



Housing Authority of the
County of Alameda

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HOUSING COMMISSION AGENDA

Regular Meeting: July 10, 2013

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 Wednesday, July 3, 2013 duly distributed this Agenda to the Clerk of the Board of Supervisors for posting in the office of the Alameda County Administration Building and has posted it on the bulletin board of the Housing Authority of the County of Alameda.

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

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ELECTION OF OFFICERS

July 10, 2013

HOUSING AUTHORITY OF THE COUNTY OF ALAMEDA

AGENDA STATEMENT

Meeting: July 10, 2013

Subject: Election of Officers

Exhibits Attached: None

Recommendation: Elect officers to the Chairperson and Vice Chairperson positions

DISCUSSION

In accordance with the Commission's bylaws, your Commission must elect, by a majority vote, a Chairperson and Vice-Chairperson for a term of one year. At the June meeting, your Commission appointed Commissioners Gacoscos and Peixoto as the Nominating Committee.

The Nominating Committee will formally present the candidates that they have selected for the Chairperson and Vice-Chairperson positions and an election will be held. The newly-elected officers will take their seats immediately and the newly-elected Chairperson will chair the meeting.

MINUTES

June 12, 2013



**HOUSING COMMISSION MINUTES
REGULAR MEETING: JUNE 12, 2013, 8:15 A.M.
HACA BOARD ROOM**

SUMMARY ACTION MINUTES

1. CALL TO ORDER/ROLL CALL

Call to Order

Chairperson Reed called the meeting to order at 8:15 a.m.

Roll Call

Present: Cmr. Apodaca, Biddle, Cashmere, Gacoscas, Gerry, Haddock, Iosefa, Peixoto, Reed and Steiner

Excused: Cmr. Asher and Natarajan

2. EXECUTIVE SESSION

*Contract Negotiations with SEIU Local 1021 and the Housing Authority of the County of Alameda
Labor Negotiations Pursuant to Government Code 54957.6*

The Commission adjourned into Executive Session at 8:16 a.m. and reconvened in regular session at 8:28 a.m. Chairperson Reed reported that there were no reportable actions taken during the Executive Session.

3. APPROVAL OF THE MINUTES OF THE APRIL 10, 2013 MEETING

Recommendation: Approve the minutes of the April 10, 2013 meeting as presented.

Motion/Second: Peixoto/Gerry.

8 ayes; 1 abstention: Cmr. Reed; 1 not present for the vote: Cmr. Apodaca. Motion passed.

APPROVED AS RECOMMENDED.

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

None.

5. NEW BUSINESS

5-1. RESOLUTION NO. 13-04: APPROVING CONTRIBUTION TO THE ALAMEDA COUNTY EMPLOYEES' RETIREMENT ASSOCIATION (ACERA)

Christine Gouig, Executive Director, presented the staff report. Ms. Gouig reported that the contribution to ACERA to fund HACA's 401(h) subaccount for FY2013-2014 is \$165,231.29.

Recommendation: Adopt Resolution No. 13-04 approving the contribution of \$165,231.29 to ACERA for FY2013-2014.

Motion/Second: Biddle/Peixoto.

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

5-2. ACTION: ASSIGN A SALARY TO THE NEWLY-CREATED CLASS OF SPECIAL PROGRAMS MANAGER

Charla Freckmann, Human Resources Analyst, presented the staff report. Ms. Freckmann reported that the Personnel Committee considered and approved the creation of the new class of Special Programs Manager. She distributed a copy of an organizational chart to the Commission and to the public and explained the reasons for the creation this new classification. Ms. Freckmann described the responsibilities that would be assigned to the Special Programs Manager and the proposed salary range.

Recommendation: Approve the salary for the newly-created class of Special Programs Manager.

Commission Discussion: Cmr. Peixoto and Ms. Freckmann discussed the salary range control point. Thomas Makin, Deputy Director for Operations, provided a description of HACA's compensation system.

Motion/Second: Reed/Gerry.

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

5-3. ACTION: ASSIGN A SALARY TO THE NEWLY-CREATED CLASS OF PROGRAMS MANAGER

Charla Freckmann, Human Resources Analyst, presented the staff report. Ms. Freckmann reported that the Personnel Committee considered and approved the creation of the new class of Programs Manager and the reallocation of the current Housing Assistance and Housing Management Manager (HAHM) to the new classification. She outlined the reasons for the creation this new classification, described the responsibilities that would be assigned to it and the proposed salary range.

Recommendation: Approve the salary for the newly-created class of Programs Manager.

Commission Discussion: Cmr. Reed asked if the reallocation of the HAHM Manager will result in a raise. Ms. Freckmann indicated that there would be an increase in salary as well as an increase in job responsibilities. Cmr. Gerry and Ms. Freckmann discussed some of the differences between the Programs Manager and Special Programs Manager classifications.

Motion/Second: Biddle/Steiner.

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

5-4. RESOLUTION NO. 13-05: APPROVING THE OPERATING BUDGET FOR THE JULY 1, 2013-JUNE 30, 2014 FISCAL YEAR

Christine Gouig, Executive Director, introduced this item and gave an update on the status of the federal budget. Cathy Leoncio, Finance Director, presented the staff report. Ms. Leoncio reported that the proposed operating budget was presented to the Commission's Budget/Audit/Negotiations Committee at a meeting held on June 5, 2013. She summarized the income and expenses in the proposed budget and described the impact of HUD's reduced funding and the sequestration cuts on the budget projections.

Recommendation: Adopt Resolution No. 13-05 approving the operating budget for the July 1, 2013-June 14, 2014 fiscal year.

Commission Discussion: Cmr. Peixoto and Ms. Leoncio discussed HACA's Section 8 administrative fees. Cmr. Steiner and Ms. Gouig discussed some of the cost-saving measures that housing authorities may have to implement in order to sustain their programs. Cmr. Cashmere asked if there are alternative sources of funding for affordable housing aside from HUD and Ms. Gouig described some.

Motion/Second: Apodaca/Gacoscas.

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

5-5. ACTION: AMEND PACH-HACA MANAGEMENT AGREEMENT TO ADD AND LIST 100 ADDITIONAL UNITS AND UPDATE SECTION 21. NONDISCRIMINATION

Ron Dion, Deputy Director for Programs, presented the staff report. Mr. Dion described the proposed amendment to the management agreement between Preserving Alameda County Housing, Inc. (PACH) and HACA and explained that the amendment is required in order to include an additional 100 units that have been transferred to PACH and to incorporate required language on non-discrimination.

Recommendation: Approve the proposed amendment to the management agreement between PACH and HACA.

Motion/Second: Gerry/Apodaca.

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

5-6. ACTION: AWARD CONTRACT FOR EXTERIOR IMPROVEMENTS AT THE EMERY GLEN PUBLIC HOUSING PROJECT

Beverly Brewer, Procurement Analyst, presented the staff report. Ms. Brewer reported that staff issued an invitation for bids on May 8, 2013, to upgrade the exterior of 36 public housing units located in Emeryville. She noted that the bid tabulation was not available at the time the agenda packet was published and an amended staff report with the bid tabulations was distributed to the Commission and to the public. Ms. Brewer reported that 3 bids were received and that the lowest bidder was World Priority Construction (World Priority) at \$411,000. She indicated that staff has worked with this company previously and recommended the award of the contract to World Priority.

Recommendation: Award a contract in the amount of \$411,000 to World Priority Construction for exterior improvement services at the Emery Glen public housing project.

Commission Discussion: Cmr. Peixoto asked if K2A Architecture and Interiors (K2A) is qualified to assist with the preparation of bid documents. Ms. Gouig explained that K2A is HACA's architect of record and George Smith, Maintenance and Modernization Manager, stated that K2A has assisted HACA on past improvement projects that have been completed successfully. Cmr. Steiner and Mr. Smith discussed change orders.

Motion/Second: Steiner/Gacoscos.

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

5-7. ACTION: APPROVE 2013 HACA SCHOLARSHIP AWARDS

Sharon DeCray, HAFS Program Manager, presented the staff report. Ms. DeCray thanked Cmr. Apodaca, Asher, Cashmere and Gacoscos for serving on the 2013 Scholarship Committee. She reported that the Committee reviewed 17 applications and selected 15 to receive scholarships. Ms. DeCray also reported that the Committee recommended that the Commission discuss the award amount for the for-profit college category to determine if the amount should be reduced. Cmr. Reed directed staff to return with a discussion of this at a future meeting.

Recommendation: Approve the 2013 HACA Scholarship Awards.

Motion/Second: Steiner/Biddle

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

5-8. ACTION: APPOINT A NOMINATING COMMITTEE FOR THE FY13-14 OFFICERS

After a brief discussion, Cmr. Gacoscos and Peixoto agreed to serve as the Nominating Committee to recommend candidates for the position of Chairperson and Vice-Chairperson of the Housing Commission.

Recommendation: Appoint Cmr. Gacoscas and Peixoto to serve on the Nominating Committee.

Motion/Second: Steiner/Haddock.

Ayes: All Motion passed.

APPROVED AS RECOMMENDED.

5-9. INFORMATION: BUDGET STATUS REPORT

Report received with no questions or comments from the Commission.

5-10. INFORMATION: PROGRAM ACTIVITY REPORT

Ms. Gouig announced that the annual Family Self-Sufficiency (FSS) Health and Resource Fair is scheduled for June 29, 2013, and reported that HACA received a grant from The Community Assistance Fund of the Oakland Methodist Foundation to help support the activities at this event. She also reported that an FSS graduate recently became a homeowner and that HACA's FSS program has been chosen for a national study.

Commission Discussion: Cmr. Steiner and Ms. DeCray discussed the number of FSS programs involved in the national study.

6. COMMITTEE REPORTS

None.

7. COMMISSIONER REPORTS

Cmr. Biddle announced that Cmr. Steiner was recently awarded the Community Patriot Award and shared a newspaper article on the award.

8. COMMUNICATIONS

Christine Gouig reported on the grand opening event at Emerald Vista and shared the various awards that HACA received for the project. Ms. Gouig also announced that HACA was selected to receive a NAHRO Award of Merit for HACA's Paperless Portability Document Processing project and that NAHRO has also nominated this project for an Award of Excellence. Ms. Gouig reported on her attendance at the CAHA Legislative Advocacy Days conference in Sacramento and commented that the event provided a great opportunity for the housing authorities in California to talk with state officials about the impact of sequestration.

9. ADJOURNMENT

There being no further business to discuss, Chairperson Reed adjourned the meeting at 9:43 a.m.

Respectfully submitted,

Melissa Taesali
Executive Assistant

Christine Gouig, Executive Director/Commission Secretary

Approved:

Ursula Reed, Commission Chairperson

NEW BUSINESS

July 10, 2013

HOUSING AUTHORITY OF THE COUNTY OF ALAMEDA

AGENDA STATEMENT

Meeting: July 10, 2013

Subject: Presentation of the 2013 HACA Scholarship Winners

Exhibits Attached: None

Recommendation: Receive presentation and acknowledge winners

DISCUSSION

The Housing Authority's Scholarship Program includes a presentation to the Housing Commission of the applicants who were selected by the Scholarship Committee to receive a scholarship award. The Committee recommended \$12,750 in scholarships and your Commission approved the recommendation at your June meeting.

Staff will present the scholarship recipients who are in attendance at the meeting and recognize them for their achievements. The recipients are:

NAME	SCHOOL	AWARD
Benafsha Ahadi	Chabot College (Hayward)	\$750
Hosai Aria-Faizi	Ohlone College (Fremont)	\$750
Carlotta Bell	Capella University (on-line)	\$500
Fatima Blackman	Chabot College (Hayward)	\$750
Erica Emerson	American Academy of Ophthalmology (certification)	\$500
Brandie Hill	Holy Names University (Oakland)	\$1,750
Myeisha Jefferson	Institute of Integrative Nutrition (on-line)	\$500
Joseph Lilly	Free Green Construction - Solar Installation Training (San Francisco)	\$750
Megan Lincoln	University of Phoenix (on-line)	\$1,000
Tarig Musa	Berkeley City College (Berkeley)	\$750
Motez Musa	Chabot College (Hayward)	\$750
Amal Omer	San Leandro Adult School (San Leandro)	\$750
Darby Raju	University of Riverside (Riverside)	\$1,750
Stacey Tafoya	Institute of Internal Auditors (certification)	\$500
J. Harlan Webster	California State University East Bay (Hayward)	\$1,000

HOUSING AUTHORITY OF ALAMEDA COUNTY

AGENDA STATEMENT

Meeting: July 10, 2013

Subject: Temporary Office Relocation

Exhibits Attached: None

Recommendation: Authorize Entering into a Lease for Property Located at 1469 Salmon Way, Hayward, CA

Financial Statement: \$181,968 from Local Funds

BACKGROUND

At the June 2008 Housing Commission meeting, the Housing Commission authorized a budget of \$331,800 for the temporary relocation of staff while the HACA main office was being remodeled. The budget included leasing costs, moving costs, space planning, tenant improvements and other related items.

Originally, we had planned to relocate some staff to our small office building located at 29800 Mission Blvd., Hayward and the rest to another site. The property that our broker has now located on Salmon Way will accommodate all HACA staff, which is a much better arrangement than being split between two different buildings.

DISCUSSION AND ANALYSIS

The Salmon Way building is 16,725 square feet. It has the features we require, including sufficient parking and separate bathrooms for clients and staff. HACA would have access to the building in August in order to undertake minor improvements and would move in in September.

The leasing cost is reasonable at \$0.68/square foot. The lease term would be 16 months followed by a month-to-month, if necessary, at \$0.70/square foot. The 16-months' lease cost (\$181,968) is less than the amount estimated by the original budget (\$198,000) that your Commission approved.

Our architect is currently working with the City of Hayward to obtain building permit approval. Once permitting approval is achieved, the project will go out to bid within a few days.

Staff recommends your Commission approve the lease for the property located at 1469 Salmon Way, Hayward, and authorize the Executive Director to sign all necessary documents.

HOUSING AUTHORITY OF ALAMEDA COUNTY

AGENDA STATEMENT

Meeting: July 10, 2013

Subject: Administrative Plan Policy Revisions

Exhibits Attached: Redline summary of policy revisions

Recommendation: Approve proposed policy revisions

Financial Statement: None

BACKGROUND

HACA's Section 8 Housing Choice Voucher (HCV) Program Administrative Plan (Admin Plan) sets forth HACA's policies for administering the Section 8 Program in a manner consistent with HUD requirements and HACA's Agency Plan—its policies, programs, operations, and strategies for meeting local housing needs and goals. HACA's Admin Plan is available for public review.

From time to time it becomes necessary to amend the Admin Plan in order to incorporate changed HUD regulations, revised HACA practices, program initiatives, or to make clarifications or corrections.

ANALYSIS and DISCUSSION

Policy revisions are proposed to HACA Admin Plan Chapters 4 and 15. A red-line version of the changes is enclosed.

Chapter 4

Adds a provision to Section 4.II.C. to reduce the threat of domestic violence. The provision states that the Section 8 wait list is always open to a HACA Public Housing tenant who is the victim, or threatened victim, of domestic violence, dating violence, or stalking engaged in by a member of the tenant's household or any guest or other person under the tenant's control. The claim must be properly documented. With this change a Public Housing tenant experiencing domestic violence would be able to obtain a Housing Choice Voucher and move from their Public Housing unit. Under our current Admin Plan this is not possible as our Section 8 wait list is closed.

Chapter 15

As provided under HUD regulations, HACA's Section 8 Housing Choice Voucher Program homeownership option offers monthly homeownership assistance payments to qualified families who are first-time buyers. Heretofore, participation in the program was limited to participants in HACA's Family Self-Sufficiency (FSS) Program.

The proposed modification deletes language in Section 15-VII.B., FAMILY ELIGIBILITY, that limits eligibility to FSS participants, thereby making the program available to all Section 8 Housing Choice Voucher Program participants. Participation in the program has been very low and HACA would like to expand accessibility to it. In addition, HACA is about to participate in a multi-year national evaluation of the FSS program and the study's researchers recommend we remove the FSS restriction in order to not bias the study.

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

4-III.C. OPENING AND CLOSING THE WAITING LIST [24 CFR 982.206]

Closing the Waiting List

A PHA is permitted to close the waiting list if it has an adequate pool of families to use its available HCV assistance. Alternatively, the PHA may elect to continue to accept applications only from certain categories of families that meet particular preferences or funding criteria.

HACA Policy

The waiting list is open to the extent necessary to assist an otherwise eligible category of applicants that is eligible as set forth by a HUD award of funding to HACA, and/or a HUD designation of assistance, for a targeted category of Section 8 eligible families.

Except as set forth in the following paragraphs, HACA may close the waiting list at its discretion if it has enough eligible applicants to use the housing assistance resources it has been allotted.

The waiting list is always open to an otherwise eligible applicant ~~that~~who:

- is a *Displaced family, or Displaced family—HACA-owned or HACA-managed housing* as set forth in the *Glossary*;
- is a tenant of HACA Public Housing who is the victim, or threatened victim, of domestic violence, dating violence, or stalking engaged in by a member of the tenant's household or any guest or other person under the tenant's control, providing the claim is documented in accordance with section 16-IX.D of this plan.
- qualifies for the *Public Housing Mishoused Preference* as set forth in the *Glossary*;
- is eligible as set forth by a HUD award of funding to HACA for a targeted category of Section 8 eligible families (see Section 4-III.B. Targeted Funding);
- is an emancipated youth currently receiving housing assistance from HACA pursuant to HUD's Family Unification Program (FUP) regulations effective 2009 or later who, as determined by the Alameda County Social Services Agency, has successfully graduated from FUP and has been referred to HACA by Alameda County Social Services;
- is a participant of the CHOICES or FACT programs sponsored by Alameda County Behavioral Health Care Services (BHCS) who, as determined by BHCS, is in good standing; is nearing the end of his or her participation; and will soon graduate from the program;
- is a *PBV In-Place Family* living in a Project-Based Voucher contract unit approved by HACA after May 1, 2009 as set forth in Section 17-VI.B;
- is a disabled family that is in need of services offered at a particular Project-Based Voucher project approved by HACA after May 1, 2009 if the units are limited to families (including individuals):

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PART VII: HOMEOWNERSHIP

[24 CFR 982.625 through 982.643]

15-VII.A. OVERVIEW [24 CFR 982.625]

The homeownership option is used to assist a family residing in a home purchased and owned by one or more members of the family. ~~Unless use of this option is needed as a reasonable accommodation so that the program is readily accessible to and usable by persons with disabilities, a family assisted under the option must be an existing participant in the HCV FSS program or have graduated from the FSS program.~~ HACA must have the capacity to operate a successful HCV homeownership program as defined by the regulations. HACA has demonstrated this capacity by establishing a minimum homeowner down payment requirement of at least 3 percent of the purchase price, and requiring that at least one percent of the purchase price come from the family's personal resources.

There are two forms of homeownership assistance a PHA may offer under this option: monthly homeownership assistance payments, or a single down payment assistance grant. PHAs may choose to offer either or both forms of homeownership assistance, or choose not to offer either. If a PHA offers both forms of assistance, a family must choose which form of assistance to receive.

HACA Policy

HACA will offer monthly homeownership assistance payments to qualified families.

HACA must offer either form of homeownership assistance if needed as a reasonable accommodation so that the program is readily accessible to and usable by persons with disabilities. It is the sole responsibility of HACA to determine whether it is reasonable to implement a homeownership program as a reasonable accommodation. HACA must determine what is reasonable based on the specific circumstances and individual needs of the person with a disability. HACA may determine that it is not reasonable to offer homeownership assistance as a reasonable accommodation in cases where HACA has otherwise opted not to implement a homeownership program.

HACA must approve a live-in aide if needed as a reasonable accommodation so that the program is readily accessible to and usable by persons with disabilities.

15-VII.B. FAMILY ELIGIBILITY [24 CFR 982.627]

The family must meet all of the requirements listed below before the commencement of homeownership assistance. HACA may also establish additional initial requirements as long as they are described in HACA administrative plan.

- ~~Unless use of the homeownership option is needed as a reasonable accommodation so that the program is readily accessible to and usable by persons with disabilities, a family assisted under the option must be an existing participant in the HCV FSS program or have graduated from the FSS program.~~
- The family must qualify as a first-time homeowner, or may be a cooperative member. Qualification includes:
 - No member of the household has had an ownership interest in any residence during the three years preceding commencement of home ownership assistance. However, a single parent or displaced homemaker who, while married, owned a home with a spouse/significant other (or resided in a home owned by a spouse/significant other) is considered a 'first-time homeowner' for purposes of the homeownership program.
 - The right to purchase title to a residence under a lease-purchase agreement is not considered an 'ownership interest'.
 - HACA may exempt families that include a person with disabilities from this requirement as a reasonable accommodation.
- The family must meet the Federal minimum income requirement. The family must have a gross annual income equal to the Federal minimum wage multiplied by 2000, based on the income of adult family members who will own the home. HACA may establish a higher income standard for families. However, a family that meets the federal minimum income requirement (but not HACA's requirement) will be considered to meet the minimum income requirement if it can demonstrate that it has been pre-qualified or pre-approved for financing that is sufficient to purchase an eligible unit.
- For disabled families, the minimum income requirement is equal to the current SSI monthly payment for an individual living alone, multiplied by 12.
- For elderly or disabled families, welfare assistance payments for adult family members who will own the home will be included in determining whether the family meets the minimum income requirement. It will not be included for other families.
- For disabled and elderly families, there will be no additional minimum income requirement. For non-disabled families, the minimum income requirement will be the Federal minimum wage times 2000 per year. The requirements of 982.627(c)(3) will be applicable.
 - Minimum Wage
 - \$6.55 beginning 7/24/2008
 - \$7.25 beginning 7/24/2009
- The family must satisfy the employment requirements by demonstrating that one or more adult members of the family who will own the home at commencement of homeownership

HOUSING AUTHORITY OF ALAMEDA COUNTY

AGENDA STATEMENT

Meeting: July 10, 2013

Subject: Procurement Award Information

Exhibits Attached: None

Recommendation: Information only

Financial Statement: As indicated below

BACKGROUND

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

DISCUSSION AND ANALYSIS

At your March 2013 meeting staff gave a presentation on HUD's new Rental Assistance Demonstration (RAD) program. RAD allows housing authorities to remove public housing units from the public housing program while preserving the units as affordable. This is done by converting the public housing to another form of HUD subsidy—either Section 8 Project Based Vouchers (PBV) or Section 8 Project Based Assistance (PBAC). Removal of the public housing restrictions also allows the housing authority to borrow against the property income in order to undertake renovation as well as to apply to the state for Low Income Housing Tax Credits and Tax-exempt Bonds. HUD views RAD as the future for public housing and is avidly promoting it.

Staff described to your Commission a number of issues we'd have to address, some of which are:

- What is the per unit rehabilitation cost of our public housing units?
- When combined with public housing reserves, can the income from the properties support a loan sufficient to do the renovation?
- Is conversion to the RAD program feasible for HACA?
- Is there a lender likely to make a loan to HACA on terms that work for the projects?
- Would HACA be a successful applicant for tax credits and tax-exempt bonds?
- Is there a tax credit investor that would purchase HACA's tax credits, if awarded?

Staff indicated in its March presentation that we planned to contract with CSG Advisors, Inc. to develop a feasibility analysis and, if conversion to RAD is feasible, to continue to work with CSG to submit a RAD application to HUD. In accordance with the HUD Procurement Handbook, we were able to use the procurement of CSG that had been done by the Tacoma Housing Authority, pursuant to an Intergovernmental Agreement. This means we were able to rely on the procurement of, and contract with, CSG that the Tacoma Housing Authority had done and did not have to conduct our own procurement. HUD allows for this process as a way to achieve greater economy and efficiency that result in cost savings to the housing authority.

CSG Advisors is based in San Francisco. They have successfully applied for several RAD projects, including four for the Richmond Housing Authority. In addition, they are very experienced with HUD's mixed finance programs, including the former HOPE 6 Program and the current Choice Neighborhoods Initiative. They are expert in all sources of affordable housing finance including tax-exempt loans, publicly sold and privately-placed tax-exempt bonds, tax credits, seller financing, the various state of California programs including the Multifamily Housing Program, and the FHLB Affordable Housing Program.

CSG will complete the HUD RAD tool that projects basic feasibility and will develop a more complete feasibility analysis for us that considers revenue, operating expenses and rehab costs. They will also prepare an operating proforma that includes debt, if needed. In addition, they will work with staff and HUD on various strategic issues such as our possible use of HUD's Replacement Housing Factor (RHF) funds for the project.

CSG Advisors will perform work for HACA on an hourly basis at the rate of \$260 per hour. We estimate that the cost of the feasibility/strategic planning phase and the application submittal phase will not exceed \$45,000. Funds are available in the public housing operating reserves for this work.

HOUSING AUTHORITY OF THE COUNTY OF ALAMEDA

AGENDA STATEMENT

Meeting: July 10, 2013

Subject: Quarterly Investment Portfolio Report

Exhibits Attached: Investment Portfolio Report for Quarter Ended June 30, 2013

Recommendation: Receive Report

Financial Statement: \$21,909,119 invested at an Average Monthly Yield ranging from 0.10% to 0.28% (excluding FSS Participant Escrow Accounts)

BACKGROUND

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

DISCUSSION AND ANALYSIS

The investment portfolio report that is attached reflects the investments at June 30, 2013 for each program that HACA administers.

The Housing Choice Voucher program has a total investment of \$7,998,056, which is 37% of the total investment portfolio.

The Housing Development Fund has a total investment of \$10,685,244, which is 49% of the total investment portfolio. Approximately 63% of its portfolio is in the State of California Local Agency Investment Fund (LAIF).

The Public Housing program has a total investment of \$1,506,236, which is 7% of the total investment portfolio.

Ocean Avenue and Park Terrace investments are 3% and 4% of the total investment, respectively.

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

Housing Authority of Alameda County
Investment Portfolio
For the Quarter Ended June 30, 2013

PROGRAM NAME	TYPE OF ACCOUNT	AMOUNT	INTEREST RATE	MATURITY DATE
HCV	Union Bank N.A. Commercial Paper	\$ 5,998,250.00	0.1400%	7/31/13
	Union Bank N.A. Commercial Paper	\$ 1,999,805.56	0.1000%	7/22/13
Ocean Avenue	Union Bank N.A. Commercial Paper	\$ 219,935.83	0.1400%	7/31/13
	Union Bank N.A. Commercial Paper	\$ 499,938.89	0.1000%	7/31/13
Park Terrace	Union Bank N.A. Commercial Paper	\$ 999,708.33	0.1400%	7/31/13
Housing Dev Fund	Union Bank N.A. Commercial Paper	\$ 3,998,786.67	0.1001%	7/17/13
				LAIF Avg Eff Yield
	State of CA - Local Agency Investment Fund	\$ 6,683,557.94	0.2800%	3/31/13
Local Fund (formerly DHA)				LAIF Avg Eff Yield
	State of CA - Local Agency Investment Fund	\$ 2,899.72	0.2800%	3/31/13
Public Housing	Union Bank N.A. Commercial Paper	\$ 999,708.33	0.1400%	7/31/13
				LAIF Avg Eff Yield
	State of CA - Local Agency Investment Fund	\$ 506,527.78	0.2800%	3/31/13
TOTAL		\$ 21,909,119.05		

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



 Christine Gouge
 Executive Director

7-1-2013

 Date

BUDGET STATUS

REPORT

Housing Authority of Alameda County
HOUSING CHOICE VOUCHER
Budget Status Report FYE 2012-2013
May 2013

FY 2013 - HCV OPERATING BUDGET	Budgeted @ 5/31/2013	Actual @ 5/31/2013	OVER (UNDER)	PROJECTED TO 6/30/13	SCH. NO.	2012 BUDGET	2013 BUDGET	DIFFERENCE
INCOME								
Investment Income	3,300	2,797	(503)	3,051	A1	3,600	3,600	0
Misc. Income	190,667	146,487	(44,179)	171,630	A1	345,040	208,000	(137,040)
Administrative Fee Income	6,329,869	6,162,830	(167,038)	6,639,720	A	7,270,973	6,905,311	(365,662)
TOTAL INCOME	6,523,835	6,312,114	(211,721)	6,814,401		7,619,613	7,116,911	(502,702)
EXPENSES								
Administration								
Salaries	(3,998,632)	(3,439,087)	559,545	(3,725,678)	B-1& 2	(4,391,400)	(4,362,145)	29,255
Other Admin.	(1,064,687)	(1,219,242)	(154,555)	(1,495,408)	C-1&2	(1,077,012)	(1,161,477)	(84,465)
Total	(5,063,319)	(4,658,329)	404,990	(5,221,086)		(5,468,413)	(5,523,621)	(55,209)
General								
Insurance	(184,791)	(119,521)	65,270	(130,387)	E	(204,029)	(201,590)	2,439
Employee Benefits	(2,039,303)	(1,848,233)	191,069	(1,900,096)		(2,195,700)	(2,224,694)	(28,994)
Miscellaneous	0	0	0	0		0	0	0
Total	(2,224,094)	(1,967,755)	256,339	(2,030,483)		(2,399,729)	(2,426,284)	(26,555)
Total Routine Expenses	(7,287,413)	(6,626,084)	661,330	(7,251,568)		(7,868,142)	(7,949,905)	(81,763)
Capital Expenditures	0	0	0	0	D2	0	0	0
TOTAL EXPENSES	(7,287,413)	(6,626,084)	661,330	(7,251,568)		(7,868,142)	(7,949,905)	(81,763)
Income (Deficit) Unfunded 2012 FSS (1/2 year) - Use of Reserve				(158,607)			(158,607)	
Income (Deficit) UNSPECIFIED BUDGET REDUCTION				(278,561)			(674,387)	
NET INCOME (DEFICIT)	(763,578)	(313,970)	449,608	(437,168)		(248,529)	(832,994)	(584,465)

2012 Funding for FSS (unfunded)
Salaries and Benefits FSS expenses
Use of Reserve (unfunded FSS) for 1/2 2012 (July-Dec 2012) **

103,020
(261,627)
(158,607)

Unrestricted Net Assets @ 6/30/12
Use of Reserve (unfunded FSS) for 1/2 2012-July-December
Projected Income/(Deficit) @ 6/30/13
Projected Unrestricted Net Assets @ 6/30/13

\$2,478,875
** (158,607)
(278,561)
\$2,041,707

Housing Authority of Alameda County
PUBLIC HOUSING
Budget Status Report FYE 2012-2013
May 2013

FY 2013 - PH OPERATING BUDGET	YTD BUDGET 5/31/2013	YTD ACTUALS 5/31/13	OVER/ (UNDER) BUDGET	Projected to 6/30/13	SCH. NO.	2012 BUDGET	2013 BUDGET	Difference
INCOME								
Dwelling Rentals	489,143	427,496	(61,647)	466,359	A-1	804,948	533,610	(271,338)
Investment Income	2,017	1,878	(139)	2,048	A	2,025	2,200	175
Misc. Income	124,450	99,554	(24,896)	108,605	A-1	85,108	135,764	50,656
Transfer of Reserves from Ocean Ave				500,000			500,000	500,000
Operating Subsidy	348,864	495,567	146,702	354,490	A-1	496,628	380,579	(116,049)
Asset Reposition Fee	182,435	0	(182,435)	186,129	A-1	148,594	199,020	50,426
Capital Grant	236,847	0	(236,847)		A-1	169,275	258,378	89,103
TOTAL INCOME	1,383,755	1,024,495	(359,260)	1,617,631		1,706,579	2,009,551	302,971
EXPENSES								
Administration					B-1& 2			
Salaries	(213,668)	(192,643)	21,026	(208,696)		(383,445)	(233,093)	150,353
Other Admin.	(106,671)	(36,997)	69,673	(40,361)	C-1	(167,363)	(116,368)	50,995
Total	(320,339)	(229,640)	90,699	(249,057)		(550,808)	(349,461)	201,348
Tenant Services								
Resident Managers	(5,042)	(2,475)	2,567	(5,500)		(5,500)	(5,500)	0
Recreation	(6,875)	(147)	6,728	(7,500)		(7,500)	(7,500)	0
Total	(11,917)	(2,622)	9,295	(13,000)		(13,000)	(13,000)	0
Utilities								
Water	(67,833)	(43,283)	24,549	(47,218)		(74,000)	(74,000)	0
Electricity	(17,417)	(16,791)	626	(18,318)		(19,000)	(19,000)	0
Gas	(2,383)	(1,116)	1,268	(1,217)		(2,600)	(2,600)	0
Sewage	(43,633)	(22,244)	21,389	(24,267)		(47,600)	(47,600)	0
Total	(131,266)	(83,435)	47,833	(91,020)		(143,199)	(143,199)	0
Maintenance					B-2			
Salaries	(64,151)	(64,884)	(733)	(70,291)		(139,820)	(69,983)	69,836
Materials	(58,630)	(40,643)	17,987	(59,344)	D	(63,960)	(63,960)	0
Contract Costs	(544,645)	(334,049)	210,596	(424,417)	D	(466,552)	(594,158)	(127,606)
Total	(667,426)	(439,576)	227,850	(554,051)		(670,332)	(728,101)	(57,769)
General					E			
Insurance	(73,986)	(29,810)	44,177	(68,227)		(80,712)	(80,712)	0
Tax-In Lieu Of	(35,788)	(35,788)	0	(39,041)		(66,175)	(39,041)	27,134
Employee Benefits	(141,688)	(90,312)	51,376	(142,284)		(261,633)	(154,569)	107,064
Collection Loss	(917)	0	917	0		(1,000)	(1,000)	0
Miscellaneous	(917)	0	917	0		(1,000)	(1,000)	0
Total	(253,295)	(155,910)	97,387	(249,551)		(410,520)	(276,322)	134,198
Total Routine Expenses	(1,384,243)	(911,183)	473,062	(1,156,680)		(1,787,859)	(1,510,083)	277,776
Capital Expenditure-exterior renovation of Emery Glen				(500,000)		0	(500,000)	(500,000)
TOTAL EXPENSES	(1,384,243)	(911,183)	473,062	(1,656,680)		(1,787,859)	(2,010,083)	(222,224)
NET INCOME (DEFICIT)	(488)	113,313	113,802	(39,048)		(81,280)	(533)	80,747

Unrestricted Net Assets @ 6/30/12
Projected Income/(Deficit) @ 6/30/13
Projected Unrestricted Net Assets @ 6/30/13

\$1,318,583
(39,048)
\$1,279,535

PROGRAM ACTIVITY

REPORT

HOUSING AUTHORITY OF THE COUNTY OF ALAMEDA

AGENDA STATEMENT

Meeting: July 10, 2013

Subject: Programs Activity Report

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

Recommendation: Receive Report

Financial Statement: None

SECTION 8 HOUSING CHOICE VOUCHERS

- **Lease-Up:** As of July 1, 2013, the Section 8 Housing Choice Voucher program had 5,771 units under contract. The fiscal year-to-date lease-up average is 93.67% units. The budget authority use average through May 2013 is 99.6%.
- **Program Utilization:** As of July 1, 2013, the average HAP subsidy is \$1,041 and the average tenant-paid rent portion is \$414 for an average Contract Rent of \$1,455.
 - ❖ As of July 1, 2013, HACA had 102 outgoing billed portability contracts (i.e., HACA voucher holders who are housed in another housing authority's jurisdiction).
 - ❖ As of July 1, 2013, HACA billed other housing authorities, primarily the Oakland Housing Authority, for 1,644 incoming portability contracts. HACA receives only 80% of the HUD-authorized Administrative Fee for billed incoming portability contracts.
- **Section 8 Contract Report:** A copy of the Contract Report is attached.
- **Fraud / Debt Recovery:** HACA retained \$2,010.67 in fraud and debt recovery payments for the month of May 2013. A total of \$12,875.31 was retained over the last six months.
- **Landlord Rental Listings:** As of July 1, 2013, there were 1,583 landlords with properties in HACA's jurisdiction utilizing the *GoSection8* rental listing service. There were no new landlords added to the Section 8 program this month. There were 25 active properties listed.

FAMILY SELF SUFFICIENCY (FSS)

The HACA courtyard overflowed with people on Saturday, June 29th, as vendors, HACA staff, and FSS participants enjoyed the annual FSS Health and Resource Fair. This year, the number of vendors exceeded previous years so that tables had to be added in the Board Room. A partial list of vendors that have been regular participants included Alameda County Social Services, the Good Bank, Champions for Change, and Caltrans. This year, a number of new vendors joined, including Civic Corps, a program that assists youth in obtaining an education and practical work experience. Hayward Fire Station No. 1 sent a ladder truck and a fire engine. The firefighters were impressed with the FSS program and the young people they met. The art room was active as young participants created art work and earned a new backpack filled with school supplies. These activities were all made possible by the FSS staff, a grant from the United Methodist Foundation, program volunteers and volunteers from the community.

PUBLIC HOUSING

- **Occupancy:** As of July 1, 2013, the Public Housing program had 69 of 72 units leased and has a 95.83% fiscal year-to-date lease up rate.

HOUSING AUTHORITY OF THE COUNTY OF ALAMEDA

Section 8 Contract and HAP Report for the Month of June 2013

	Certificates		Vouchers		June 2013 TOTAL			
City	Number	HAP*	Number	HAP**	Number	HAP	June 2012	June 2011
Albany	-	\$ -	36	\$ 37,584	36	\$ 37,584	39	45
Castro Valley	14	\$ 12,334	219	\$ 228,636	233	\$ 240,970	246	251
Dublin	2	\$ 1,762	358	\$ 373,752	360	\$ 375,514	300	294
Emeryville	6	\$ 5,286	108	\$ 112,752	114	\$ 118,038	118	100
Fremont	30	\$ 26,430	1,290	\$ 1,346,760	1,320	\$ 1,373,190	1,419	1,419
Hayward	112	\$ 98,672	2,421	\$ 2,527,524	2,533	\$ 2,626,196	2,579	2,494
Newark	2	\$ 1,762	272	\$ 283,968	274	\$ 285,730	283	295
Pleasanton	4	\$ 3,524	128	\$ 133,632	132	\$ 137,156	153	163
San Leandro	16	\$ 14,096	1,440	\$ 1,503,360	1,456	\$ 1,517,456	1,417	1,405
San Lorenzo	2	\$ 1,762	232	\$ 242,208	234	\$ 243,970	218	208
Union City	4	\$ 3,524	828	\$ 864,432	832	\$ 867,956	773	733
TOTALS	192	\$169,152.00	7,332	\$7,654,608.00	7,524	\$ 7,823,760	7545	7407

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

***Based on an average June Housing Assistance Payment (HAP) of \$1044 per voucher contract*

HOUSING AUTHORITY OF THE COUNTY OF ALAMEDA
Section 8 Average Contract Rent Report for the month of: June 2013

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	36	\$1,293	\$973	\$320	25%
Castro Valley	224	\$1,369	\$925	\$444	32%
Dublin	353	\$1,582	\$1,213	\$369	23%
Emeryville	108	\$1,229	\$859	\$370	30%
Fremont	1,295	\$1,572	\$1,112	\$460	29%
Hayward	2,435	\$1,357	\$974	\$383	28%
Newark	279	\$1,796	\$1,250	\$546	30%
Pleasanton	128	\$1,375	\$975	\$399	29%
San Leandro	1,447	\$1,368	\$979	\$389	28%
San Lorenzo	234	\$1,655	\$1,226	\$430	26%
Union City	750	\$1,635	\$1,193	\$442	27%

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

2012-2013

DEBT COLLECTIONS

FYE 06/30/13

	JULY	AUGUST	SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER	JANUARY	FEBRUARY	MARCH	APRIL	MAY	JUNE	GRAND TOTALS
<i>DAMAGE CLAIMS</i>	\$0.00	\$150.00	\$0.00	\$0.00	\$50.00	\$50.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		\$250.00
<i>FRAUD REPAYMENTS</i>	\$2,719.93	\$2,507.22	\$2,861.70	\$2,712.85	\$2,140.42	\$2,079.05	\$2,294.11	\$1,185.64	\$ 2,558.00	\$2,747.84	\$2,010.67		\$25,817.43
TOTALS	\$2,719.93	\$2,657.22	\$2,861.70	\$2,712.85	\$2,190.42	\$2,129.05	\$2,294.11	\$1,185.64	\$2,558.00	\$2,747.84	\$2,010.67	\$0.00	\$26,067.43

Landlord Rental Listing Report

Monthly

	6/29/2012	8/1/2012	9/4/2012	10/1/2012	11/1/2012	12/1/2012	1/2/2013	2/4/2013	3/4/2013	4/2/2013	5/1/2013	5/31/2013	7/1/2013
Registered Landlords	1558	1552	1556	1562	1565	1572	1575	1579	1583	1583	1583	1583	1583
Landlords New to Section 8 Program	0	6	3	6	2	3	3	5	5	0	0	0	0
Active Properties Listed	55	64	47	52	63	65	61	44	50	35	34	39	25





To: Christine Gouig, Executive Director
From: Sharon DeCray, HAFS Manager
Re: **FSS Program Summary**
CC: Ron Dion, Linda Evans, Phyllis Harrison, Mary Sturges
Date: July 2, 2013

Program Summary	June 2013
Total Clients Under Contract:	140
Graduates:	2
Escrow Disbursed:	\$ 9,880.05
Ports In:	0
Ports Out:	0
Terminations:	1
New Contracts:	6

FSS PROGRAM NEWS:

Workshops

On Tuesday, June 18, Life Coach Gloria Brown held a roundtable discussion on "Creating Optimum Balance for Successful Living." The discussion was centered on setting short term goals for self-improvement. Ms. Brown encouraged the audience to take a deep look into their individual belief systems and then conduct a personal identity check. As is always the case with Ms. Brown's workshops, the participation level was high and everyone is looking forward to the next round table discussion.

Health and Resource Fair

On Saturday, June 29, the FSS Department held its annual *Health and Resource Fair*. FSS families attended and accessed information and referrals from representatives of the county's social service programs, community health clinics, holistic and alternate medicine providers, and employers. Life Coach Gloria Brown and a representative from the Unity Council's homeownership program conducted mini workshops. Volunteers from Arroyo High School engaged the kids in face painting and art. New backpacks along with school supplies were given to the kids for their participation in the art project.

The Hayward Fire Department participated with six fire fighters, a fire engine and a ladder truck. Kids were allowed to climb on the fire truck and sit in the front driver's seat. Near the end of the event, attendees received a visit from an ice cream truck and were

treated to ice cream. One of the new employment vendors for this fair commented on how happy they were to attend and was excited about the turnout of the families; the vendor was also able to make good business connections with a few of the other attending vendors. Non-FSS HACA staff members in attendance were Chris Gouig, Ron Dion, Cathy Leoncio, George Smith, Michael Hodges and Beverly Brewer. Also in attendance was Barbara Ganitch, board president of the United Methodist Foundation (OMF). OMF granted \$1,500 to our FSS program to help fund some of the expenses for the Fair.

Section8 Homeownership

FSS graduate, Vao Davis, is a new Section 8 Homeowner through HACA's Section 8 homeownership program. Ms. Davis and her family were able to purchase a six bedroom three bath single family home in the city of San Leandro. The day Ms. Davis moved into her new home she called to say, "thank you." She expressed how she had worked so hard to become a homeowner and was extremely excited that she was able to become one with the assistance of her Section 8 voucher.

Referrals= Case Management = 45