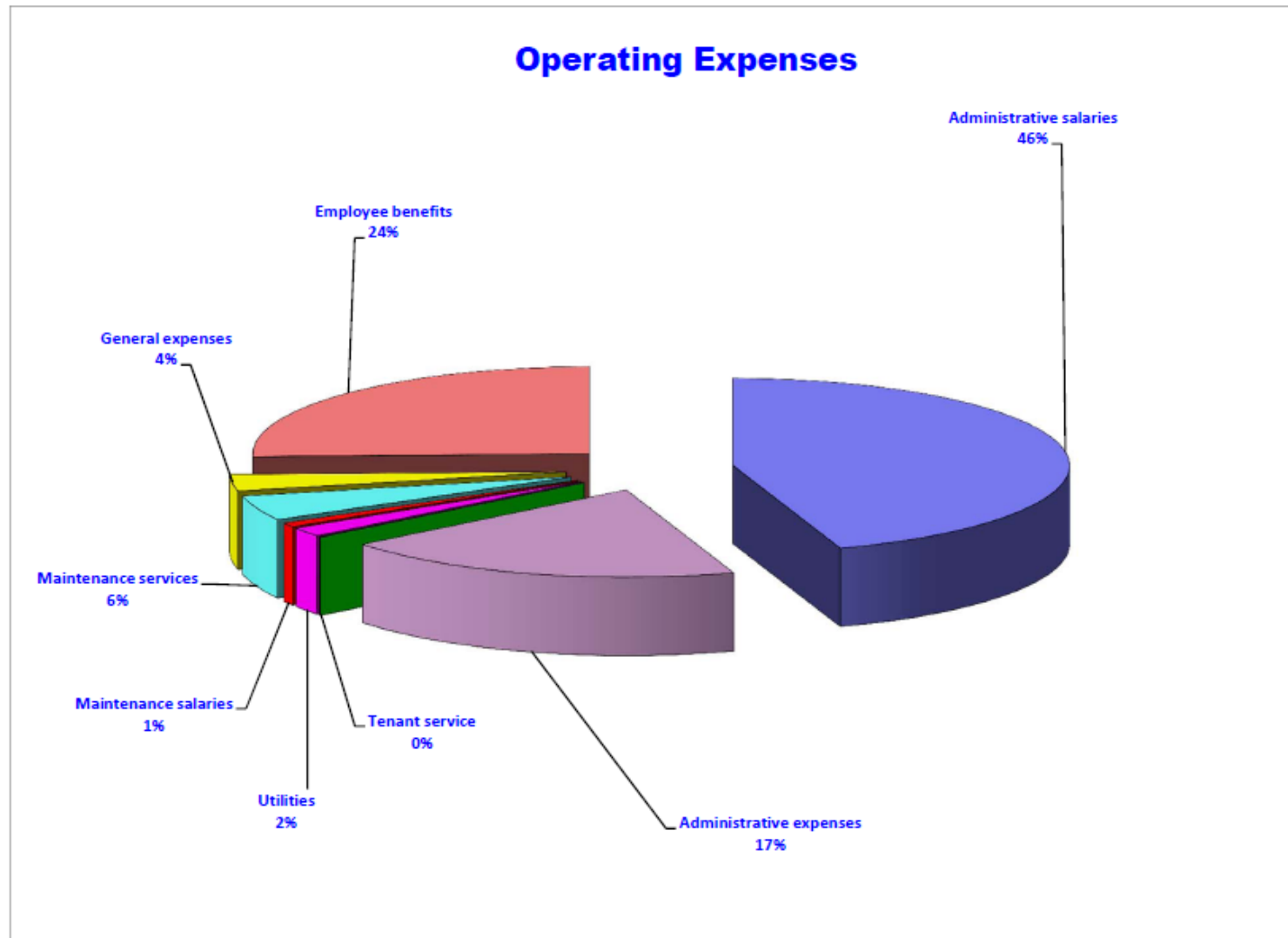
HOUSING AUTHORITY OF THE COUNTY OF ALAMEDA
Budgeted Positions
FOR THE FISCAL YEAR ENDING JUNE 30, 2016

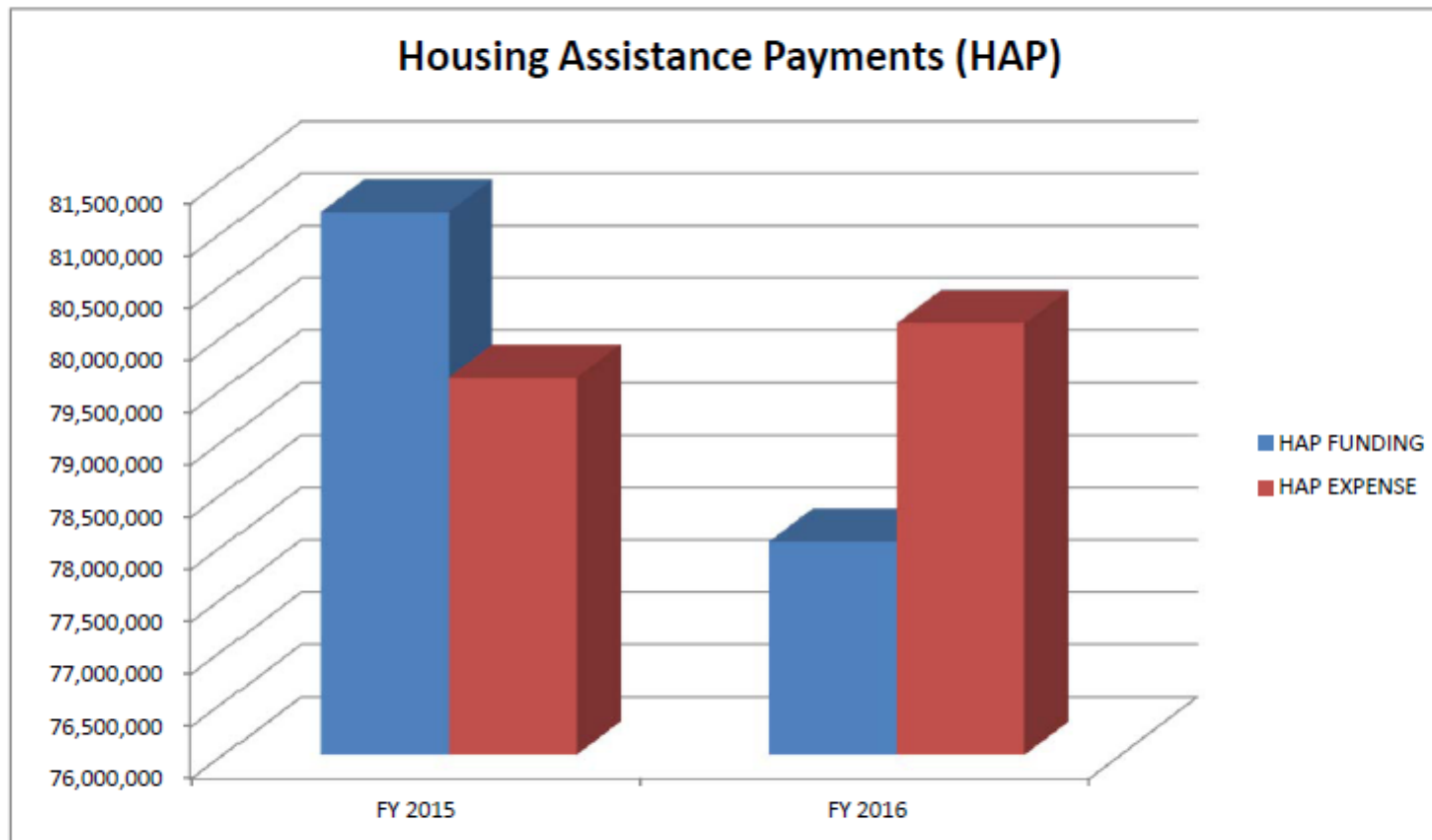
Classification	Full-Time Equivalent (FTE)	Monthly Salary Range	
		Minimum	Maximum/Control
Account Specialist	5	\$3,701	\$4,398
Accountant	1	\$5,400	\$7,288
Administrative Clerk *	11	\$3,539	\$4,191
Deputy Director for Programs	1	\$8,631	\$11,650
Eligibility Leadworker	2	\$4,360	\$5,234
Eligibility Technician	15	\$3,924	\$4,663
Executive Assistant	1	\$4,432	\$5,982
Executive Director	1	\$10,513	\$14,195
Finance Director	1	\$8,214	\$11,089
FSS Coordinator	3	\$4,175	\$5,007
FSS Leadworker (HO/FSS)	1	\$4,592	\$5,507
Housing Inspector	2	\$4,042	\$4,848
Housing Management Assistant	1	\$4,175	\$5,007
Housing Management Leadworker	1	\$5,339	\$6,555
Housing Specialist	8	\$4,637	\$5,564
Human Resources Analyst	1	\$5,532	\$7,471
Information Technology Manager	1	\$7,819	\$10,554
Leasing Services Leadworker	2	\$5,003	\$6,073
Maintenance & Modernization Manager	1	\$6,258	\$8,449
Maintenance Worker II	3	\$5,254	\$5,386
Network Administrator	1	\$5,671	\$7,656
Procurement Analyst	1	\$4,770	\$6,439
Program Integrity Officer	1	**	
Programs Manager	1	\$7,439	\$10,044
Property Aide (Part Time)	4		
Secretary	1	\$3,624	\$4,414
Senior Administrative Analyst	1	\$6,106	\$8,247
Special Programs Manager	1	\$6,577	\$8,879
Total	73		

*One position is on a hiring freeze and another is less than full-time.

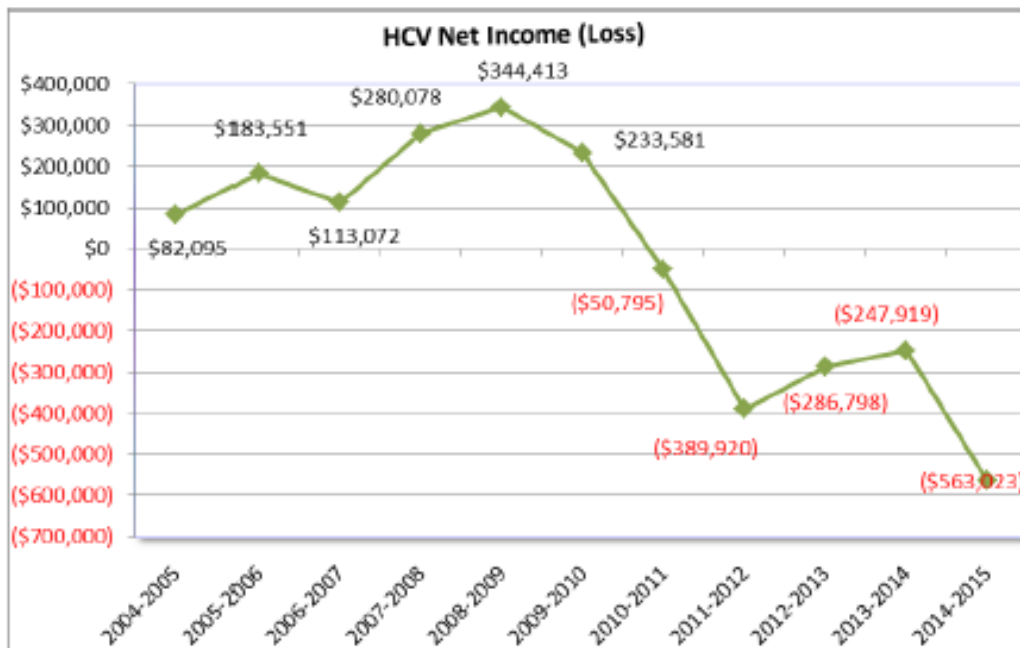
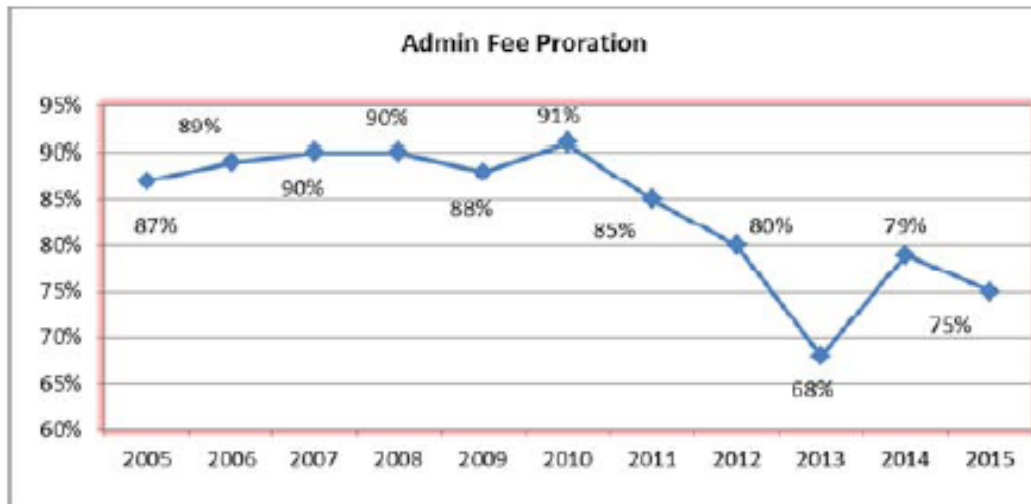
**Service contract with the Alameda County District Attorney's office.







Administrative Fee Proration and HACA net operating income (loss)



**FY 2014-2015 projected loss prior to PACH grant of \$350,000

HOUSING AUTHORITY OF THE COUNTY OF ALAMEDA

AGENDA STATEMENT

Meeting: June 10, 2015

Subject: Nominating Committee for Officers

Exhibits Attached: None

Recommendation: Appoint a Nominating Committee

DISCUSSION AND ANALYSIS

Your Commission must appoint a Nominating Committee to select candidates for the positions of Chairperson and Vice-Chairperson. The current Chairperson is Don Biddle and Pat Gacoscos is the Vice-Chairperson. While the Bylaws stipulate that the Chairperson can serve no more than two (2) successive full terms, they do not specify the number of terms the Vice-Chairperson can serve.

Chairperson Biddle and Vice-Chairperson Gacoscos have expressed their interest in serving another term in their current positions. The Nominating Committee may reappoint them to another term as Chairperson and Vice Chairperson if they so choose or may appoint new candidates. At the July meeting, the Nominating Committee will be asked to present the candidates it has selected and an election will be held. The newly-appointed officers will take office immediately and the new Chairperson will chair the July meeting.

BUDGET STATUS **REPORT**

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

FY 2015 - HCV OPERATING BUDGET	Budgeted @ 4/30/2015	Actual @ 4/30/2015	OVER (UNDER)	PROJECTED TO 6/30/15	SCH. NO.	2014 BUDGET	2015 BUDGET	DIFFERENCE
INCOME								
Investment Income	1,400	446	(954)	563	A1	3,600	1,680	(1,920)
Misc. Income	288,333	276,306	(12,027)	321,591	A1	346,000	346,000	0
Grant Income	291,667		(291,667)	350,000		0	350,000	
Administrative Fee Income	5,580,855	5,685,078	104,224	6,697,025	A	6,582,930	6,697,025	114,095
TOTAL INCOME	6,162,255	5,961,831	(200,423)	7,369,179		6,932,530	7,394,705	462,175
EXPENSES								
Administration								
Salaries	(3,363,161)	(3,077,901)	285,260	(4,035,794)	B-1& 2	(3,857,494)	(4,035,794)	(178,300)
Other Admin.	(1,114,268)	(1,064,012)	50,256	(1,300,570)	C-1&2	(1,313,499)	(1,337,122)	(23,623)
Total	(4,477,430)	(4,141,913)	335,517	(5,336,363)		(5,170,993)	(5,372,915)	(201,923)
General								
Insurance	(169,377)	(149,074)	20,304	(179,020)	E	(182,340)	(203,253)	(20,913)
Employee Benefits	(1,748,844)	(1,715,848)	32,996	(2,067,419)		(2,005,897)	(2,098,613)	(92,716)
Miscellaneous	0	0	0	0		0	0	0
Total	(1,918,221)	(1,864,921)	53,300	(2,246,439)		(2,188,237)	(2,301,865)	(113,629)
Total Routine Expenses	(6,395,651)	(6,006,834)	388,816	(7,582,802)		(7,359,229)	(7,674,781)	(315,551)
Capital Expenditures	0	0	0	0	D2	0	0	0
TOTAL EXPENSES	(6,395,651)	(6,006,834)	388,816	(7,582,802)		(7,359,229)	(7,674,781)	(315,551)
NET INCOME (DEFICIT)	(233,396)	(45,003)	188,393	(213,623)		(426,699)	(280,075)	146,624

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

\$1,950,964
(213,623)
\$1,737,341

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

FY 2015 - PH OPERATING BUDGET	YTD BUDGET 4/30/2015	YTD ACTUALS 4/30/15	OVER/ (UNDER) BUDGET	Projected to 6/30/15	SCH. NO.	2014 BUDGET	2015 BUDGET	Difference
INCOME								
Dwelling Rentals	291,024	301,114	10,090	355,263	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	554	555	1	653	A	2,200	665	(1,535)
Misc. Income	59,375	66,468	7,093	71,250	A-1	71,250	71,250	0
Operating Subsidy	134,858		(134,859)	161,830	A-1	205,974	161,830	(44,144)
Asset Reposition Fee	146,307	349,659	203,352	175,568	A-1	185,237	175,568	(9,669)
Capital Grant	170,000	152,192	(17,808)	182,630	A-1	29,559	204,000	174,441
TOTAL INCOME	802,119	869,987	67,868	947,195		931,454	962,542	31,088
EXPENSES								
Administration					B-1&2			
Salaries	(174,974)	(182,189)	(7,215)	(213,440)	C-1	(226,217)	(209,968)	16,249
Other Admin.	(80,427)	(59,305)	21,123	(76,522)		(28,830)	(96,513)	(67,683)
Total	(255,401)	(241,494)	13,907	(289,962)		(255,047)	(306,481)	(51,435)
Tenant Services								
Resident Managers	(4,583)	(500)	4,083	(5,500)		(5,500)	(5,500)	0
Recreation	(6,250)	0	6,250	(7,500)		(7,500)	(7,500)	0
Total	(10,833)	(500)	10,333	(13,000)		(13,000)	(13,000)	0
Utilities								
Water	(41,734)	(31,683)	10,051	(40,973)		(50,081)	(50,081)	0
Electricity	(15,833)	(10,363)	5,471	(12,105)		(19,000)	(19,000)	0
Gas	(1,167)	(841)	326	(1,045)		(1,400)	(1,400)	0
Sewage	(22,000)	(9,458)	12,543	(11,349)		(26,400)	(26,400)	0
Total	(80,734)	(52,345)	28,391	(65,472)		(96,881)	(96,881)	0
Maintenance					B-2	(69,983)	(70,822)	(839)
Salaries	(59,019)	(61,073)	(2,055)	(72,129)	D	(51,942)	(43,904)	8,038
Materials	(36,587)	(18,142)	18,445	(45,569)	D	(368,818)	(358,834)	9,984
Contract Costs	(299,028)	(197,042)	101,986	(268,635)		(490,743)	(473,560)	17,183
Total	(394,634)	(276,258)	118,376	(386,333)				
General					E	(41,081)	(28,426)	12,656
Insurance	(23,688)	(18,895)	4,794	(26,463)		(29,366)	(25,235)	4,132
Tax-In Lieu Of	(21,029)	(21,030)	(1)	(25,235)		(154,024)	(146,011)	8,013
Employee Benefits	(121,676)	(73,543)	48,133	(145,640)		(1,000)	(1,000)	0
Collection Loss	(833)	0	833	0		(1,000)	(1,000)	0
Miscellaneous	(833)	(4,019)	(3,186)	(5,359)		(226,472)	(201,672)	24,800
Total	(168,060)	(117,486)	50,574	(202,697)				
Total Routine Expenses	(909,662)	(688,082)	221,582	(957,464)		(1,082,143)	(1,091,594)	(9,452)
TOTAL EXPENSES	(909,662)	(688,082)	221,582	(957,464)		(1,082,143)	(1,091,594)	(9,452)
NET INCOME (DEFICIT)	(107,543)	181,905	289,449	(10,270)		(150,688)	(129,052)	21,636

Unrestricted Net Position @ 6/30/14

\$1,452,594

Projected Income/(Deficit) @ 6/30/15

(10,270)

Projected Unrestricted Net Position Balance @ 6/30/15

\$1,442,324

PROGRAM ACTIVITY

REPORT

HOUSING AUTHORITY OF THE COUNTY OF ALAMEDA

AGENDA STATEMENT

Meeting: June 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

SECTION 8 HOUSING CHOICE VOUCHERS

- **Lease-Up:** As of June 1, 2015, the Section 8 Housing Choice Voucher program had 5,968 units under contract. The fiscal year-to-date lease-up average is 95.98% units as of June 1, 2015. The budget authority use average through April 2015 is 93%.
- **Program Utilization:** As of June 1, 2015, the average HAP subsidy was \$1,054 and the average tenant-paid rent portion was \$453 for an average Contract Rent of \$1,508. Amounts vary by \$1 due to rounding.
 - ❖ As of June 1, 2015, HACA had 60 outgoing billed portability contracts (i.e., HACA voucher holders who are housed in another housing authority's jurisdiction).
 - ❖ As of June 1, 2015, HACA billed other housing authorities, primarily the Oakland Housing Authority, for 766 incoming portability contracts. The number is dropping as HACA absorbs older port-in contracts in order to increase its lease-up, which has been dropping due to skyrocketing rents in the county and the inability of tenants to locate affordable units. 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 \$2,806.42 for the month of April 2015. A total of \$21,583.35 was retained over the last six months.
- **Landlord Rental Listings:** As of June 1, 2015 there were 675 landlords with properties in HACA's jurisdiction utilizing the *GoSection8* rental listing service. There was one new

landlord added to the Section 8 program this month. There were 6 active properties listed as of June 1, 2015.

FAMILY SELF SUFFICIENCY (FSS)

The FSS Department, along with Planned Parenthood, held a roundtable discussion on issues surrounding parent/child communication that focused on how to prepare for conversations about sexuality. The FSS Department also held a Program Coordinating Committee (PCC) meeting focused on improving networking in order to strengthen the FSS program.

PUBLIC HOUSING

- **Occupancy:** As of June 1, 2015, the Public Housing program had 69 of 72 units leased and had a 95.37% fiscal year-to-date lease up rate as of June 1, 2015. The three unleased units are in the Emery Glen public housing project and are off-line due to water damage from the incomplete exterior siding project.

HOUSING AUTHORITY OF THE COUNTY OF ALAMEDA

Section 8 Contract and HAP Report for the Month of May 2015

	Certificates		Vouchers		May 2015 TOTAL			
City	Number	HAP*	Number	HAP**	Number	HAP	May 2014	May 2013
Albany	0	\$0	28	\$29,484	28	\$29,484	29	33
Castro Valley	11	\$11,418	206	\$216,918	217	\$228,336	225	224
Dublin	2	\$2,076	356	\$374,868	358	\$376,944	358	355
Emeryville	6	\$6,228	120	\$126,360	126	\$132,588	120	110
Fremont	25	\$25,950	1,114	\$1,173,042	1,139	\$1,198,992	1,173	1,266
Hayward	116	\$120,408	2,064	\$2,173,392	2,180	\$2,293,800	2,286	2,432
Newark	3	\$3,114	226	\$237,978	229	\$241,092	243	255
Pleasanton	3	\$3,114	114	\$120,042	117	\$123,156	119	128
San Leandro	19	\$19,722	1,486	\$1,564,758	1,505	\$1,584,480	1,535	1,502
San Lorenzo	1	\$1,038	215	\$226,395	216	\$227,433	218	235
Union City	6	\$6,228	756	\$796,068	762	\$802,296	781	836
TOTALS	192	\$199,296.00	6,685	\$7,039,305.00	6,877	\$7,238,601.00	7,087	7,376

*Based on an average May Housing Assistance Payment (HAP) of \$1,038.00 per certificate contract.

**Based on an average May Housing Assistance Payment (HAP) of \$1,053.00 per voucher contract.

HOUSING AUTHORITY OF THE COUNTY OF ALAMEDA

Section 8 Average Contract Rent Report for the Month of: May 2015

City	Number of HAP Contracts	Average Contract Rent	Average HAP Paid by HACA	Average Rent Paid by Family	Average Family-Paid Rent as a Percentage of Average Contract Rent
Albany	28	\$1,362	\$1,084	\$278	20%
Castro Valley	189	\$1,486	\$1,029	\$457	31%
Dublin	270	\$1,709	\$1,232	\$477	28%
Emeryville	114	\$1,351	\$958	\$393	29%
Fremont	1,056	\$1,692	\$1,172	\$521	31%
Hayward	2,029	\$1,448	\$994	\$454	31%
Newark	230	\$1,901	\$1,308	\$594	31%
Pleasanton	111	\$1,378	\$987	\$390	28%
San Leandro	1,491	\$1,421	\$978	\$443	31%
San Lorenzo	219	\$1,728	\$1,228	\$501	29%
Union City	578	\$1,743	\$1,218	\$525	30%

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

DEBT COLLECTIONS

2014-2015

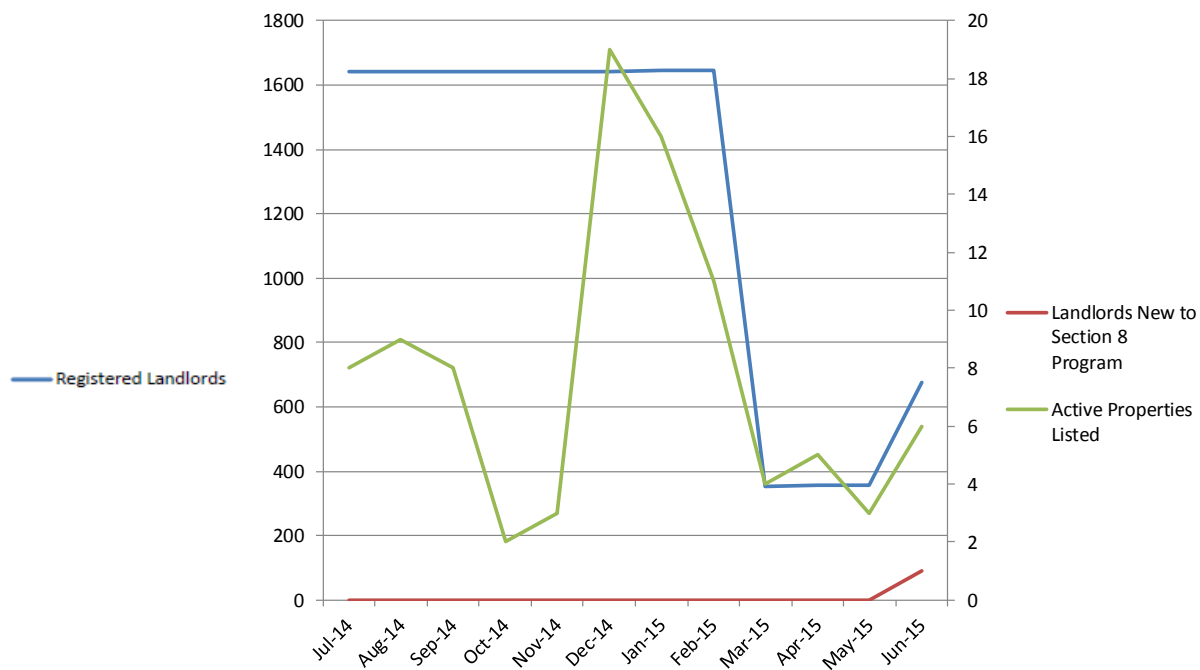
FYE 06/30/15

	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	\$0.00	\$290.00			\$1,381.00
<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	\$3,159.69	\$2,806.42			\$39,262.99
TOTALS	\$2,990.43	\$3,682.50	\$4,156.71	\$7,451.00	\$3,125.76	\$7,550.33	\$3,042.15	\$2,389.00	\$3,159.69	\$3,096.42	\$0.00	\$0.00	\$40,643.99

Landlord Rental Listing Report

Monthly

	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	5/1/2015	6/1/2015
Registered Landlords	1643	1643	1643	1643	1643	1643	1645	1645	354	355	355	675
Landlords New to Section 8 Program	0	0	0	0	0	0	0	0	0	0	0	1
Active Properties Listed	8	9	8	2	3	19	16	11	4	5	3	6





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: June 1, 2015

Program Summary	May 2015
Total Clients Under Contract:	144
MDRC:	100
Graduates:	1
Escrow Disbursed:	\$498
Ports In:	0
Ports Out:	0
Terminations:	1
New Contracts:	0

FSS PROGRAM NEWS:

Workshops

On Saturday, May 16, 2015, the FSS team and Planned Parenthood held a roundtable discussion on how to build bridges of communication between parents and children. The goal of the workshop was to prepare for conversations about sexuality. Participants had an opportunity to discuss the many issues surrounding parent/child communication.

Program Coordinating Committee (PCC)

On Wednesday, May 20, 2015, the FSS Department held a PCC meeting. The PCC is an advisory board for the FSS program. The meeting included updates from the FSS team and from committee members about their programs and upcoming events. The focus was to improve networking in order to strengthen the program.

Referrals= Case Management = 54