



HOUSING COMMISSION AGENDA
Regular Meeting: August 13, 2014

Time: 8:00 a.m.

Nidus Court Recreation Room, 2020 Nidus Court, Union City, CA 94587

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, August 7, 2014 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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6. COMMISSIONER REPORTS	
7. COMMUNICATIONS Report on the 2014 NAHRO Summer Conference Possible attendance at 2014 NAHRO Annual Conference	
8. CLOSED SESSION <i>Conference with Legal Counsel – Anticipated Litigation</i> <i>Initiation of Litigation Pursuant to Subdivision (c) of Section 54956.9 (one case)</i>	
ADJOURNMENT	

MINUTES

July 9, 2014



**HOUSING COMMISSION MINUTES
REGULAR MEETING: JULY 9, 2014
NIDUS RECREATION ROOM, 2020 NIDUS COURT, UNION CITY, CA 94587**

SUMMARY ACTION MINUTES

1. CALL TO ORDER/ROLL CALL

Call to Order

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

Roll Call

Present: Cmr. Apodaca, Asher, Biddle, Gacoscos, Gerry, Haddock, Iosefa, Natarajan, and Steiner

Entered after Roll Call: Cmr. Reed

Excused: Cmr. Cashmere and Peixoto

2. ELECTION OF OFFICERS

Cmr. Gacoscos announced that the Nominating Committee selected Cmr. Don Biddle and Pat Gacoscos as candidates for the Chairperson and Vice Chairperson positions, respectively. The Commission elected the recommended candidates. Cmr. Biddle chaired the remainder of the meeting.

Recommendation: Approve the election of Cmr. Don Biddle as Chairperson and Cmr. Pat Gacoscos as Vice Chairperson.

Motion/Second: Natarajan/Apodaca.

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

3. APPROVAL OF THE MINUTES OF THE JUNE 11, 2014 COMMISSION MEETING

Recommendation: Approve the minutes of the June 11, 2014 meeting as presented.

Motion/Second: Haddock/Steiner.

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

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

None.

5. NEW BUSINESS

5-1. RESOLUTION NO. 08-14: APPROVING AMENDMENT TO FY2014 ANNUAL PUBLIC HOUSING AGENCY PLAN FOR HUD'S RENTAL ASSISTANCE DEMONSTRATION PROGRAM

Ron Dion, Deputy Director for Programs, presented the staff report. Mr. Dion reported that staff is proposing to amend HACA's Annual Public Housing Agency Plan (PHA Plan) for fiscal year 2014 in order to incorporate provisions for HUD's Rental Assistance Demonstration Program (RAD). He reported that staff met with HACA's Resident Advisory Board (RAB) and that the RAB had no changes to the proposed amendments. Mr. Dion recommended that the Housing Commission conduct a public hearing to solicit the public's comments on the proposed amendments to HACA's PHA Plan.

Chairperson Biddle opened the public hearing at 8:07 a.m.

Comments from the public: None.

Chairperson Biddle closed the public hearing at 8:08 a.m.

Recommendation: Adopt Resolution No. 08-14 amending HACA's Annual PHA Plan for the July 1, 2014 – June 30, 2015 fiscal year to incorporate provisions for HUD's Rental Assistance Demonstration Program.

Motion/Second: Natarajan/Reed.

Ayes: All.

Motion passed. **APPROVED AS RECOMMENDED.**

5.2. RESOLUTION NO. 09-14: APPROVING AMENDMENT TO FY2014 ANNUAL PUBLIC HOUSING AGENCY PLAN TO INCORPORATE A REVISION TO HACA'S FLAT RENT POLICIES

Ron Dion presented the staff report. Mr. Dion reported that staff is proposing to amend HACA's Annual Public Housing Agency Plan (PHA Plan) for fiscal year 2014 in order to incorporate a revision to HACA's flat rent policies. He reported that staff met with HACA's Resident Advisory Board (RAB) and that the RAB had no changes to the proposed amendment. Mr. Dion recommended that the Housing Commission conduct a public hearing to solicit comments from the public on the proposed amendment to HACA's PHA Plan.

Chairperson Biddle opened the public hearing at 8:14 a.m.

Comments from the public: None.

Chairperson Biddle closed the public hearing at 8:15 a.m.

Recommendation: Adopt Resolution No. 09-14 amending HACA's Annual PHA Plan for the July 1, 2014 – June 30, 2015 fiscal year to incorporate a revision to HACA's flat rent policies.

Commission Discussion: Chairperson Biddle and Christine Gouig, Executive Director, discussed the impact that the revision to HACA's flat rent policies would have on the families who are currently in HACA's programs.

Motion/Second: Reed/Gacoscos.

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

5-3. ACTION: REVISIONS TO HACA'S SECTION 8 ADMINISTRATIVE PLAN

Ron Dion presented the staff report. Mr. Dion reported that staff is proposing to amend chapters 5, 6, 8 and 10 of HACA's Section 8 Administrative Plan (Admin Plan) in order to incorporate changes in HUD regulations and revised HACA practices. He summarized the proposed amendments and indicated that training on these changes will be provided to staff.

Recommendation: Approve the proposed revisions to chapters 5, 6, 8 and 10 of HACA's Section 8 Administrative Plan.

Motion/Second: Steiner/Haddock

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

5-4. ACTION: APPROVE THE 2014 HACA SCHOLARSHIP AWARDS.

Daniel Taylor, Special Programs Manager, presented the staff report. Mr. Taylor thanked Cmr. Asher, Cashmere, Gacoscos and Natarajan for serving on the 2014 Scholarship Committee. He reported that that Scholarship Committee reviewed 30 scholarship applications, a record number, and selected all 30 to receive scholarships.

Recommendation: Approve the 2014 HACA Scholarship awards.

Commission Discussion: Cmr. Asher commented that she was pleased that the Scholarship Committee was able to give all applicants an award and thanked staff for assisting with the award calculations. She also commented that the costs for an education are rising significantly. Cmr. Natarajan commented that this year's record number of applications is an indication that there is an increase in the need for financial assistance for education and suggested that the Commissioners look for additional sources of funding for the HACA scholarships. Cmr. Reed asked if staff could provide information on what cities the applicants are from and commented that it may be helpful in trying to enlist help from the different cities. Ms. Gouig indicated that staff will provide a list to the Commissioners. Cmr. Gacoscos commented that she was pleased with the selections and that all applicants are going to receive some assistance. Cmr. Steiner and Ms. Gouig discussed goal tracking for scholarship winners. Ms. Gouig shared the history of the HACA Scholarship Program and how the fund was established. She also reported that some of the awardees will attend the Commission meeting on August 13.

Motion/Second: Steiner/Asher.

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

5-6. INFORMATION: BUDGET STATUS REPORT

Cathy Leoncio, Finance Director, presented the staff report. Report received with no questions or comments from the Housing Commission.

4-7. INFORMATION: PROGRAM ACTIVITY REPORT

Daniel Taylor presented the staff report. Mr. Taylor reported that an FSS graduate recently purchased her first home. Mr. Taylor also provided an update on the national FSS study in which HACA is a participant.

Commission Discussion: Cmr. Natarajan asked Mr. Taylor to send the Commissioners a write-up on the FSS participant who purchased her first home.

6. COMMITTEE REPORTS

None.

7. COMMISSIONER REPORTS

Chairperson Biddle reported that he travelled to Washington, D.C. to accept an award on behalf of the City of Dublin for the Emerald Vista project (formerly Arroyo Vista public housing). Ms. Gouig commented that she will be attending an event hosted by Eden Housing where the project will be visited by a team from ULI which is considering it for an award.

8. COMMUNICATIONS

Commissioner Steiner and Ms. Gouig discussed the recent meeting that staff held with the residents at the Emery Glen project in Emeryville. Ms. Gouig also provided the Commission with an update on the status of the Emery Glen claim.

Thomas Makin, acting Deputy Director of Operations, provided an update on the status of HACA main office remodeling project.

Ms. Gouig reported that a new HUD Secretary and Acting Assistant Secretary have been appointed. She distributed a draft of a letter addressed to the new HUD Secretary and asked the Commission to review the letter and recommend any changes. She indicated that she will bring the final version of the letter to the August Commission meeting for the Commissioners to sign.

Ms. Gouig also reported on the status of the federal budget. She described the letter campaigns that are being coordinated by various housing organizations regarding the federal budget and indicated that HACA is also planning to write letters.

Ms. Gouig reminded the Commission that her evaluation needs to be completed and described the evaluation process. She indicated that staff will contact the Personnel Committee, which conducts the evaluation, for their availability.

Cmr. Steiner commented on using letter writing as an advocacy tool.

9. ADJOURNMENT

There being no further business, Chairperson Reed adjourned the meeting at 8:56 a.m.

Respectfully submitted,

Melissa Taesali
Executive Assistant

Christine Gouig
Executive Director/Housing Commission Secretary

Approved: Don Biddle
Housing Commission Chairperson

NEW BUSINESS

August 13, 2014

HOUSING AUTHORITY OF THE COUNTY OF ALAMEDA

AGENDA STATEMENT

Meeting: August 13, 2014

Subject: Presentation of the 2014 HACA Scholarship Recipients

Exhibits Attached: 2014 HACA Scholarship Recipients

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 July meeting.

Staff will present the scholarship recipients who are in attendance at the meeting and recognize them for their achievements. The recipients are listed, by city, on the attached.

**HOUSING AUTHORITY OF THE COUNTY OF ALAMEDA
2014 HACA Scholarship Recipients**

City	# of Scholarship Recipients
Hayward	10
Fremont	8
San Leandro	6
Dublin	2
Newark	2
Union City	2

2014 HACA Scholarship Award Details

DUBLIN		
Name	School	Award
1. Jenny Rebecca Sabin	Arnold Beauty College	\$200.00
2. Ken Sabin	HVAC Certification	\$200.00

FREMONT		
Name	School	Award
1. Cristal Bowman	Las Positas	\$300.00
2. Jamelle Brown	California Institute of Integral Studies	\$300.00
3. Monica Gamez	Chabot College/Ohlone College	\$550.00
4. Eunique Griffin	New York University	\$300.00
5. Michelle Rose Kraft	Diablo Valley College	\$300.00
6. Kiahnka Owens-Ennon	Cal State East Bay (Certificate Program)	\$200.00
7. Raquel Rossman	Ohlone College	\$300.00
8. Susan Titus	Chabot College	\$300.00

HAYWARD		
Name	School	Award
1. Giati Bahadur	Cal State East Bay	\$1,050.00
2. Quiana Easter	Saint Mary's College	\$1,525.00
3. Jade Harris	Delta Community College	\$300.00
4. Saha Jamshed	University of Southern California	\$1,525.00
5. Cristina Mitchell	Chabot College	\$550.00
6. Genee Neely	Hayward Adult School	\$350.00
7. Jannelle Nelson	Chabot College	\$300.00
8. George Nelson, Jr.	Chabot College	\$300.00
9. De'Shon Waller	Castro Valley Adult School	\$200.00
10. Courtney Webb	San Francisco State	\$300.00

**HOUSING AUTHORITY OF THE COUNTY OF ALAMEDA
2014 HACA Scholarship Recipients**

2014 HACA Scholarship Award Details (Continued)

NEWARK		
Name	School	Award
1. Quiana Broussard	Ohlone College	\$300.00
2. Patricia Jones	Fremont Adult School	\$350.00

SAN LEANDRO		
Name	School	Award
1. Tori Aubrey	Chabot College	\$550.00
2. Brenda Cano-Landeros	Cal State East Bay	\$300.00
3. Keana Holland	University of Phoenix	\$300.00
4. Motez Musa	Chabot College	\$550.00
5. Amal Omer	San Leandro Adult School	\$200.00
6. Susan Sanchez	San Leandro Adult School	\$200.00

UNION CITY		
Name	School	Award
1. Hosai Aria-Faizi	Cal State East Bay	\$300.00
2. Jacqueline Brown	Penn Foster	\$350.00

HOUSING AUTHORITY OF THE COUNTY OF ALAMEDA

AGENDA STATEMENT

Meeting: August 13, 2014

Subject:	Section Eight Management Assessment Program (SEMAP)
Exhibits Attached:	SEMAP Certification and Resolution 10-14
Recommendation:	Adopt a resolution authorizing submission of the SEMAP Certification to HUD
Financial Statement:	None

BACKGROUND

The Section Eight Management Assessment Program (SEMAP) measures 14 key performance indicators of public housing agencies (PHAs) that administer the Housing Choice Voucher program. By doing so, SEMAP helps HUD target monitoring and assistance to PHAs that need the most improvement.

The 14 indicators of performance show whether PHAs help eligible families to afford decent rental units at a reasonable subsidy cost as intended by federal housing legislation. The 14 key indicators of PHA performance are:

1. Proper selection of applicants from the Housing Choice Voucher waiting list
2. Sound determination of reasonable rent for each unit leased
3. Accurate verification of family income
4. Maintenance of a current schedule of allowances for tenant-paid utilities
5. Performance of quality control inspections to ensure housing quality
6. Assurance that landlords and tenants promptly correct housing quality deficiencies
7. Expansion of housing choice outside areas of poverty or minority concentration
8. Establishment of Payment Standards within the required range of the HUD Fair Market Rents
9. Timely annual reexamination of family income
10. Correct calculation of the tenant share of the rent and the housing assistance payment (HAP) made to the landlord
11. Assurance that units comply with HUD's Housing Quality Standards (HQS) before families enter into leases and PHAs enter into HAP contracts
12. Timely annual HQS inspections
13. Assurance that all available Housing Choice Vouchers are used
14. Enrollment of families into the Family Self-Sufficiency (FSS) Program and the number of families with escrow accounts

SEMAP scores are based on PHA self-certification, HUD's national database of tenant information, and information from audits conducted annually by independent auditors. Each indicator has points assigned to it, with a total possible point score of 145. HUD annually assigns each PHA a rating on each of the 14 indicators and generates an overall performance ratio of high (90-100%), standard (60-89%), or troubled (less than 60%). Metropolitan PHAs like HACA are also able to earn

bonus points for their achievements in encouraging assisted families to choose housing in low poverty areas.

Every PHA must submit its SEMAP Certification within 60 days of the end of its fiscal year. Ours is due by August 29, 2014 as our fiscal year ended June 30th.

DISCUSSION AND ANALYSIS

The attached SEMAP Certification is a product of random sampling done internally by staff at the end of each quarter of the fiscal year July 1, 2013 through June 30, 2014, and data from HUD's national database of tenant information. **HACA's overall rating is "high" with 100% (145 points).**

The table on the following page provides you with a review of HACA's performance under SEMAP for the last four years.

SEMAP Certification Review 2011 to 2014						
Indicator	Indicator Description	Maximum Number of Possible Points	2011 Final Earned Points	2012 Final Earned Points	2013 Final Earned Points	2014 Certification
1	Wait List	15	15	15	15	15
2	Reasonable Rent	20	20	20	20	20
3	Determination of Adjusted Income	20	20	20	20	20
4	Utility Allowance Schedule	5	5	5	5	5
5	HQS Quality Control Inspections	5	5	5	5	5
6	HQS Enforcement	10	10	10	10	10
7	Expanding Housing Opportunities	5	5	5	5	5
8	Payment Standards	5	5	5	5	5
9	Annual Reexaminations	10	10	10	5	10
10	Correct Tenant Rent Calculations	5	5	5	5	5
11	Pre-Contract HQS Inspections	5	5	5	5	5
12	Annual HQS Inspections	10	10	10	10	10
13	Lease-Up	20	20	20	20	20
14	FSS Enrollment & Escrow Accounts	10	10	10	10	10
Earned Points			145	145	140	145
Deconcentration Bonus – Extra 5 Points		5	5	5	5	5
Total Earned Points		145	150	150	145	150
Maximum Number of Points Possible		145	145	145	145	145
FINAL SCORE as a Percentage		100%	100%	100%	100%	100%
SEMAP RATING			High	High	High	High

HOUSING AUTHORITY OF THE COUNTY OF ALAMEDA

RESOLUTION NO. 10-14

**RESOLUTION APPROVING SECTION EIGHT MANAGEMENT ASSESSMENT PROGRAM CERTIFICATION
AND AUTHORIZING SUBMITTAL OF CERTIFICATION TO THE
U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT**

WHEREAS, the U. S. Department of Housing and Urban Development (HUD) has established a Section Eight Management Assessment Program (SEMAP) to measure the performance of housing authorities that administer the Section 8 Housing Choice Voucher Program; and

WHEREAS, SEMAP requires that housing authorities self-certify performance in connection with the 14 SEMAP indicators; and

WHEREAS, HUD reviews the self-certification and other data available from on-line reporting systems and financial submissions to rank a housing authority's performance and issues a score; and

WHEREAS, the Housing Authority of the County of Alameda has completed its SEMAP analysis for the July 1, 2013 – June 30, 2014 fiscal year and is prepared to submit its certification to HUD;

NOW THEREFORE BE IT RESOLVED, that the Housing Commission does hereby approve and accept the SEMAP certification as presented and authorizes the Executive Director to submit it and any other information HUD may require to process the certification.

PASSED, APPROVED AND ADOPTED by the Housing Commission of the Housing Authority of the County of Alameda on this 13th day of August 2014 by the following vote:

AYES:

NOES:

ABSTAIN:

EXCUSED:

ABSENT:

Attest:

Don Biddle
Housing Commission Chairperson

Christine Gouig
Executive Director/Housing Commission Secretary

Adopted: August 13, 2014

Assessment Profile	Reports	Submission			
List	Summary	Certification	Profile	Comments	
Field Office:	9APH SAN FRANCISCO HUB OFFICE				
Housing Agency:	CA067 ALAMEDA COUNTY HSG AUTH				
PHA Fiscal Year End:	6/30/2014				

OMB Approval No. 2577-0215

SEMAP CERTIFICATION (Page 1)

Public reporting burden for this collection of information is estimated to average 12 hours 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 conduct or sponsor, and you are not required to respond to, a collection of information unless it displays a currently valid OMB control number.

This collection of information is required by 24 CFR sec 985.101 which requires a Public Housing Agency (PHA) administering a Section 8 tenant-based assistance program to submit an annual SEMAP Certification within 60 days after the end of its fiscal year. The information from the PHA concerns the performance of the PHA and provides assurance that there is no evidence of seriously deficient performance. HUD uses the information and other data to assess PHA management capabilities and deficiencies, and to assign an overall performance rating to the PHA. Responses are mandatory and the information collected does not lend itself to confidentiality.

Check here if the PHA expends less than \$300,000 a year in federal awards
 Indicators 1 - 7 will not be rated if the PHA expends less than \$300,000 a year in Federal awards and its Section 8 programs are not audited for compliance with regulations by an independent auditor. A PHA that expends less than \$300,000 in Federal awards in a year must still complete the certification for these indicators.

Performance Indicators

1 Selection from Waiting List (24 CFR 982.54(d)(1) and 982.204(a))

a. The HA has written policies in its administrative plan for selecting applicants from the waiting list.

PHA Response Yes No

b. The PHA's quality control samples of applicants reaching the top of the waiting list and admissions show that at least 98% of the families in the samples were selected from the waiting list for admission in accordance with the PHA's policies and met the selection criteria that determined their places on the waiting list and their order of selection.

PHA Response Yes No

2 Reasonable Rent (24 CFR 982.4, 982.54(d)(15), 982.158(f)(7) and 982.507)

a. The PHA has and implements a reasonable written method to determine and document for each unit leased that the rent to owner is reasonable based on current rents for comparable unassisted units (i) at the time of initial leasing, (ii) before any increase in the rent to owner, and (iii) at the HAP contract anniversary if there is a 5 percent decrease in the published FMR in effect 60 days before the HAP contract anniversary. The PHA's method takes into consideration the location, size, type, quality, and age of the program unit and of similar unassisted units and any amenities, housing services, maintenance or utilities provided by the owners.

PHA Response Yes No

b. The PHA's quality control sample of tenant files for which a determination of reasonable rent was required to show that the PHA followed its written method to determine reasonable rent and documented its determination that the rent to owner is reasonable as required for (check one):

PHA Response At least 98% of units sampled 80 to 97% of units sampled
 Less than 80% of units sampled

3 Determination of Adjusted Income (24 CFR part 5, subpart F and 24 CFR 982.516)

The PHA's quality control sample of tenant files show that at the time of admission and reexamination, the PHA properly obtained third party verification of adjusted income or documented why third party verification was not available; used the verified information in determining adjusted income; properly attributed allowances for expenses; and, where the family is responsible for utilities under the lease, the PHA used the appropriate utility allowances for the unit leased in determining the gross rent for (check one):

PHA Response At least 90% of files sampled 80 to 89% of files sampled
 Less than 80% of files sampled

4 Utility Allowance Schedule (24 CFR 982.517)

The PHA maintains an up-to-date utility schedule. The PHA reviewed utility rate data that it obtained within the last 12 months, and adjusted its utility allowance schedule if there has been a change of 10% or more in a utility rate since the last time the utility allowance schedule was revised.

PHA Response Yes No

5 HQS Quality Control (24 CFR 982.405(b))

The PHA supervisor (or other qualified person) reinspected a sample of units during the PHA fiscal year, which met the minimum sample size required by HUD (see 24 CFR 985.2), for quality control of HQS inspections. The PHA supervisor's reinspected sample was drawn from recently completed HQS inspections and represents a cross section of neighborhoods and the work of cross section of inspectors.

PHA Response Yes No

6 HQS Enforcement (24 CFR 982.404)

The PHA's quality control sample of case files with failed HQS inspections shows that, for all cases sampled, any cited life-threatening HQS deficiencies were corrected within 24 hours from the inspection and, all other cited HQS deficiencies were corrected within no more than 30 calendar days from the inspection or any PHA-approved extension, or, if HQS deficiencies were not corrected within the required time frame, the PHA stopped housing assistance payments beginning no later than the first of the month following the correction period, or took prompt and vigorous action to enforce the family obligations for (check one):

PHA Response At least 98% of cases sampled Less than 98% of cases sampled

7 Expanding Housing Opportunities.

(24 CFR 982.54(d)(5), 982.153(b)(3) and (b)(4), 982.301(a) and 982.301(b)(4) and (b)(12))

Applies only to PHAs with jurisdiction in metropolitan FMR areas

Check here if not applicable

a. The PHA has a written policy to encourage participation by owners of units outside areas of poverty or minority concentration which clearly delineates areas in its jurisdiction that the PHA considers areas of poverty or minority concentration, and which includes actions the PHA will take to encourage owner participation.

PHA Response Yes No

b. The PHA has documentation that shows that it took actions indicated in its written policy to encourage participation by owners outside areas of poverty and minority concentration.

PHA Response Yes No

c. The PHA has prepared maps that show various areas, both within and neighboring its jurisdiction, with housing opportunities outside areas of poverty and minority concentration; the PHA has assembled information about job opportunities, schools and services in these areas; and the PHA uses the maps and related information when briefing voucher holders.

PHA Response Yes No

d. The PHA's information packet for certificate and voucher holders contains either a list of owners who are willing to lease, or properties available for lease, under the voucher program, or a list of other organizations that will help families find units and the list includes properties or organizations that operate outside areas of poverty or minority concentration.

PHA Response Yes No

e. The PHA's information packet includes an explanation of how portability works and includes a list of neighboring PHAs with the name, address and telephone number of a portability contact person at each.

PHA Response Yes No

f. The PHA has analyzed whether voucher holders have experienced difficulties in finding housing outside areas of poverty or minority concentration and, where such difficulties were found, the PHA has considered whether it is appropriate to seek approval of exception payment standard amounts in any part of its jurisdiction and has sought HUD approval when necessary.

PHA Response Yes No

Performance Indicators

8 Payment Standards(24 CFR 982.503)

The PHA has adopted current payment standards for the voucher program by unit size for each FMR area in the PHA jurisdiction and, if applicable, for each PHA-designated part of an FMR area, which do not exceed 110 percent of the current applicable FMR and which are not less than 90 percent of the current FMR (unless a lower percent is approved by HUD). (24 CFR 982.503)

PHA Response Yes No

FMR Area Name

FMR 1 of 1

Enter current FMRs and payment standards (PS)

0-BR FMR 1-BR FMR 2-BR FMR 3-BR FMR 4-BR FMR

PS PS PS PS PS

If the PHA has jurisdiction in more than one FMR area, and/or if the PHA has established separate payment standards for a PHA-designated part of an FMR area, add similar FMR and payment standard comparisons for each FMR area and designated area.

FMR Area Name

FMR 2 of 2



Enter current FMRs and payment standards (PS)

0-BR FMR 1-BR FMR 2-BR FMR 3-BR FMR 4-BR FMR

PS PS PS PS PS

FMR Area Name

FMR 3 of 3



Enter current FMRs and payment standards (PS)

0-BR FMR 1-BR FMR 2-BR FMR 3-BR FMR 4-BR FMR

PS PS PS PS PS

FMR Area Name

FMR 4 of 4



Enter current FMRs and payment standards (PS)

0-BR FMR 1-BR FMR 2-BR FMR 3-BR FMR 4-BR FMR

PS PS PS PS PS

FMR Area Name

FMR 5 of 5



Enter current FMRs and payment standards (PS)

0-BR FMR 1-BR FMR 2-BR FMR 3-BR FMR 4-BR FMR

PS PS PS PS PS

FMR Area Name

FMR 6 of 6



Enter current FMRs and payment standards (PS)

0-BR FMR 1-BR FMR 2-BR FMR 3-BR FMR 4-BR FMR

PS PS PS PS PS

FMR Area Name

FMR 7 of 7



Enter current FMRs and payment standards (PS)

0-BR FMR 1-BR FMR 2-BR FMR 3-BR FMR 4-BR FMR

PS PS PS PS PS

FMR Area Name

FMR 8 of 8



Enter current FMRs and payment standards (PS)

0-BR FMR 1-BR FMR 2-BR FMR 3-BR FMR 4-BR FMR

PS PS PS PS PS

FMR Area Name

FMR 9 of 9



Enter current FMRs and payment standards (PS)

0-BR FMR 1-BR FMR 2-BR FMR 3-BR FMR 4-BR FMR

PS PS PS PS PS

FMR Area Name

FMR 10 of 10



Enter current FMRs and payment standards (PS)

0-BR FMR 1-BR FMR 2-BR FMR 3-BR FMR 4-BR FMR

PS PS PS PS PS

FMR Area Name

FMR 11 of 11



Enter current FMRs and payment standards (PS)

0-BR FMR 1-BR FMR 2-BR FMR 3-BR FMR 4-BR FMR

PS PS PS PS PS

9 Timely Annual Reexaminations(24 CFR 5.617)

The PHA completes a reexamination for each participating family at least every 12 months.(24 CFR 5.617)

PHA Response Yes No

10 Correct Tenant Rent Calculations(24 CFR 982, Subpart K)

The PHA correctly calculates tenant rent in the rental certificate program and the family rent to owner in the rental voucher program (24 CFR 982,Subpart K)

PHA Response Yes No

11 Pre-Contract HQS Inspections(24 CFR 982.305)

Each newly leased unit passes HQS inspection before the beginning date of the assisted lease and HAP contract.(24 CFR 982.305)

PHA Response Yes No

12 Annual HQS Inspections(24 CFR 982.405(a))

The PHA inspects each unit under contract at least annually (24 CFR 982.405(a))

PHA Response Yes No

13 Lease-Up

The PHA executes assistance contracts on behalf of eligible families for the number of units that has been under budget for at least one year. The PHA executes assistance contracts on behalf of eligible families for the number of units that has been under budget for at least one year

PHA Response Yes No

14 Family Self-Sufficiency (24 CFR 984.105 and 984.305)

14a. Family Self-Sufficiency Enrollment. The PHA has enrolled families in FSS as required.

Applies only to PHAs required to administer an FSS program.

Check here if not applicable

a. Number of mandatory FSS slots (Count units funded under the FY 1992 FSS incentive awards and in FY 1993 and later through 10/20/1998. Exclude units funded in connection with Section 8 and Section 23 project-based contract terminations; public housing demolition, disposition and replacement; HUD multifamily property sales; prepaid or terminated mortgages under section 236 or section 221(d)(3); and Section 8 renewal funding. Subtract the number of families that successfully completed their contracts on or after 10/21/1998.)

83

Or, Number of mandatory FSS slots under HUD-approved exception (If not applicable, leave blank)

b. Number of FSS families currently enrolled

136

c. Portability: If you are the initial PHA, enter the number of families currently enrolled in your FSS program, but who have moved under portability and whose Section 8 assistance is administered by another PHA

0

Percent of FSS slots filled (b+c divided by a) (This is a nonenterable field. The system will calculate the percent when the user saves the page)

164

14b. Percent of FSS Participants with Escrow Account Balances. The PHA has made progress in supporting family self-sufficiency as measured by the percent of currently enrolled FSS families with escrow account balances. (24 CFR 984.305)

Applies only to PHAs required to administer an FSS program

Check here if not applicable

PHA

Response Yes No

Portability: If you are the initial PHA, enter the number of families with FSS escrow accounts currently enrolled in your FSS program, but who have moved under portability and whose Section 8 assistance is administered by another PHA

0

15 Deconcentration Bonus

The PHA is submitting with this certification data which show that :

(1) Half or more of all Section 8 families with children assisted by the PHA in its principal operating area resided in low poverty census tracts at the end of the last PHA FY;

(2) The percent of Section 8 mover families with children who moved to low poverty census tracts in the PHA's principal operating area during the last PHA FY is atleast two percentage points higher than the percent of all Section 8 families with children who resided in low poverty census tracts at the end of the

last PHA FY; or

(3) The percent of Section 8 mover families with children who moved to low poverty census tracts in the PHA's principal operating area over the last two PHA FY is at least two percentage points higher than the percent of all Section 8 families with children who resided in low poverty census tracts at the end of the second to last PHA FY.

PHA Response Yes No

[Deconcentration Addendum](#)

SEMAP CERTIFICATION - Addendum for Reporting Data for Deconcentration Bonus Indicator

Date 8/5/2014

PHA Name **ALAMEDA COUNTY HSG AUTH**
Principal Operating Area of PHA

(The geographic entity for which the Census tabulates data)

Special Instructions for State or regional PHAs. Complete a copy of this addendum for each metropolitan area or portion of a metropolitan area (i.e., principal operating areas) where the PHA has assisted 20 or more Section 8 families with children in the last completed PHA FY. HUD will rate the areas separately and the separate ratings will then be weighted by the number of assisted families with children in each area and averaged to determine bonus points.

1990 Census Poverty Rate of Principal Operating Area

Criteria to Obtain Deconcentration Indicator Bonus Points

To qualify for bonus points, the PHA must complete the requested information and answer yes for only one of the 3 criteria below. However, State and regional PHAs must always complete line 1) b for each metropolitan principal operating area.

- 1 a Number of Section 8 families with children assisted by the PHA in its principal operating area at the end of the last PHA FY who live in low poverty census tracts. A low poverty census tract is a tract with a poverty rate at or below the overall poverty rate for the principal operating area of the PHA, or at or below 10% whichever is greater.
- b Total Section 8 families with children assisted by the PHA in its principal operating area at the end of the last PHA FY.
- c Percent of all Section 8 families with children residing in low poverty census tracts in the PHA's principal operating area at the end the last PHA FY (line a divided by line b).
Is line c 50% or more? Yes No

- 2 a Percent of all Section 8 families with children residing in low poverty census tracts at the end of the last completed PHA FY.
- b Number of Section 8 families with children who moved to low poverty census tracts during the last completed PHA FY.
- c Number of Section 8 families with children who moved during the last completed PHA FY
- d Percent of all Section 8 mover families with children who moved to low poverty census tracts during the last PHA fiscal year (line b divided by line c).
Is line d at least two percentage points higher than line a? Yes No

3 a Percent of all Section 8 families with children that residing in low poverty census

tracts in the PHAs principle operating area at the end of the second to last completed PHA FY.

b Number of Section 8 families with children who moved to low poverty census tracts during the last two completed PHA FYs.

c Number of Section 8 families with children who moved during the last two completed PHA FYs.

d Percent of all Section 8 families with children who moved to low poverty census tracts over the last two completed PHA FYs (line b divided by line c).

Is line d at least two percentage points higher than line a? Yes No

**If one of the 3 criteria above is met, the PHA may be eligible for 5 bonus points.
See instructions above concerning bonus points for State and regional PHAs.**

HOUSING AUTHORITY OF THE COUNTY OF ALAMEDA

AGENDA STATEMENT

Meeting: August 13, 2014

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.

DISCUSSION and ANALYSIS

A red-line version of the changes is enclosed. See attached exhibit.

Chapter 3 – Eligibility

The definition of Extremely Low Income has been revised to comply with the requirement of the Consolidated Appropriations Act of 2014 (the “Act”). Specifically, the definition is now the higher of the Federal poverty level or 30 percent of the area median income, adjusted for family size.

Chapter 6 – Income

Revised to implement the requirement of the Act limiting the utility allowance to the lower of the utility allowance amount for the family unit size for which the voucher is issued, or the utility allowance amount for the unit size of the unit rented by the family—all subject to reasonable accommodation.

Chapter 8 – Housing Quality Standards and Rent Reasonableness Determinations

Revised Section II to implement the option contained in the Act for biennial inspections of Housing Choice Voucher units rather than annual inspections. This section is also revised to implement the requirements of the Act in regards to correction periods and re-inspections for special inspections.

Revised Section III to implement final rules published in the June 25, 2014 Federal Register for the Housing and Economic Recovery Act of 2008 (HERA). The rules revise the determination of rent reasonableness for units assisted by Low-Income Housing Tax Credits, where the rent requested by the owner exceeds the tax credit rents for non-voucher families.

Chapter 11 – Re-Examinations

HUD's 2014 Notice of Funding Availability (NOFA) for the Family Self-Sufficiency Program (FSS) explained that, since increased family earned income is a primary goal of the FSS program, beginning with the 2015 NOFA, HUD intends to rate and rank PHAs based on the increased earned income of their FSS participants.

2015 funding will be prioritized to fund PHAs with the highest rate of FSS participant increased earned income. HUD will, likely, define the "rate of increased earned income" as the percentage of FSS participants that have experienced an increase in earned income during their participation in FSS, as measured over a specific period of time. For example, if, in the specified period of time, half of a PHA's FSS participants experienced an increase in earned income (of any amount) during their participation in FSS, the rate of increased earned income would be 50 percent for this PHA.

Currently, HACA captures increases in an FSS participant's earned income at the participant's annual reexamination. The revised HACA policy would allow HACA to process increases at the time of the change, thereby providing HACA with up-to-date data needed for the NOFA and increasing our likelihood of receiving 2015 FSS funding.

Changes regarding family members who have signed and completed an Affidavit of Zero or Unstable Income and full-time student status reflect current HACA practice.

Glossary

As for Chapter 3, the definition of Extremely Low Income has been revised to comply with the requirement of the Act.

PART II: BASIC ELIGIBILITY CRITERIA

3-II.A. INCOME ELIGIBILITY AND TARGETING

Income Limits

HUD establishes income limits for all areas of the country and publishes them annually in the *Federal Register*. They are based upon estimates of median family income with adjustments for family size. The income limits are used to determine eligibility for the program and for income targeting purposes as discussed in this section.

Definitions of the Income Limits [24 CFR 5.603(b)]

Low-income family. A family whose annual income does not exceed 80 percent of the median income for the area, adjusted for family size.

Very low-income family. A family whose annual income does not exceed 50 percent of the median income for the area, adjusted for family size.

Extremely low-income family. A very low-income family whose annual income does not exceed the higher of the Federal poverty level or 30 percent of the median income for the area, adjusted for family size.

HUD may establish income ceilings higher or lower than 30, 50, or 80 percent of the median income for an area if HUD finds that such variations are necessary because of unusually high or low family incomes.

Using Income Limits for Eligibility [24 CFR 982.201]

Income limits are used for eligibility only at admission. Income eligibility is determined by comparing the annual income of an applicant to the applicable income limit for the applicant's family size. In order to be income eligible, an applicant family must be one of the following:

- A *very low-income* family
- A *low-income* family that has been "continuously assisted" under the 1937 Housing Act. A family is considered to be continuously assisted if the family is already receiving assistance under any 1937 Housing Act program at the time the family is admitted to the HCV program [24 CFR 982.4]

HACA Policy

HACA will consider a family to be continuously assisted if the family was leasing a unit under any 1937 Housing Act program at the time it was issued a voucher by HACA.

- A low-income family that qualifies for voucher assistance as a non-purchasing household living in HOPE 1 (public housing homeownership), HOPE 2 (multifamily housing homeownership) developments, or other HUD-assisted multifamily homeownership programs covered by 24 CFR 248.173
- A low-income or moderate-income family that is displaced as a result of the prepayment of a mortgage or voluntary termination of a mortgage insurance contract on eligible low-income housing as defined in 24 CFR 248.101

6-III.D. APPLYING UTILITY ALLOWANCES [24 CFR 982.517]

Overview

A HACA-established utility allowance schedule is used in determining family share and HACA subsidy.

HACA must use the appropriate utility allowance for the lower of the size of dwelling unit actually leased by a family ~~rather than~~ the voucher unit size for which the family qualifies using HACA subsidy standards.

HACA Policy

This provision applies to vouchers issued and to current program participants with new admissions, moves and annual reexaminations effective 10/1/2014 or later. For current program participants, HACA must implement the new allowance at the family's next annual reexamination, provided that HACA is able to provide a family with at least 60 days' notice prior to the reexamination.

See Chapter 5 for information on HACA's subsidy standards.

For policies on establishing and updating utility allowances, see Chapter 16.

Reasonable Accommodation

HCV program regulations require a HACA to approve a utility allowance amount higher than shown on HACA's schedule if a higher allowance is needed as a reasonable accommodation for a family member with a disability. For example, if a family member with a disability requires such an accommodation, HACA will approve an allowance for air-conditioning, even if HACA has determined that an allowance for air-conditioning generally is not needed.

The family must request the higher allowance and provide HACA with an explanation of the need for the reasonable accommodation and information about the amount of additional allowance required [HCV GB, p. 18-8].

Utility Allowance Revisions

At reexamination, HACA must use HACA current utility allowance schedule [24 CFR 982.517(d)(2)].

HACA Policy

Revised utility allowances will be applied to a family's rent and subsidy calculations at the first annual reexamination that is effective after the allowance is adopted.

8-II.C. ANNUAL AND BIENNIAL HQS INSPECTIONS [24 CFR 982.405(a)]

Scheduling the Inspection

Each Housing Choice Voucher unit under HAP contract must be inspected within 24 months of the last full HQS inspection if the most recent annual HQS inspection occurred on or after 6/25/13. If the most recent annual HQS inspection occurred prior to 6/25/13 the Housing Choice Voucher unit under HAP contract must be inspected within 12 months and subsequently switch to the 24 month schedule. ~~Each~~ All other units under HAP contract must be inspected within 12 months of the last full HQS inspection.

HACA Policy

If an adult family member cannot be present on the scheduled date, the family should request that HACA reschedule the inspection. HACA and family will agree on a new inspection date that generally should take place within 30 business days of the originally-scheduled date. HACA may schedule an inspection more than 30 business days after the original date for good cause.

If the family misses the first scheduled appointment without requesting a new inspection date, HACA will automatically schedule a second inspection. If the family misses two scheduled inspections without HACA approval, HACA will consider the family to have violated its obligation to make the unit available for inspection. This may result in termination of the family's assistance in accordance with Chapter 12.

8-II.D. SPECIAL INSPECTIONS [HCV GB, p. 10-30]

The PHA will conduct a special inspection if the owner, family, or another source reports HQS violations in the unit.

HACA Policy

During a special inspection, HACA generally will inspect only those deficiencies that were reported. However, the inspector will record any additional HQS deficiencies that are observed and will require the responsible party to make the necessary repairs. Life-threatening deficiencies must be corrected within 24 hours and inspected within 24 hours of the correction. Non-life-threatening deficiencies must be corrected within 30 days and inspected within 15 days of the correction.

If the annual inspection has been scheduled or is due within 90 days of the date the special inspection is scheduled HACA may elect to conduct a full annual inspection.

8-II.E. QUALITY CONTROL INSPECTIONS [24 CFR 982.405(b); HCV GB, p. 10-32]

HUD requires a PHA supervisor or other qualified person to conduct quality control inspections of a sample of units to ensure that each inspector is conducting accurate and complete inspections and that there is consistency in the application of the HQS.

The unit sample must include only units that have been inspected within the preceding 3 months. The selected sample will include (1) each type of inspection (initial, annual, and special), (2) inspections completed by each inspector, and (3) units from a cross-section of neighborhoods.

PART III: RENT REASONABLENESS [24 CFR 982.507]

8-III.A. OVERVIEW

No HAP contract can be approved until the PHA has determined that the rent for the unit is reasonable. The purpose of the rent reasonableness test is to ensure that a fair rent is paid for each unit rented under the HCV program.

HUD regulations define a reasonable rent as one that does not exceed the rent charged for comparable, unassisted units in the same market area. HUD also requires that owners not charge more for assisted units than for comparable units on the premises. Additionally, for units assisted by low-income housing tax credits (LIHTCs), where the rent requested by the owner exceeds the tax credit rents for non-voucher families, the rent shall not exceed the lesser of the (1) reasonable rent as determined pursuant to a rent comparability study; and (2) the payment standard established by HACA for the unit size involved. This part explains the method used to determine whether a unit's rent is reasonable.

PHA-Owned Units [24 CFR 982.352(b)]

In cases where an HCV family is receiving assistance in a PHA-owned unit, the PHA must obtain the services of an independent entity to determine rent reasonableness in accordance with program requirements, and to assist the family in negotiating the contract rent when the family requests assistance. A PHA-owned unit is defined as a unit that is owned by the PHA that administers the assistance under the consolidated ACC (including a unit owned by an entity substantially controlled by the PHA). The independent agency must communicate the results of the rent reasonableness determination to the family and the PHA. The independent agency must be approved by HUD, and may be the unit of general local government for the PHA jurisdiction (unless the PHA is itself the unit of general local government or an agency of such government).

8-III.B. WHEN RENT REASONABLENESS DETERMINATIONS ARE REQUIRED

Owner-Initiated Rent Determinations

The PHA must make a rent reasonableness determination at initial occupancy and whenever the owner requests a rent adjustment.

The owner and family first negotiate the rent for a unit. The PHA (or independent agency in the case of PHA-owned units) will assist the family with the negotiations upon request. At initial occupancy the PHA must determine whether the proposed rent is reasonable before a HAP Contract is signed. The owner must not change the rent during the initial lease term. Subsequent requests for rent adjustments must be consistent with the lease between the owner and the family. Rent increases will not be approved unless any failed items identified by the most recent HQS inspection have been corrected.

HACA Policy

After the initial occupancy period, the owner may request a rent adjustment in accordance with the owner's lease. For rent increase requests after initial lease-up, HACA may request owners provide information about the rents charged for other units on the premises, if the premises include more than 4 units. In evaluating the proposed rents in comparison to other units on the premises HACA will consider unit size and length of tenancy in the other units.

For a unit receiving low-income housing tax credits (LIHTCs) pursuant to section 42 of the Internal Revenue code of 1986, if the rent requested by the owner exceeds the LIHTC rents for non-voucher families, the rent shall not exceed the lesser of the: (i) reasonable rent or (ii) the payment standard established by HACA for the unit size involved.

HACA will determine whether the requested increase is reasonable within 10 business days of receiving the request from the owner. The owner will be notified of the determination in writing.

All rents adjustments will be effective the first of the month following 60 days after HACA's receipt of the owner's request or on the date specified by the owner, whichever is later.

PHA- and HUD-Initiated Rent Reasonableness Determinations

HUD requires the PHA to make a determination of rent reasonableness (even if the owner has not requested a change) if there is a 5 percent decrease in the Fair Market Rent that goes into effect at least 60 days before the contract anniversary date. HUD also may direct the PHA to make a determination at any other time. The PHA may decide that a new determination of rent reasonableness is needed at any time.

HACA Policy

In addition to the instances described above, HACA will make a determination of rent reasonableness at any time after the initial occupancy period if: (1) HACA determines that the initial rent reasonableness determination was in error or (2) HACA determines that the information provided by the owner about the unit or other units on the same premises was incorrect.

8-III.D. PHA RENT REASONABLENESS METHODOLOGY

How Market Data is Collected

HACA Policy

HACA will collect and maintain data on market rents in HACA's jurisdiction. Information sources include newspapers, realtors, market surveys, inquiries of owners and other available sources. The data will be maintained by bedroom size and market areas. Market areas may be defined by zip codes, census tract, neighborhood, and identifiable natural or man-made boundaries. The data will be updated on an ongoing basis and rent information that is more than 12 months old will be eliminated from the database.

How Rents are Determined

HACA Policy

The rent for a unit proposed for HCV assistance will be compared to the rent charged for comparable units in the same market area. HACA will develop a range of prices for comparable units by bedroom size within defined market areas. Units proposed for HCV assistance will be compared to the units within this rent range. Because units may be similar, but not exactly like the unit proposed for HCV assistance, HACA may make adjustments to the range of prices to account for these differences.

The adjustment must reflect the local market. Not all differences in units require adjustments (e.g., the presence or absence of a garbage disposal may not affect the rent in some market areas).

Adjustments may vary by unit type (e.g., a second bathroom may be more valuable in a three-bedroom unit than in a two-bedroom).

The adjustment must reflect the rental value of the difference— not its construction costs (e.g., it might cost \$20,000 to put on a new roof, but the new roof might not make any difference in what a tenant would be willing to pay because rental units are presumed to have functioning roofs).

When a comparable project offers rent concessions (e.g., first month rent-free, or reduced rent) reported monthly rents will be adjusted accordingly. For example, if a comparable project reports rents of \$500/month but new tenants receive the first month's rent free, the actual rent for the unit would be calculated as follows: $\$500 \times 11 \text{ months} = 5500/12 \text{ months} = \text{actual monthly rent of } \488 .

For a unit receiving low-income housing tax credits (LIHTCs) pursuant to section 42 of the Internal Revenue code of 1986, if the rent requested by the owner exceeds the LIHTC rents for non-voucher families, the rent shall not exceed the lesser of the: (i) reasonable rent or (ii) the payment standard established by HACA for the unit size involved.

HACA will notify the owner of the rent HACA can approve based upon its analysis of rents for comparable units. The owner may submit information about other comparable units in the market area. HACA will confirm the accuracy of the information provided

HOUSING AUTHORITY OF THE COUNTY OF ALAMEDA

AGENDA STATEMENT

Meeting: August 13, 2014

Subject: Admissions and Continued Occupancy Policy Revision

Exhibits Attached: Redline Summary of Policy Revision

Recommendation: Approve Proposed Policy Revision

Financial Statement: None

BACKGROUND

HACA’s Low Income Public Housing Program Admissions and Continued Occupancy Policy (ACOP) sets forth its policies for administering the Low Income Public Housing 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 ACOP is available for public review.

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

DISCUSSION and ANALYSIS

At your July 9, 2014 meeting your Commission approved what HUD calls a “significant amendment” to HACA’s Agency Plan to implement changes to our Public Housing flat rent policy. These changes were mandated by Congress in the Consolidated Appropriations Act of 2014 and require that flat rents be set at the higher of market value or 80% of the HUD-published Fair Market Rent. If the new flat rent represents an increase of more than 35% to an individual family, the increase will be phased in. The significant amendment to our Agency Plan was submitted to HUD on July 22, 2014.

Now that the Agency Plan has been amended HACA must amend its ACOP in order to conform it to the Agency Plan and incorporate the flat rent changes.

A red-line version of the changes is enclosed. See attached exhibit.

8. TOTAL TENANT PAYMENT AND TENANT RENT

8.1. DETERMINATION OF FLAT RENTS

8.1.1. Flat rents are gross rents that cover the shelter rent plus the cost of all necessary utilities regardless of who actually pays the utilities.

8.1.2. Prior to October 1, 2014, the flat rent is the lesser of the market value for the unit as determined by rent reasonableness as defined by 24 CFR 960.253(b) or the cost to operate the unit. Effective October 1, 2014, the flat rent is the greater of the market value for the unit as determined by rent reasonableness as defined by 24 CFR 960.253(b) or 80 percent of the applicable Fair Market Rent adjusted, if necessary, to account for reasonable utilities costs.

8.1.3. Effective October 1, 2014, annually, in order to determine how to phase-in increases in rental payments:

8.1.3.1 HACA calculates flat rents using a rent reasonableness methodology, as defined in 24 CFR 960.253(b), for determining the flat rent based on the market rent of comparable units in the private, unassisted rental market.

8.1.3.2 If the flat rent, as determined by the rent reasonableness study, is at least 80 percent of the FMR, HACA will set flat rents at the amount determined by the rent reasonableness study;

8.1.3.3 If the flat rent, as determined by the rent reasonableness study, is less than 80 percent of the FMR, HACA will set flat rents at no less than 80 percent of the FMR, subject to any required utility allowance adjustment;

8.2. PHASE-IN OF FLAT RENTS

8.2.1. If an existing tenant's rental payment would be increased by 35 percent or more as a result of changes to the flat rent amount, HACA will phase-in the increase such that a family would not experience an increase in its rental payment of more than 35 percent in any one year.

8.2.2. In order to determine how to phase-in increases in rental payments, on a case-by-case basis, at the family's next annual rent option, HACA will compare the updated flat rent amount applicable to the unit for which a family is currently paying the flat rent to the flat rent that was being paid by the family immediately prior to the annual rent option;

8.2.3. If the new flat rent amount would not increase a family's rental payment, the family may choose to pay either the updated flat rent amount or the previously calculated income-based rent;

8.2.4. If the updated flat rent amount would increase a family's rental payment, HACA will conduct a flat rent impact analysis by multiplying the existing flat rent amount by 35 percent and adding that product to the flat rent amount. HACA will then compare the product of the calculation to the updated flat rent amount; and

8.2.5. HACA will offer, and the family may choose to pay, either the lower of the flat rent that was compared in the flat rent impact analysis or the previously calculated income-based rent.

8.3. FAMILY'S CHOICE OF FLAT RENT OR RENT BASED ON INCOME

8.3.1. At admission and prior to each regularly scheduled reexamination of family income and circumstances:

8.3.1.1. a family may choose between having its rent based on the Housing Authority's flat rent schedule or having it determined by the family's income (*income method* rent).

8.3.1.2. In order to assist the family in choosing between a flat rent and a rent based on its income, the Housing Authority will:

8.3.1.1. provide the family the following information:

8.3.1.2.1.1. the amount of the flat rent;

8.3.1.2.1.2. the dates on which the Housing Authority expects to review the amount of the flat rent;

8.3.1.2.1.3. the approximate rent increase the family should expect; and

8.3.1.2.1.4. the approximate date upon which a future rent increase would become effective.

8.3.1.2. and advise the family that it may request a appointment with HACA for assistance in identifying the rent method that would be most advantageous for the family;

8.3.1.3. If the family selects the flat rent:

8.3.1.1. the Housing Authority will not reexamine the family's income until three years from the family's regularly scheduled reexamination date and every three years thereafter.

8.3.1.2. If the family so selects the flat rent at the time of a regularly scheduled reexamination of family income and circumstances, the Housing Authority will determine whether family composition may require a transfer to a different bedroom size unit, and if so, the family's name will be placed on the transfer list.

8.4. INCOME METHOD RENTAL AMOUNT

8.4.1. RESERVED

8.4.2. RESERVED

- 42.1.51. **Family self-sufficiency program (FSS program):** The program established by a housing authority to promote self-sufficiency of assisted families, including the coordination of supportive services (42 U.S.C. 1437u).
- 42.1.52. **Family share:** The portion of rent and utilities paid by the family or the gross rent minus the amount of the housing assistance payment.
- 42.1.53. **Family unit size:** The appropriate number of bedrooms for a family as determined by the housing authority under the housing authority's subsidy standards.
- 42.1.54. **Flat Rent:** A rent amount the family may choose to pay in lieu of having ~~its rent determined under the income method. The flat rent is established by the Housing Authority as set forth in Chapter 8 TOTAL TENANT PAYMENT AND TENANT RENT.~~ Families selecting the flat rent option have their income evaluated once every three years, rather than annually.
- 42.1.55. **FMR/exception rent limit:** The Section 8 existing housing fair market rent published by HUD headquarters, or any exception rent. For a tenancy in the Section 8 Housing Choice Voucher Program, the housing authority may adopt a payment standard up to the FMR/exception rent limit.
- 42.1.56. **Full-time student:** A person who is attending school or vocational training on a full-time basis.
- 42.1.57. **Group Home:** A dwelling unit that is licensed by a State as a group home for the exclusive residential use of two to twelve persons who are elderly or persons with disabilities (including any live-in aide).
- 42.1.58. **Housing Assistance Plan:** A housing plan that is submitted by a unit of general local government and approved by HUD as being acceptable under the standards of 24 CFR 570.
- 42.1.59. **Housing quality standards (HQS):** The HUD minimum quality standards for housing assisted under the Section 8 Housing Choice Voucher Program.
- 42.1.60. **Housing voucher:** A document issued by a housing authority to a family selected for admission to the Section 8 Housing Choice Voucher Program. This document describes the program and the procedures for housing authority approval of a unit selected by the family. The voucher also states the obligations of the family under the program.
- 42.1.61. **Housing voucher holder:** A family that has an unexpired housing voucher.
- 42.1.62. **HUD:** The Department of Housing and Urban Development.
- 42.1.63. **Imputed income:** For households with net family assets of more than \$5,000, the amount calculated by multiplying net family assets by a HUD-specified percentage. If imputed income is more than actual income from assets, the imputed amount is used in determining annual income.
- 42.1.64. **Imputed welfare income:** The amount of annual income not actually received by a family, as a result of a specified welfare benefit reduction, that is nonetheless included in the family's annual income for purposes of determining rent.

Deleted: their

HOUSING AUTHORITY OF ALAMEDA COUNTY

AGENDA STATEMENT

Meeting: August 13, 2014

Subject: Procurement Policy Amendment

Exhibits Attached: None

Recommendation: Approve an amendment to the current procurement policy

Financial Statement: None

BACKGROUND

The Housing Commission adopted HACA's Procurement Policy on October 8, 2008. The Policy covers all procurements for goods and services and specifies procedures to ensure integrity, quality, efficiency, fairness, competition and legal compliance in all purchasing activities.

DISCUSSION and ANALYSIS

The Procurement Policy contains a series of ranges that dictate the purchasing procedures to be followed. For example, "small purchases," which are purchases of less than \$100,000, require three quotes. Purchases of less than \$2,000 are called "micro purchases" and require only one cost quote provided HACA considers the quote to be reasonable. Sealed bids are required for purchases that exceed \$100,000 and are awarded by your Commission. The Policy requires that any purchase in excess of \$25,000 be brought to your Housing Commission as an information item on your agenda.

Since the approval of the Policy in 2008, HACA has become the agent for Preserving Alameda County Housing, Inc. (PACH), and staff is recommending an amendment to the Policy to differentiate between those purchases to be brought to your Housing Commission and those purchases to be brought before the PACH Board of Directors. The changes are shown in redline below.

Current Language

Individual contracts awarded or purchases in excess of \$25,000.00 shall be brought to the Housing Commission's attention as an information item on the agenda.

Proposed Amendment

Individual contracts awarded or purchases **valued between \$25,000.00 and \$100,000.00** shall be brought to the Housing Commission's attention as an information item on the agenda.

For individual contracts awarded or purchases valued between \$25,000.00 and \$100,000.00, where the Housing Authority is acting as the agent for Preserving Alameda County Housing, Inc. (PACH), the qualifying purchases will be brought to the PACH Board of Directors as an information item on the PACH agenda.

HOUSING AUTHORITY OF ALAMEDA COUNTY

AGENDA STATEMENT

Meeting: August 13, 2014

Subject: Letter to U.S. Senators re: 2015 T-HUD Budget

Exhibits Attached: Draft Letter

Recommendation: Review and Sign Letter

Financial Statement: None

BACKGROUND

At your June meeting your Commission discussed sending a letter to Julian Castro, the new HUD Secretary, about the shortfall in HUD funding for the Section 8 program's administrative fee and rental subsidies and the need for relief from overly-burdensome regulations. Staff drafted and distributed such a letter for your review at your July meeting and indicated final approval of the letter would take place at your August meeting.

At the June meeting Commissioner Peixoto asked what the California Association of Housing Authorities (CAHA) and NAHRO were doing with respect to informing Secretary Castro about Section 8 funding issues. Some discussion took place about your Commission possibly cooperating with a CAHA strategy rather than drafting your own letter. A decision as to the approach was deferred until your August meeting.

DISCUSSION and ANALYSIS

CAHA leadership met with NAHRO staff at the NAHRO Summer Conference in mid-July as well as participated in NAHRO's Legislative Network meeting at the conference. In addition, the CAHA Legislative Committee recently discussed its focus at the federal level for the next few months. Both NAHRO and CAHA have prioritized the following:

1. Meeting with either Secretary Castro or the Assistant Secretary for Public and Indian Housing (the assistant secretary is the person that is responsible for housing authorities and the programs they operate). The newly-nominated Assistant Secretary (not confirmed yet by the Senate) is Lourdes Castro Ramirez, executive director of the San Antonio Housing Authority, but we all in California know Ms. Castro Ramirez as she worked for the Housing Authority of the City of Los Angeles for many years. CAHA has already invited Ms. Castro Ramirez to its annual conference (January 2015) and she has accepted.
2. Sending a letter to our two senators urging adoption of the 2015 T-HUD budget. NAHRO has created such a letter and staff has attached it. NAHRO indicates it is likely

- we'll have another Continuing Resolution. Congress has adjourned for the August recess and when it returns in September will have only about 10 working days before the end of the federal fiscal year (September 10). It's doubtful that a budget can be approved within that short time and the speculation is that a Continuing Resolution will be adopted to carry the government through mid-December. Nevertheless, at some point when Congress actually deals with the budget it is critical that the Senate version of the T-HUD budget be approved, not the House version (which cuts the Section 8 Admin Fee proration to 65%). NAHRO is having a contest to see which state can send in the most letters. Mississippi and Utah are currently in the lead but CAHA is going to reach out to its membership to encourage everyone to send letters. Staff recommends that your Commission send this letter, too, rather than the letter distributed last month.
3. NAHRO is promoting a strategy that has U.S. Senators writing to HUD about regulatory relief for housing authorities. Whereas HUD can (and often does) ignore letters from individual housing authorities it is not able to ignore a letter from a U.S. senator. In order to induce their senators to write to HUD, the Maryland and Virginia state NAHRO chapters organized their housing authority members to write letters to their senators asking for regulatory relief. Many of their housing authorities wrote and the senators took notice. The two NAHRO chapters met with their senators who agreed to write letters to HUD. Key to this strategy is identifying only 2-3 regulatory relief items and every housing authority that writes to its senators asks for the same 2-3. CAHA is going to employ this same approach and is currently polling its members as to which 2-3 items should be included in California letters to go to Senators Feinstein and Boxer. Perhaps at some point your Commission could send such a letter after CAHA has finalized its requested relief items.



August 13, 2014

The Honorable Dianne Feinstein
United States Senate
331 Hart Senate Office Building
Washington, D.C. 20510

Dear Senator Feinstein:

The undersigned are the Housing Commissioners of the Housing Authority of the County of Alameda. As members of the National Association of Housing and Redevelopment Officials (NAHRO), we urge you to support the Senate's FY 2015 T-HUD spending bill and ask that you tell Senate leadership to move forward quickly with the bill.

Included in the stalled minibus spending package, the FY 2015 THUD bill is a responsible piece of legislation that has been unfairly withdrawn from Senate floor consideration because of a dispute over amendment procedure and not because of opposition to the bill itself. This is the second year in a row that the Senate T-HUD bill has been pulled from the floor for reasons unrelated to the bill itself. Please do not let the appropriations process breakdown again over a procedural disagreement.

It is absolutely critical that we return to regular order to avoid another continuing resolution in FY 2015. Due to sequestration and prior year funding cuts communities are experiencing the negative impacts of reduced spending for HUD programs. The unemployed are having a harder time finding jobs. Homeless people are having a harder time finding housing. Communities are seeing seniors, people with disabilities, and other families having difficulty finding affordable stable housing. A continuing resolution in FY 2015 perpetuates this problem and can easily be avoided.

There is widespread support for the programs funded by the T-HUD budget. Earlier this year, a letter was sent to appropriators that was signed by 3,267 national, state and local business, transportation, housing and community development, faith-based and civil rights organizations, as well as state and local officials in municipal, tribal and state governments, urging you to increase the T-HUD 302(b) allocation to the highest possible level in fiscal year (FY) 2015. The letter demonstrates the depth and breadth of support

for T-HUD programs in communities across America. Please don't let these popular and critical programs be funded by a continuing resolution because of a procedural debate. Please tell Senate leadership to move forward with the FY 2015 T-HUD bill.

Our executive director, Christine Gouig, can answer any questions you may have. She can be reached at chrisg@haca.net or 510-727-8513.

Very truly yours,

Ana Apodaca
City of Newark

Maxine Haddock
Senior Tenant Commissioner

Jacqueline Asher
City of Emeryville

Helen Iosefa
Tenant Commissioner

Don Biddle
City of Dublin

Anu Natarajan
City of Fremont

Ruth Cashmere
City of Albany

Marvin Peixoto
City of Hayward

Pat Gacoscos
City of Union City

Ursula Reed
City of San Leandro

Mark Gerry
Castro Valley

Christine Steiner
City of Pleasanton



August 13, 2014

The Honorable Barbara Boxer
United States Senate
112 Hart Senate Office Building
Washington, D.C. 20510

Dear Senator Boxer:

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Christine Steiner
City of Pleasanton

HOUSING AUTHORITY OF ALAMEDA COUNTY

AGENDA STATEMENT

Meeting: August 13, 2014

Subject: Procurement Award Information

Exhibits Attached: None

Recommendation: Receive report

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 information.

DISCUSSION AND ANALYSIS

Unit Remodeling Projects

1. On July 10, 2014, staff issued Invitations for Bids to remodel a two-bedroom residence in the Park Terrace development in Hayward. The scope of work included a complete kitchen remodel, replacement of a bathroom vanity and fixtures, replacement of wall heaters, doors, windows, window coverings, and light fixtures. The interior of the unit was painted and received new flooring. Minor repairs were done to the exterior of the unit, including the replacement of screens and the removal of vegetation. Funding for the project comes from the Park Terrace project reserves.
2. On July 11, 2014, staff issued Invitations for Bids to remodel a three-bedroom residence in the Ocean Avenue development in Emeryville. The scope of work included a complete kitchen remodel, replacement of interior doors, windows and window coverings. Two bathrooms were remodeled including the replacement of vanities, tub, shower, fixtures and lighting. The interior of the unit was painted and received new flooring. Funding for the project comes from the Ocean Avenue project reserves.

The contract award results for both projects are shown below.

No.	Bid Release	Contractor	Property Location	Bedrooms / Bathrooms	Contract Award
1	July 10, 2014	Oakland Construction Oakland, CA	260 Sunset Blvd. Hayward, CA	2 / 1.5	\$29,740
2	July 11, 2014	Oakland Construction Oakland, CA	1269 Ocean Ave. #C Emeryville, CA	3 / 1.5	\$36,600

PROGRAM ACTIVITY **REPORT**

HOUSING AUTHORITY OF THE COUNTY OF ALAMEDA

AGENDA STATEMENT

Meeting: August 13, 2014

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 August 1, 2014, the Section 8 Housing Choice Voucher program had 5,991 units under contract. The fiscal year-to-date lease-up average is 97.17% units. The budget authority use average through June 2014 will be provided next month.
- **Program Utilization:** As of August 1, 2014, the average HAP subsidy was \$1,047 and the average tenant-paid rent portion was \$436 for an average Contract Rent of \$1,482. Amounts vary by \$1 due to rounding.
 - ❖ As of August 1, 2014, HACA had 82 outgoing billed portability contracts (i.e., HACA voucher holders who are housed in another housing authority's jurisdiction).
 - ❖ As of August 1, 2014, HACA billed other housing authorities, primarily the Oakland Housing Authority, for 1,111 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 \$7,143.83 in fraud and debt recovery payments for the month of June 2014. A total of \$29,324.31 was retained over the last six months.
- **Landlord Rental Listings:** As of August 1, 2014, there were 1,643 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 nine active properties listed as of August 1, 2014.

FAMILY SELF SUFFICIENCY (FSS)

The FSS Department continues to progress to its goal of 200 participants for the national FSS study with 122 participants. Three more orientations are scheduled this month in order to continue to increase the number of participants in the study.

The FSS Department and our FSS participants have participated in NAHRO's "What Home Means to Me" calendar poster contest for the past five years. This year, family participation in the event increased, with approximately 50 children submitting posters. We hope to have another contest winner this year.

The FSS Department collaborated with the 9th grade class of Arroyo High School in San Lorenzo by holding a book drive for our FSS families where 501 books were collected. As families delivered their NAHRO "What Home Means to Me" posters, each child received a free backpack with school supplies and was encouraged to select as many book drive books as they wanted to enjoy on their summer holiday.

PUBLIC HOUSING

- **Occupancy:** As of August 1, 2014, the Public Housing program had 68 of 72 units leased and had a 94.44% fiscal year-to-date lease up rate.

HOUSING AUTHORITY OF THE COUNTY OF ALAMEDA

Section 8 Contract and HAP Report for the month of: July 2014

City	Certificates		Vouchers		July 2014 TOTAL		July 2013	July 2012
	Number	HAP*	Number	HAP**	Number	HAP		
Albany	0	\$0	30	\$31,380	30	\$31,380	33	37
Castro Valley	9	\$7,929	219	\$229,074	228	\$237,003	224	245
Dublin	2	\$1,762	358	\$374,468	360	\$376,230	355	276
Emeryville	6	\$5,286	112	\$117,152	118	\$122,438	110	112
Fremont	26	\$22,906	1,198	\$1,253,108	1,224	\$1,276,014	1,266	1,363
Hayward	109	\$96,029	2,238	\$2,340,948	2,347	\$2,436,977	2,432	2,567
Newark	3	\$2,643	242	\$253,132	245	\$255,775	255	276
Pleasanton	4	\$3,524	119	\$124,474	123	\$127,998	128	140
San Leandro	19	\$16,739	1,500	\$1,569,000	1,519	\$1,585,739	1,502	1,449
San Lorenzo	2	\$1,762	223	\$233,258	225	\$235,020	235	228
Union City	6	\$5,286	797	\$833,662	803	\$838,948	836	871
TOTALS	186	\$163,866.00	7,036	\$7,359,656.00	7,222	\$7,523,522.00	7,376	7,564

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

**Based on an average July Housing Assistance Payment (HAP) of \$1046 per voucher contract

HOUSING AUTHORITY OF THE COUNTY OF ALAMEDA
Section 8 Average Contract Rent Report for the Month of: July 2014

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	30	\$1,341	\$1,043	\$298	22%
Castro Valley	219	\$1,408	\$980	\$427	30%
Dublin	358	\$1,631	\$1,221	\$410	25%
Emeryville	112	\$1,233	\$855	\$378	31%
Fremont	1202	\$1,598	\$1,112	\$487	30%
Hayward	2254	\$1,399	\$998	\$401	29%
Newark	245	\$1,841	\$1,275	\$566	31%
Pleasanton	123	\$1,355	\$958	\$397	29%
San Leandro	1487	\$1,389	\$988	\$401	29%
San Lorenzo	227	\$1,709	\$1,236	\$473	28%
Union City	755	\$1,636	\$1,147	\$488	30%

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

DEBT COLLECTIONS

2013-2014

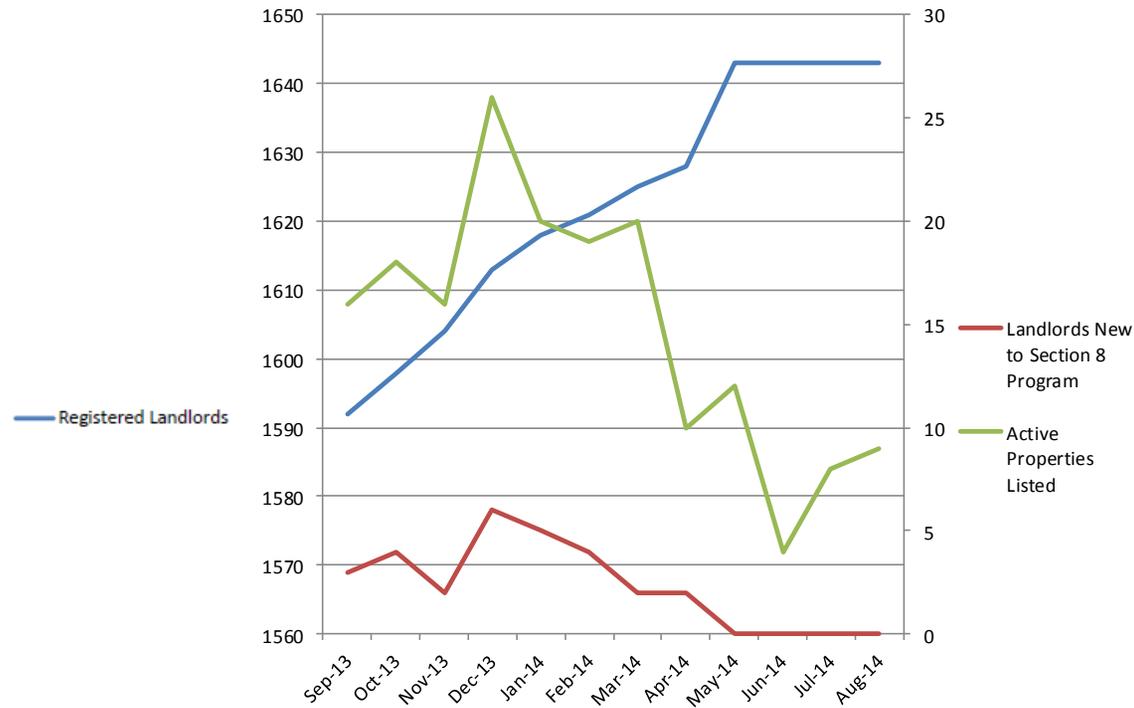
FYE 06/30/14

	JULY	AUGUST	SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER	JANUARY	FEBRUARY	MARCH	APRIL	MAY	JUNE	GRAND TOTALS
<i>DAMAGE CLAIMS</i>	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$100.00	\$400.00	\$250.00	\$140.00	\$890.00
<i>FRAUD REPAYMENTS</i>	\$1,738.00	\$2,321.84	\$555.05	\$27,855.45	\$1,145.16	\$2,273.22	\$1,569.75	\$5,094.28	\$4,695.71	\$5,502.24	\$5,318.50	\$7,143.83	\$65,213.03
TOTALS	\$1,738.00	\$2,321.84	\$555.05	\$27,855.45	\$1,145.16	\$2,273.22	\$1,569.75	\$5,094.28	\$4,795.71	\$5,902.24	\$5,568.50	\$7,283.83	\$66,103.03

Landlord Rental Listing Report

Monthly

	9/3/2013	10/1/2013	11/1/2013	12/2/2013	1/2/2014	2/3/2014	3/3/2014	4/1/2014	5/1/2014	6/2/2014	7/1/2014	8/1/2014
Registered Landlords	1592	1598	1604	1613	1618	1621	1625	1628	1643	1643	1643	1643
Landlords New to Section 8 Program	3	4	2	6	5	4	2	2	0	0	0	0
Active Properties Listed	16	18	16	26	20	19	20	10	12	4	8	9





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: July 25, 2014

Program Summary	July 2014
Total Clients Under Contract:	138
MDRC:	32
Graduates:	0
Escrow Disbursed:	\$0
Ports In:	0
Ports Out:	1
Terminations:	1
New Contracts:	6

FSS PROGRAM NEWS:

MDRC FSS Study

FSS staff is progressing toward the participant study goal of 200 by October 2014. The current results of the random assignment are as follows:

FSS Group:	60
Control Group:	<u>62</u>
Total:	122

NAHRO “What Home Means to Me” Poster Contest

The FSS team and our FSS participants have participated in NAHRO’s “What Home Means to Me” calendar poster contest for the past five years. The children of FSS families submit poster drawings and a short narrative related to the theme. Each poster design is judged based on age categories at the local and state level before being submitted to National NAHRO (if they win at the state level). FSS children who submit a poster receive a free backpack with school supplies provided through donations from FSS program supporters. This year, family participation in the event increased, with approximately 50 children submitting posters.

Back to School Backpack Giveaway and Book Drive

The FSS team collaborated with Arroyo High School in San Lorenzo and held a book drive for our FSS families. With help from the entire 9th grade class at Arroyo High School, 501 books were collected. The FSS team went through all of the donations and sorted the books for age appropriateness. As families dropped off their poster artwork each child received a free backpack with school supplies. Additionally, they were able to select as many books as they wanted to take home and hopefully have a summer of reading fun!

Next FSS Orientations

- Friday, August 8, 2014
10:00 a.m. to 12:00 p.m.

- Wednesday, August 27, 2014
10:00 a.m. to 12:00 p.m.

- Thursday, August 28, 2014
6:00 p.m. to 8:00 p.m.

Referrals= Case Management = 34