



**HOUSING COMMISSION AGENDA**

**Regular Meeting: August 14, 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 Thursday, August 8, 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.*

<b>1. CALL TO ORDER / ROLL CALL</b>	<b><u>PAGE</u></b>
<b>2. CLOSED SESSION</b> <i>Contract Negotiations with SEIU Local 1021 and the Housing Authority of the County of Alameda Labor Negotiations Pursuant to Government Code 54957.6</i>	
<b>3. APPROVAL OF THE MINUTES OF THE JULY 10, 2013 MEETING</b>	<b>ACTION 2</b>
<b>4. PUBLIC COMMENT</b> On matters not on the Agenda	
<b>5. NEW BUSINESS</b>	
5-1. Resolution Approving the Section Eight Management Assessment Program (SEMAP) Certification	<b>ACTION 7</b>
5-2. Memorandum of Understanding with MDRC for Family Self-Sufficiency Program National Study	<b>ACTION 19</b>
5-3. HACA Scholarship Program Discussion	<b>POSSIBLE ACTION 20</b>
5-4. Procurement Awards	<b>INFORMATION 21</b>
5-5. Program Activity Report	<b>INFORMATION 23</b>
<b>6. COMMITTEE REPORTS</b>	
<b>7. COMMISSIONER REPORTS</b>	
<b>8. COMMUNICATIONS</b> NAHRO Summer Conference Report (Denver)	
<b>9. ADJOURNMENT</b>	

**MINUTES**  
**July 10, 2013**



**HOUSING COMMISSION MINUTES  
REGULAR MEETING: JULY 10, 2013, 8:00 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 8:03 a.m.

**Roll Call**

Present: Cmr. Asher, Cashmere, Gacoscos, Haddock, Iosefa, Peixoto, Reed and Steiner

Excused: Cmr. Apodaca, Biddle and Natarajan

Absent: Cmr. Gerry

**2. ELECTION OF OFFICERS**

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

Recommendation: Approve the election of Cmr. Ursula Reed as Chairperson and Cmr. Don Biddle as Vice Chairperson.

Motion/Second: Steiner/Haddock.

Ayes: All. Motion passed.

**APPROVED AS RECOMMENDED.**

**3. APPROVAL OF THE MINUTES OF THE JUNE 12, 2013 MEETING**

Recommendation: Approve the minutes of the June 12, 2013 meeting as presented.

Motion/Second: Steiner/Peixoto.

7 ayes; 1 abstention: Cmr. Asher Motion passed.

**APPROVED AS RECOMMENDED.**

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

Christine Gouig, Executive Director, introduced Carol McRae-Jones, HACA's new Administrative Services Secretary.

**5. NEW BUSINESS**

*Chairperson Reed announced that item number 5-1 will be heard later in the meeting and moved on to the next item of business on the agenda.*

**5-2. ACTION: TEMPORARY OFFICE RELOCATION**

Tom Makin, Deputy Director for Operations, presented the staff report. Mr. Makin described HACA's plans to relocate staff to a temporary building while the HACA main office is being remodeled and

provided an update on the plans for the remodel. He reported that HACA's real estate broker has located a building in Hayward that will fit all of the staff and is equipped with features that meet HACA's needs. Mr. Makin described the leasing terms and costs and recommended that the Commission approve the lease. Ms. Gouig noted for the record that the building's landlord has requested an approval of the lease through a Commission resolution and she amended the staff recommendation.

Recommendation: Approve the lease and authorize the Executive Director to sign all necessary documents.

Amended Recommendation: Adopt a resolution approving the lease and authorizing the Executive Director to sign all necessary documents.

Motion/Second: Steiner/Gacoscos.

Ayes: All Motion passed.

**APPROVED AS RECOMMENDED.**

### **5-3 ACTION: SECTION 8 ADMINISTRATIVE PLAN AMENDMENTS**

Ron Dion, Deputy Director for Programs, presented the staff report. Mr. Dion reported that staff is proposing to amend Chapter 4 and Chapter 15 of HACA's Section 8 Administrative Plan. He explained that the proposed modification to Chapter 4 adds a provision to reduce the threat of domestic violence and the proposed amendment to Chapter 15 would delete language that limits eligibility for the Section 8 Homeownership Program to Family-Self Sufficiency participants so that the program is available to all participants of the Section 8 Housing Choice Voucher Program.

Recommendation: Approve the proposed amendments to HACA's Section 8 Administrative Plan.

Commission Discussion: Cmr. Steiner and Mr. Dion discussed the Section 8 Homeownership Program and how it works.

Motion/Second: Asher/Peixoto.

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

### **5-4. INFORMATION: PROCUREMENT OF CSG ADVISORS, INC. FOR RENTAL DEMONSTRATION PROGRAM**

Christine Gouig presented the staff report. Ms. Gouig reported that a contract, not to exceed \$45,000, was awarded to CSG Advisors. She explained that CSG Advisors will complete a feasibility analysis of HUD's Rental Assistance Demonstration (RAD) program and assist staff with the submittal of the RAD application should the study find that it is feasible for HACA to apply.

Commission Discussion: Cmr. Cashmere asked what changes could be expected with the RAD program. Ms. Gouig stated that she will send Cmr. Cashmere a copy of the RAD presentation that was presented to the Commission in March and would answer any questions.

### **5-1. PRESENTATION: PRESENTATION OF THE 2013 HACA SCHOLARSHIP RECIPIENTS**

Chairperson Reed welcomed the 2013 HACA Scholarship winners to the meeting and commented that this is the Commission's favorite presentation each year. Christine Gouig announced the names of the scholarship winners who were present at the meeting and each of the recipients spoke to the Commission about his/her goals and achievements, received a certificate and had their photographs taken with Chairperson Reed. Sharon DeCray, Special Programs Manager, congratulated the winners and described the importance of the HACA Scholarship Program.

Commission Discussion: Chairperson Reed congratulated the 2013 HACA Scholarship winners and praised them for their achievements.

**5-5. INFORMATION: QUARTERLY INVESTMENT PORTFOLIO REPORT FOR THE QUARTER ENDED JUNE 30, 2013**

Christine Gouig presented the staff report. Report received with no questions or comments from the Commission.

**5-6. INFORMATION: BUDGET STATUS REPORT**

Christine Gouig presented the staff report. She spoke about the deficits in the Housing Choice Voucher and Public Housing budgets that have resulted from the sequestration cuts and provided an update on the status of the federal budget. Ms. Gouig reported that she will be participating in a call with Senator Dianne Feinstein's staff to talk about the impact of sequestration on California's housing authorities.

**5-7. INFORMATION: PROGRAM ACTIVITY REPORT**

Sharon DeCray reported on the Family Self-Sufficiency health fair that was held on June 29.

Commission Discussion: Cmr. Steiner suggested that staff consider Chabot College or Kaiser as a possible venue for future health fairs. Cmr. Reed and Ms. DeCray discussed some of the healthcare resources that are available to participants at the annual health fair.

**6. COMMITTEE REPORTS**

None.

**7. COMMISSIONER REPORTS**

Cmr. Reed reported that she attended a work session on homelessness with Everyone Home and that representatives from Everyone Home had asked about turn-over vouchers for the homeless. Ms. Gouig commented that although HACA does not have an allocation of turn-over vouchers targeted for the homeless, HACA has awarded project-based vouchers (PBV) to several projects that target the homeless. Cmr. Cashmere and Ms. Gouig discussed how PBVs are awarded. Cmr. Steiner reported that she is a member of "Citizens for a Caring Community" and described the work that they are doing to advocate for more affordable housing in the city of Pleasanton.

**8. COMMUNICATIONS**

None.

**9. ADJOURNMENT**

There being no further business, Chairperson Reed adjourned the meeting at 9:13 a.m.

Respectfully submitted,

Melissa Taesali  
Executive Assistant

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

**Approved:**

\_\_\_\_\_  
Ursula Reed, Commission Chairperson

# **NEW BUSINESS**

**August 14, 2013**

## HOUSING AUTHORITY OF THE COUNTY OF ALAMEDA

### AGENDA STATEMENT

Meeting: August 14, 2013

Subject:	Section Eight Management Assessment Program (SEMAP)
Exhibits Attached:	– Resolution 13-07 – SEMAP Certification
Recommendation:	Adopt a resolution authorizing submission of the SEMAP Certification to HUD
Financial Statement:	None

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### 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, 2013 as our fiscal year ended June 30<sup>th</sup>.

## **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, 2012 through June 30, 2013, and data from HUD's national database of tenant information. **HACA's overall rating is "high" with 100% (145 points).**

Staff had anticipated losing a minor number of points as described below:

### Indicator #9, Annual Reexaminations: HACA Score – 5 out of 10 points

This indicator measures HACA's completion of annual re-examinations on a timely basis (HUD regulations require that every household's eligibility be redetermined annually). We achieved 95% compliance but needed 96% to receive the full 10 points. Currently, HACA is working on backlogged re-examinations; however, due to the current funding levels, we cannot guarantee that we will meet the 96% compliance rate in the coming year.

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



<b>SEMAP Certification Review 2010 to 2013</b>						
<b>Indicator</b>	<b>Indicator Description</b>	<b>Maximum Number of Possible Points</b>	<b>2010 Final Earned Points</b>	<b>2011 Final Earned Points</b>	<b>2012 Final Earned Points</b>	<b>2013 Certification</b>
<b>1</b>	Wait List	15	15	15	15	15
<b>2</b>	Reasonable Rent	20	20	20	20	20
<b>3</b>	Determination of Adjusted Income	20	20	20	20	20
<b>4</b>	Utility Allowance Schedule	5	5	5	5	5
<b>5</b>	HQS Quality Control Inspections	5	5	5	5	5
<b>6</b>	HQS Enforcement	10	10	10	10	10
<b>7</b>	Expanding Housing Opportunities	5	5	5	5	5
<b>8</b>	Payment Standards	5	5	5	5	5
<b>9</b>	Annual Reexaminations	10	5	10	10	5
<b>10</b>	Correct Tenant Rent Calculations	5	5	5	5	5
<b>11</b>	Pre-Contract HQS Inspections	5	5	5	5	5
<b>12</b>	Annual HQS Inspections	10	10	10	10	10
<b>13</b>	Lease-Up	20	20	20	20	20
<b>14</b>	FSS Enrollment & Escrow Accounts	10	10	10	10	10
<b>Earned Points</b>			140	145	145	140
<b>Deconcentration Bonus – Extra 5 Points</b>		5	5	5	5	5
<b>Total Earned Points</b>		145	145	150	150	145
<b>Maximum Number of Points Possible</b>		145	145	145	145	145
<b>FINAL SCORE as a Percentage</b>		100%	100%	100%	100%	100%
<b>SEMAP RATING</b>			<b>High</b>	<b>High</b>	<b>High</b>	<b>High</b>

**HOUSING AUTHORITY OF THE COUNTY OF ALAMEDA**

**RESOLUTION NO. 13-07**

**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 July 1, 2012 – June 30, 2013 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.

**PASSED, APPROVED AND ADOPTED** by the Housing Commission of the Housing Authority of the County of Alameda on this 14th day of August 2013 by the following vote:

**AYES:**

**NOES:**

**ABSTAIN:**

**EXCUSED:**

**ABSENT:**

**Attest:**

\_\_\_\_\_  
Ursula Reed  
Housing Commission Chairperson

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

**Adopted: August 14, 2013**

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:	6/30/2013			

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 983.301(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	<input type="text" value="892"/>	1-BR FMR	<input type="text" value="1082"/>	2-BR FMR	<input type="text" value="1361"/>	3-BR FMR	<input type="text" value="1901"/>	4-BR FMR	<input type="text" value="2332"/>	
PS	<input type="text" value="944"/>	PS	<input type="text" value="1140"/>	PS	<input type="text" value="1497"/>	PS	<input type="text" value="1871"/>	PS	<input type="text" value="2309"/>	
								<input type="button" value="Save"/>	<input type="button" value="Add"/>	<input type="button" value="Delete"/>

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	<input type="text" value="892"/>	1-BR FMR	<input type="text" value="1082"/>	2-BR FMR	<input type="text" value="1361"/>	3-BR FMR	<input type="text" value="1901"/>	4-BR FMR	<input type="text" value="2332"/>
PS	<input type="text" value="905"/>	PS	<input type="text" value="1065"/>	PS	<input type="text" value="1339"/>	PS	<input type="text" value="1862"/>	PS	<input type="text" value="2495"/>

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.)

99

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

b. Number of FSS families currently enrolled

129

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)

130

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

**SEMAP CERTIFICATION - Addendum for Reporting Data for Deconcentration Bonus Indicator**

Date 8/7/2013

PHA Name

ALAMEDA COUNTY HSG AUTH

Principal Operating Area of PHA

Alameda County

(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

11

**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.

3467

**b** Total Section 8 families with children assisted by the PHA in its principal operating area at the end of the last PHA FY.

4143

**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).

84

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 14, 2013

Subject: Family Self Sufficiency Program Evaluation

Exhibits Attached: Attachment A: Draft Memorandum of Understanding (MOU)

Recommendation: Authorize the Executive Director to execute the MOU

Financial Statement: \$40,000 stipend to HACA over a 5-year period

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**BACKGROUND**

HUD has contracted with MDRC, a nationally recognized policy research firm, to conduct a study of the effectiveness of the Family Self Sufficiency (FSS) program. HACA is one of the approximately 20 housing authorities that was asked to participate. MDRC and HUD require that an MOU be executed to evidence HACA's and MDRC's roles and responsibilities in the study.

**DISCUSSION AND ANALYSIS**

Despite its 20-year history, the success of the FSS program has not previously been demonstrated using statistical analysis. In response to the federal budget situation, HUD is assessing various programs to determine what level of funding is appropriate given the analysis of outcomes. Participation in the study will enable HACA to influence this analysis.

Section 8 Housing Choice Voucher tenants who are interested in participating in the FSS program will be randomly assigned either to the FSS program or to a control group. HACA will recruit and interview at least 200 potential participants in order to create the two groups. Participants in each group will be studied for up to five years and their degree of self-sufficiency compared over that time.

During the study, HACA's FSS program will function as it does now by providing case management and links to services. MDRC is providing a \$40,000 stipend to HACA to compensate it for travel, training and materials that will be required over the 5-year life of the study.

The MOU attached to this agenda statement is in substantially final form. Staff recommends that your Housing Commission approve HACA's participation in the study and authorize the Executive Director to approve any changes to the attached version and to execute the final MOU.

**HOUSING AUTHORITY OF THE COUNTY OF ALAMEDA**

**AGENDA STATEMENT**

Meeting: August 14, 2013

Subject: HACA Scholarship Program Award Amounts

Exhibits Attached: None

Recommendation: Discuss and consider changes to the HACA Scholarship Program award amounts, if any

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**DISCUSSION**

On May 28<sup>th</sup>, the 2013 HACA Scholarship Committee (Commissioners Apodaca, Asher, Cashmere and Gacoscos) held a phone meeting to discuss the 2013 scholarship applications. In addition to discussing its selections, the Scholarship Committee reviewed the size of the awards set for the type of school or program the scholarship applicants planned to attend.

The HACA Scholarship Program award amounts are currently set as follows:

Amount of Scholarship	Type of School/Program
\$1,750	University of California Private Universities (non-profit)
\$1,250	California State Universities
\$1,000	For-profit Colleges & Universities
\$750	Community Colleges Vocational/Trade Schools Certificate Programs Continuing Education Programs Adult Schools

At your June meeting, the scholarship award recommendations were presented to the Commission and approved. The members of the Scholarship Committee who were present at that meeting indicated that the Committee would like the Commission to discuss the award amount set for the for-profit colleges and universities. As not all members of the Scholarship Committee were present at the June meeting, Chairperson Reed recommended that a discussion be held at a future Housing Commission meeting and action, if any, be taken at that time.

The Scholarship Committee is recommending that the amount of the award for students attending for-profit colleges and universities be reduced in size for future scholarships. Committee members will present their reasoning at the August meeting.

**HOUSING AUTHORITY OF ALAMEDA COUNTY**

**AGENDA STATEMENT**

Meeting: August 14, 2013

Subject: Procurement Award information

Exhibits Attached: None

Recommendation: Information only

Financial Statement: As indicated below

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**BACKGROUND**

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

**DISCUSSION AND ANALYSIS**

**Ocean Avenue Unit Remodeling Project**

On June 28, 2013, the Housing Authority issued an Invitation for Bids to remodel one (1) residence in Emeryville located at 1265 Ocean Avenue. The scope of work included the complete remodel of the bathrooms and kitchen, and the replacement of doors, windows and flooring. Bay Cities Construction of Oakland, CA was awarded the contract in the amount of \$32,300. Funding for the project comes from the Ocean Avenue reserves.

**Emery Glen Exterior Siding Project**

At your June 12 Housing Commission meeting you awarded the contract for the Emery Glen exterior re-siding project. The award went to World Priority Construction of Discovery Bay, CA for \$411,000. The project is currently underway.

Your Commission approved a \$500,000 budget for the project. In originally proposing this budget staff believed we would have additional funds to also paint the exterior fencing, resurface and re-stripe the parking lot and prepare a new base for the playground. With all these improvements the exterior appearance would reflect a real “before and after” change. However, when securing the building permit from the City of Emeryville the City told us that, as a result of an EBMUD settlement, any renovation work such as ours that exceeds \$100,000 must include the inspection and repair of the project’s sewer system. The cost for this repair will be \$79,500. The repairs will be performed by our current plumbing vendor, Chris’ Plumbing of San Leandro. This brings the total cost of the project to \$490,500, which is within the project budget but it is now not possible for all the other exterior work to be done for the remaining \$9,500. Staff will review the public

housing capital budget to determine whether it is possible to allocate any funding toward this work.

### **Detailed Information on Emery Glen Sewer Lateral Repairs**

At the time of applying for the building permit for the exterior improvements at Emery Glen (siding, windows, patio doors and entry doors) the City of Emeryville informed our architect of record (K2A Architecture + Interiors) that since the value of our project was above \$100,000 we would be required to comply with the East Bay Regional Private Sewer Lateral (PSL) Program. The PSL Program applies to the cities of Emeryville, Oakland, Piedmont, Kensington, El Cerrito and Richmond Annex.

In essence, the PSL Program requires property owners constructing any improvements over the \$100,000 threshold to perform tests of sewer laterals (i.e., the sewer pipes that connect to the main sewer lines in the street) and determine if there are any leaks. If leaks are found, they must be repaired. If the required sewer repairs are not addressed, the PSL Program stipulates that sign-off of the final building permit for the project will not be granted.

Upon obtaining the above information, HACA staff met with the City of Emeryville building official to seek an exemption from the PSL program but it was determined that no exemption was possible. At this meeting, City staff provided HACA staff with the City's recorded sewer map of the Emery Glen development. This map showed one sewer lateral of approximately 65 linear feet that needed to be addressed. However, City staff also noted that the East Bay Municipal Utility District (EBMUD) would make the final determination as to whether or not any additional sewer laterals running between the seven separate buildings would also have to be addressed.

HACA has an existing contract with a plumbing contractor (Chris' Plumbing in San Leandro) who is capable of performing the required work. Chris' Plumbing provided HACA with an initial price quote of \$9,800, based on one lateral. He tested the 65 linear foot sewer lateral in the presence of the EBMUD inspector and both found it to be leaking in several locations. The inspector indicated that if one pipe installed during the construction of the Emery Glen development failed the test most likely all the sewer laterals between the buildings would also fail the test. Therefore, they all would need to be tested and repaired. There is a total of 1,000 linear feet of sewer lines between buildings. To test these sewer laterals, five new clean-outs would have to be installed, scattered throughout the development. The method of repair is termed "pipe bursting"-- it is a trenchless method of inserting a new sewer pipe inside an existing pipe and bursting the old pipe material underground. This causes the least amount of disruption on the surface.

HACA staff asked Chris' Plumbing to revise his price quote to address the total 1,000 linear feet of sewer lines and the new clean-outs. The total for all lines is and \$79,500, which includes permit fees to the City of Emeryville of \$6,000. Funding for this work is available in the budget your Commission approved for the project.

# **PROGRAM ACTIVITY** **REPORT**

**HOUSING AUTHORITY OF THE COUNTY OF ALAMEDA**

**AGENDA STATEMENT**

Meeting: August 14, 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

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**SECTION 8 HOUSING CHOICE VOUCHERS**

- **Lease-Up:** As of August 1, 2013, the Section 8 Housing Choice Voucher program had 5,782 units under contract. The fiscal year-to-date lease-up average is 93.76% units. The budget authority use average through June 2013 is 100.00%.
- **Program Utilization:** As of August 1, 2013, the average HAP subsidy is \$1,038 and the average tenant-paid rent portion is \$417 for an average Contract Rent of \$1,455.
  - ❖ As of August 1, 2013, HACA had 113 outgoing billed portability contracts (i.e., HACA voucher holders who are housed in another housing authority’s jurisdiction).
  - ❖ As of August 1, 2013, HACA billed other housing authorities, primarily the Oakland Housing Authority, for 1,637 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 \$3,096.33 in fraud and debt recovery payments for the month of June 2013. A total of \$13,892.59 was retained over the last six months.
- **Landlord Rental Listings:** As of August 5, 2013, there were 1,588 landlords with properties in HACA’s jurisdiction utilizing the *GoSection8* rental listing service. There were five new landlords added to the Section 8 program this month. There were 23 active properties listed.

**FAMILY SELF SUFFICIENCY (FSS)**

In July, the FSS Department held a successful homebuyer education workshop presented by The Unity Council. The workshop was targeted to FSS participants who indicated a desire to become homeowners.



In August, the FSS Department will hold two money management workshops facilitated by Safe America Credit Union. The focus of these workshops is to help participants become well-informed about how to manage their finances.

The FSS Department is getting ready for participation in HUD's national study of the effectiveness of the FSS program. If the Commission approves participation in the study, FSS staff will begin orientations for new FSS participants for the study this coming October. The FSS Department is looking forward to hiring a fourth FSS Coordinator sometime in late August or early September, which will be very helpful in doing the extra work for the study.

### **PUBLIC HOUSING**

- **Occupancy:** As of August 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 July 2013**

City	Certificates		Vouchers		July 2013 TOTAL		July 2012	July 2011
	Number	HAP*	Number	HAP**	Number	HAP		
Albany	-	\$ -	36	\$ 37,476	36	\$ 37,476	37	38
Castro Valley	14	\$ 12,334	218	\$ 226,938	232	\$ 239,272	245	250
Dublin	2	\$ 1,762	358	\$ 372,678	360	\$ 374,440	276	313
Emeryville	6	\$ 5,286	107	\$ 111,387	113	\$ 116,673	112	110
Fremont	29	\$ 25,549	1,282	\$ 1,334,562	1,311	\$ 1,360,111	1,363	1,412
Hayward	114	\$ 100,434	2,410	\$ 2,508,810	2,524	\$ 2,609,244	2,567	2,536
Newark	2	\$ 1,762	267	\$ 277,947	269	\$ 279,709	276	288
Pleasanton	4	\$ 3,524	127	\$ 132,207	131	\$ 135,731	140	166
San Leandro	16	\$ 14,096	1,467	\$ 1,527,147	1,483	\$ 1,541,243	1,449	1,430
San Lorenzo	2	\$ 1,762	231	\$ 240,471	233	\$ 242,233	228	212
Union City	4	\$ 3,524	822	\$ 855,702	826	\$ 859,226	871	769
<b>TOTALS</b>	<b>193</b>	<b>\$170,033.00</b>	<b>7,325</b>	<b>\$7,625,325.00</b>	<b>7,518</b>	<b>\$7,795,358.00</b>	<b>7,564</b>	<b>7,524</b>

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

*\*\*Based on an average July Housing Assistance Payment (HAP) of \$1041 per voucher contract*

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

<b>City</b>	<b>Number of HAP Contracts</b>	<b>Average Contract Rent</b>	<b>Average HAP Paid by HACA</b>	<b>Average Rent Paid by Family</b>	<b>Average Family-Paid Rent as a Percentage of Average Contract Rent</b>
Albany	36	\$1,295	\$974	\$321	25%
Castro Valley	219	\$1,371	\$924	\$447	33%
Dublin	358	\$1,580	\$1,209	\$371	23%
Emeryville	108	\$1,232	\$862	\$370	30%
Fremont	1,289	\$1,574	\$1,112	\$462	29%
Hayward	2,421	\$1,359	\$973	\$386	28%
Newark	272	\$1,799	\$1,262	\$537	30%
Pleasanton	127	\$1,375	\$974	\$400	29%
San Leandro	1,440	\$1,368	\$978	\$390	29%
San Lorenzo	232	\$1,659	\$1,228	\$431	26%
Union City	741	\$1,635	\$1,196	\$439	27%

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

2012-2013

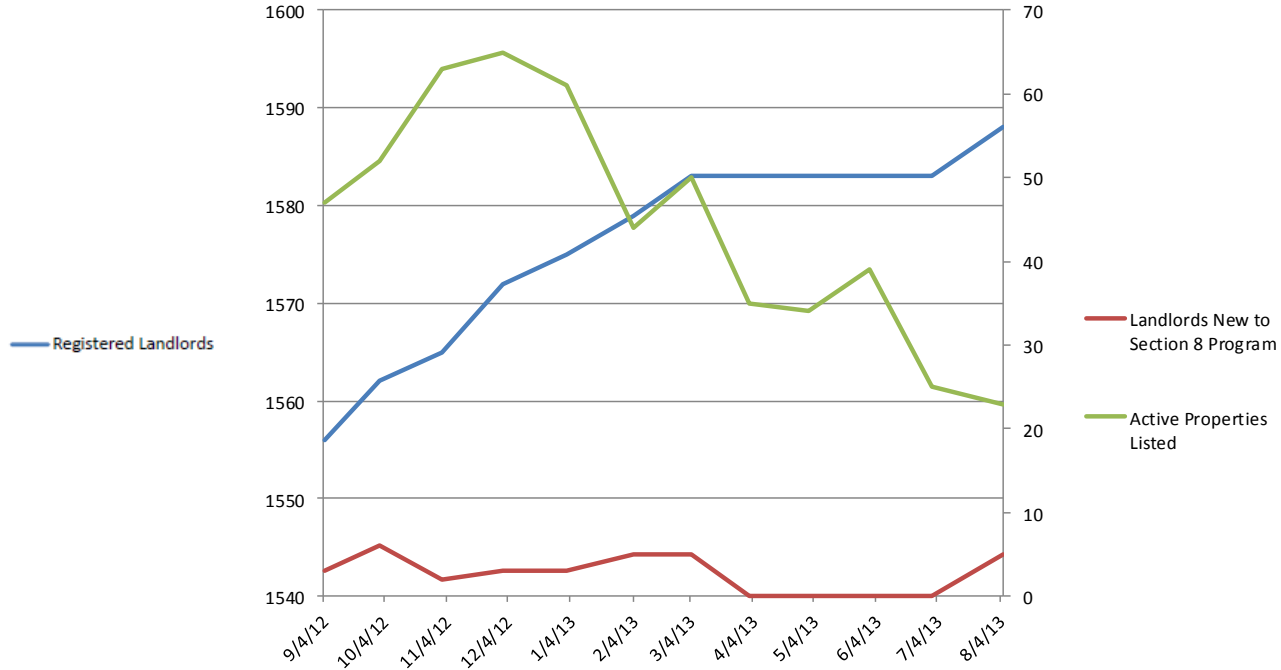
**DEBT COLLECTIONS**  
FYE 06/30/13

	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	\$0.00	\$250.00
<i>FRAUD REPAYMENTS</i>	\$2,719.93	\$2,507.22	\$2,861.70	\$2,669.35	\$2,140.42	\$2,079.05	\$2,294.11	\$1,185.64	\$2,558.00	\$2,747.84	\$2,010.67	\$3,096.33	\$28,870.26
<b>TOTALS</b>	<b>\$2,719.93</b>	<b>\$2,657.22</b>	<b>\$2,861.70</b>	<b>\$2,669.35</b>	<b>\$2,190.42</b>	<b>\$2,129.05</b>	<b>\$2,294.11</b>	<b>\$1,185.64</b>	<b>\$2,558.00</b>	<b>\$2,747.84</b>	<b>\$2,010.67</b>	<b>\$3,096.33</b>	<b>\$29,120.26</b>

# Landlord Rental Listing Report

## Monthly

	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	8/5/2013
<b>Registered Landlords</b>	1556	1562	1565	1572	1575	1579	1583	1583	1583	1583	1583	1588
<b>Landlords New to Section 8 Program</b>	3	6	2	3	3	5	5	0	0	0	0	5
<b>Active Properties Listed</b>	47	52	63	65	61	44	50	35	34	39	25	23





To: Christine Gouig, Executive Director  
From: Sharon DeCray, HAFS Manager  
Re: **FSS Program Summary**  
CC: Ron Dion, Linda Evans, Phyllis Harrison, Mary Sturges  
Date: August 5, 2013

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<b>Program Summary</b>	<b>July 2013</b>
Total Clients Under Contract:	130
Graduates:	3
Escrow Disbursed:	\$ 65,791.91
Ports In:	0
Ports Out:	1
Terminations:	7
New Contracts:	3

#### **FSS PROGRAM NEWS:**

##### **Workshop**

On Saturday, July 27, The Unity Council facilitated a homebuyer education workshop here at HACA. The Unity Council is a HUD-certified local housing counseling agency. The workshop covered a description of: basic financial planning, the pros and cons of homeownership, affordability assessments, mortgage assistance programs, first-time homebuyer programs and many other related topics. Participation was high and, as a result, the facilitator stayed after the workshop to answer individual questions. When our FSS participants indicate their desire to become homeowners, FSS connects them with a counselor at The Unity Council or one of our other partner agencies to complete their homebuyer education.

##### **FSS Study**

The FSS Department continues to work with MDRC, a national policy research firm contracted by HUD to conduct a national study of the effectiveness of the FSS program. We've had a few discussions over the past several months and hope to finalize the MOU and the Study Intake Flow in time to present the information to the Housing Commission at its monthly meeting, Wednesday, August 14. If the Commission approves participation in the study, FSS staff will begin new FSS orientations for the study this coming October.

##### **New FSS Coordinator**

The top three candidates from the results of the FSS Coordinator Exam were interviewed this month. Based on the interviews, references are being checked for the top candidate. We hope to have a fourth FSS Coordinator on staff sometime in late August or early September.

### **Upcoming Workshops**

Saturday, August 10<sup>th</sup> and Saturday, August 24, Safe America Credit Union will facilitate Money Management 1 and Money Management 2 workshops. Topics covered will be:

- Creating a monthly budget
- Financial emergencies
- Use your checking account to manage your budget
- Understanding your credit report
- What you can do to start repairing your credit
- How to protect yourself from identity theft
- Common identity theft scams

The Money Management workshops are a part of our financial workshop series. The goal is to help participants become well-informed about how to manage their finances and to recognize that knowledge is power when it comes to making financial decisions.

**Referrals:** Case Management = 63

# **ATTACHMENT A**



[date]

Housing Authority of the County of Alameda  
[contact/address info]

**Re: MDRC Family Self-Sufficiency Program Evaluation Site Agreement**

Dear [signatory]:

Welcome to the **Family Self-Sufficiency (FSS) Program Evaluation** (or the “Evaluation”). The U.S. Department of Housing and Urban Development (HUD) has launched a national study of the Family Self-Sufficiency (FSS) program to learn more about its effectiveness for housing voucher holders. The FSS program is designed to increase employment and earnings and reduce reliance on government subsidies among public housing and voucher recipients. HUD has chosen our organization, MDRC, a nonprofit, nonpartisan education and social policy research organization, to conduct the Evaluation, which will involve approximately 20 housing authorities in states around the country.

Further, HUD has approved the activities and requirements that the Housing Authority of the County of Alameda (HACA) will fulfill under this agreement, including the release of data and program information which MDRC has requested.

In order to conduct this Evaluation, MDRC has assembled an FSS Study Team, many of whom will be working with you. The Study Team consists of MDRC staff and consultants, as well as academics from NYU and Baruch College and research partners at Branch Associates. M. Davis and Company Inc. will serve as our survey firm. Our Study Team is dedicated to helping your organization participate in the Evaluation.

We are looking forward to working with you. The purpose of this letter is to set forth respective roles and responsibilities of your organization and MDRC. This letter is our agreement. By signing this letter, you agree to your organization’s participation in the Evaluation in accordance with the terms set forth below, including Exhibits A and B, which are attached and incorporated in this letter. Exhibit A is the Reference Sheet, containing information particular to this organization and identifying the names of those occupying titles referred to in this Agreement. Exhibit B sets forth the data that is needed for the Evaluation.

1. **Term of the Agreement.** The term of our Agreement is from the date of this letter through September 30, 2018 (the “Term”). The term is contingent upon

HUD's continuous funding of the HACA Family Self-Sufficiency (FSS) program so that participation in the Evaluation is feasible. It is agreed and understood between the parties that in the event HUD does not fund the HACA FSS program in sufficient amount to make participation feasible, this agreement becomes null and void and HACA is held harmless from fulfilling any of the provisions of this agreement and is not required to reimburse MDRC for any payments made to or received by HACA for work completed under this contract.

In the future, HUD may select and fund other researchers to conduct supplemental studies related to this one. Those researchers may contact you to request your participation in those studies. Your participation in those supplemental studies is optional, and this letter will not address them.

2. Payment.

- a. Amount of Site Payment. To offset expenses of the Evaluation, MDRC will provide your organization with \$40,000 (forty thousand dollars), to be paid in six installments, assuming satisfactory completion of tasks set forth below.
- b. Schedule of Installments. MDRC will provide the payments in six installments, on the schedule and according to the conditions described in the below schedule:

Installment Amount	Installment Date
\$10,000	Upon MDRC's receipt of a counter-signed copy of this letter agreement. (mid-2013)
\$10,000	Upon MDRC's receipt of confirmation that your organization has enrolled 200 families in the FSS study, as well as your organization's satisfactory completion of FSS enrollment logs or forms, as determined by MDRC. Expected to be in the second year of the Evaluation (Q3/2014 or any agreed upon extension thereof).
\$5,000	July 1, 2015 (or any agreed upon extension thereof), contingent upon your organization's continued completion of FSS research activities, as determined by MDRC and agreed upon by HACA.

\$5,000	July 1, 2016 (or any agreed upon extension thereof), contingent upon your organization's continued completion of FSS research activities, as determined by MDRC and agreed upon by HACA.
\$5,000	July 1, 2017 (or any agreed upon extension thereof), contingent upon your organization's continued completion of FSS research activities, as determined by MDRC and agreed upon by HACA.
\$5,000	January 1, 2018 (or any agreed upon extension thereof), contingent upon your organization's continued completion of FSS activities, as determined by MDRC and agreed upon by HACA.

- c. Use of Payment. MDRC expects that this payment will be used to offset expenses related to the Evaluation, including: travel for FSS management and staff to and from the one day kick-off training; participation in FSS Evaluation Learning Network events; reimbursement for FSS management and staff time spent extracting administrative data (such as HUD 50058 and FSS program data); participation in the implementation research visit; and assistance with the enrollment process. Any remaining funds after these Evaluation requirements have been met may be spent on expenses related to your FSS program operations.
3. Your Program Operations. During the Term, please continue to operate your FSS program as you would in the absence of this Evaluation. All performance standards currently applicable to your FSS funding and all eligibility criteria for participants requesting program services will remain the same. In order to assure that your participation in this study of FSS does not cause your program to experience any penalty, HUD may issue certain waivers or directives designed to prevent any such disadvantage. With respect to your normal intake procedures, MDRC may request that you make some changes to your recruitment procedures. The MDRC Study Team will work to develop a process for Evaluation activities that minimizes disruption to your program operations as much as possible.
4. Support for Your Organization during the Evaluation. At every step in the Evaluation, MDRC, through the Study Team, will provide support for your organization. Members of the Study Team will conduct a training session for your program staff on research procedures (the "Kick-off Training") on a

jointly agreed date. At the Kick-off Training, the Study Team will provide program staff with a random assignment manual tailored to your organization. This Kick-off Training will, among other matters, explain and describe the random assignment process to be used in the Evaluation and train staff on data collection procedures, including informed consent. It is your responsibility to make all appropriate staff (i.e. program managers, specialists, case managers) available for the Kick-off Training. After the Kick-off Training, the Study Team will provide ongoing support and technical assistance to your program on Evaluation matters. Support will include regular phone calls and emails and may include in-person visits by the Study Team to the program.

The Informed Consent Process for Families. Your organization will be responsible for obtaining informed consent from families enrolling in the study. When a new family applies for program services and agrees to be in the study, intake staff will help adult participants fill out an FSS Evaluation Informed Consent Form and then conduct random assignment.

5. Random Assignment. The random assignment process will be conducted in accordance with the procedures mutually agreed to by you and MDRC and described in the FSS random assignment manual provided at the Kick-off Training. When conducting random assignment, HACA will use MDRC's web-based system (provided by MDRC) to collect basic demographic and background information from the voucher holder and other adults in his/her household who also agree to enroll in the study. Upon completion of data collection, MDRC's web-based system will automatically assign at random about half of eligible households to the FSS group and the remaining half to a control group that will not receive FSS services. The system will display the results of random assignment to intake staff. Intake staff or other designated staff person will inform clients about their assignment to the FSS program or control group.

Your staff will conduct random assignment during your program's expected 12- month enrollment period, the start date of which is specified on the Reference Sheet. The enrollment period will continue until you have enrolled 200 families in the Evaluation.

Your organization may exempt a maximum of five FSS eligible households from random assignment over the course of the Evaluation, among people who would otherwise be eligible for the Evaluation. Before you grant an exemption to a family, please schedule a telephone call with your FSS Evaluation Liaison at MDRC to notify him/her of the circumstances for which an exemption is recommended. Following the telephone call, follow up the conversation with a written notice via email.

Your program will refer households who are randomly assigned to the control group with lists of alternative services in the community. You will share with the Study Team the list of providers of alternative services.

6. Recruitment. Our research design requires that 200 families consent to participate in the FSS study; 100 families will receive FSS services and 100 families will be assigned to the control group and will receive information on services available in the community. Recruitment of families for the FSS study is your responsibility, but the Study Team will work closely with you to build on your existing outreach and assessment processes so that more eligible families learn about FSS so that targeted number (200) of families is recruited.
7. Embargo Period. You will work with the Study Team to ensure that the roster of FSS and control group members is maintained throughout the three -year Embargo Period (as defined in this paragraph) and made available to program staff and will take steps to prevent participants who were randomly assigned to the control group from receiving FSS program services during the Embargo Period. The Embargo Period will begin on the day a participant is randomly assigned and will end 3 years after enrollment into the study. Following the end of the embargo period, sites should not actively conduct outreach to control group members for the remainder of the study.
8. Implementation Study. During the Term, you may be asked to host implementation study visits by the Study Team. The Study Team will give advance notice of any site visit, and will coordinate the visit with the Program Liaison (see paragraph 10) to minimize the disruption of program activities. During each visit, the Study Team will interview staff and observe program operations. You agree to make staff available to members of the Study Team and allow them to observe your program activities during this visit. The Study Team may ask for assistance in scheduling interviews with participants, and community partners, and administrators with access to additional data for the benefit cost study.
9. Data and documentation to be shared with MDRC

HACA agrees to extract and transmit by secure means to MDRC the following types of data on Evaluation enrollees who have signed Informed Consent Forms:

- Identifying information to facilitate MDRC's matching to other agency databases listed in the FSS Informed Consent Form
- Contact information to facilitate locating and interviewing Evaluation enrollees
- Enrollee and household characteristics
- Enrollee and household employment, income, and housing status
- Use of FSS program services and the FSS Escrow Account

Specific data elements will be determined by consultation between the MDRC FSS data manager (Stephen Freedman) and HACA liaison. A comprehensive list of data elements that may be requested can be found in **Exhibit B**.

### **File Delivery Schedule**

HACA agrees to extract and transmit files to MDRC on a[n] semi-annual/annual basis. The first shipment will be scheduled as soon as possible after HACA and MDRC establish a data sharing understanding per Exhibit B. Subsequent deliveries, through 2018 will be transmitted in January (January and July) of each year.

### **File Contents and Format**

Per this agreement, HACA will extract data into a file format that facilitates reading of individual records into SAS. Examples of usable formats for MDRC include: ASCII (fixed position; tab delimited; comma delimited); Excel spreadsheet; and.csv. HACA and MDRC will confer on specific file formats before HACA prepares the first extract of each file.

HACA and MDRC will confer on the structure and contents of each file that HACA will extract. MDRC has experience in reading in and merging data from multiple extract files (for example, a unique file for particular types of FSS services) but can also read in data from large, multi-use files, in which only a small proportion of fields on each record have recorded data.

Unless otherwise agreed to, HACA agrees to create cumulative files, which will also record updates and corrections to previously saved records. Initially, each extract file will contain data from the first date of enrollment in FSS to the last day of the month prior to the scheduled delivery date. At a later date, per agreement between HACA and MDRC, each successive file could contain data for specified time periods, such as for the previous 12 months.

10. Liaisons. You will work with MDRC to designate a staff person from your program as a Program Liaison to work with the Study Team to schedule and participate in regular conference calls and any site visits. This Program Liaison will provide regular updates to the Study Team on changes in FSS. In addition, MDRC has designated a member of the Study Team to act as the Evaluation Liaison to your FSS program. The names of the liaisons are listed on the Reference Sheet, Exhibit A.
11. Notice of Changes in Personnel or Program. You must notify your FSS Evaluation Liaison at MDRC in writing within one week, but preferably in advance, of a change in your organization's Program Liaison. Please also inform your MDRC Evaluation Liaison of any significant changes in the components, staffing, or operation of your FSS program during the Term. This

includes, for example, significant cuts or increases in funding that would affect the services delivered to the approximately 100 families in your FSS program who are participating in the FSS evaluation; changes in hours/days of operation; and other programmatic changes. The Program Liaison may also provide notice of changes to the Study Team during regular check-ins.

12. Review of Written Materials and Publicity. You shall provide MDRC, via written notice to your Evaluation Liaison, with FSS-related materials prepared for marketing during the enrollment period. MDRC will review these materials and provide you with any comments and/or approval to use the materials. You will promptly notify both your MDRC Evaluation Liaison of any requests for FSS -related press interviews in advance of such interviews. The prohibitions of this paragraph do not include marketing, presentations, or press activities related to your program that do not mention FSS or are not directly related to FSS.
13. Program Information and Research Information/Rights in Data.
  - a. Program Information.
    - i. Definition. MDRC considers all data and records within your custody that are collected and used in the ordinary course of business to be “Program Information.”
    - ii. Ownership. You shall retain ownership of all Program Information at all times and you may use Program Information as you wish, consistent with the obligations under your HUD funding and any other funding agreements.
  - b. Research Information. There are two types of Research Information:
    - i. All data compiled or collected by the Study Team, survey firm, and your organization specifically for the Evaluation under this Agreement (i.e., information that is not collected and used in the ordinary course of business) is Research Information, whether such data is in your custody or ours. This category of Research Information includes data collected in MDRC’s random assignment system; enrollees’ signed informed consent forms; random assignment results (FSS- and control group designations); data collected through interviews with FSS and control group members and [organization] staff; and observations of program operations. All information described in this subsection is the property of MDRC and is subject to the terms of HUD’s agreement with MDRC for the Evaluation.

- ii. MDRC considers that when copies of FSS Program Information or other types of administrative data on FSS and control group members are extracted and transferred to MDRC for research purposes, in accordance with this Agreement, those copies become Research Information and will be protected by MDRC as described below.
  - c. Rights in Data. In accordance with its agreement with HUD to conduct this national study, MDRC must provide HUD with reports regarding the study and any data that forms the basis of MDRC's analyses. HUD claims ownership of the data and reserves the right to make the data available to others for independent analysis. You will not perform any analyses of the data that is provided for the study nor will you engage others to do so without first seeking written permission from MDRC, which in turn must obtain written permission from HUD.
14. MDRC's Confidentiality Pledge. As required by its agreement with HUD, MDRC will keep all Research Information in the strictest confidence, only making it available within the Study Team to those with a need to access it. MDRC will comply with all applicable confidentiality and privacy laws and rules, and shall cause its employees, consultants, and subcontractors and subcontractors' employees and consultants to so comply. No personally identifiable data will be referred to in any report without the permission of the person involved. MDRC's undertaking to keep Research Information confidential does not include information suggesting that a person might be seriously harmed. In such case, MDRC may be required to make a report to law enforcement or other agency. In addition, MDRC must comply with the requirements of MDRC's Institutional Review Board ("IRB") and submit to the IRB all materials required for continuing IRB oversight.
15. Your Confidentiality Pledge. You may not divulge or disseminate to any third party any Research Information that becomes known to you during performance of this Agreement and/or which is in your custody. You will keep all Research Information that contains personally identifiable information (i.e., contact information, Social Security Numbers) confidential and secure by storing it in a locked cabinet or password-protected electronic file until it is sent to MDRC. Use of or disclosure to any third party of any such confidential information is a breach of the terms of this Agreement. If you have any reason to believe that there has been a breach of confidentiality of Research Information, whether through deliberate or inadvertent disclosure, you will notify the FSS Project Director within 24 hours of the discovery of the breach or possible breach. Upon completion of this Agreement, you will please follow written instructions from MDRC regarding the disposition of any Research Information in your possession. Program Information is subject to the confidentiality and privacy laws and rules applicable to your program.



16. Survival of Confidentiality Provisions. The provisions in this Agreement regarding confidentiality will continue to bind you when the Agreement is completed or otherwise terminated.
17. Insurance. During the Term, you shall maintain all appropriate insurance for your program services. Your insurance policies should be placed with suitably-licensed carriers with appropriate ratings. MDRC will provide all appropriate insurance for its work on the Evaluation.
18. Indemnification. Both you and MDRC shall defend, indemnify and hold harmless the other party and its officers, employees and agents from any and all claims, judgments or liabilities to which they may be subject because of any act or omission of the violating party, its employees, agents, representatives or subcontractors in connection with the Agreement, or because of any negligence or any fault or default of the violating party, its employees, agents, representatives or subcontractors; provided, however, that nothing in this paragraph shall impose any liability on a party for the acts, omissions, negligence or fault of the other party or its officers, employees and agents.
19. Federal Funding. As a recipient of federal funds under this agreement, your organization must comply with the requirements of Office of Management and Budget (OMB) Circular A-133 and as necessary, notify MDRC in a timely manner of completion of required audits. For more information about OMB Circular A-133, please see [www.whitehouse.gov/sites/default/files/omb/assets/a133/a133\\_revised\\_2007.pdf](http://www.whitehouse.gov/sites/default/files/omb/assets/a133/a133_revised_2007.pdf).
20. Termination. MDRC is expecting to enjoy a mutually beneficial relationship with you during the Term. Both parties are committing to involvement for that entire period. If, however, circumstances make either party's continued participation in the Evaluation infeasible, that party will provide the other with immediate written notice to the FSS Project Director, the Program Liaison and the signatories to this agreement, who will try to resolve the matter. The parties will continue their efforts toward resolution by appealing to their respective chief executive officers. Only upon the exhaustion of such efforts will the parties terminate this Agreement, at an agreed date.

Thank you and please sign below to signal your agreement with this letter.

Sincerely,

Jesús M. Amadeo  
Senior Vice President

**Acknowledged and Agreed to:**

[organization]

---

[signatory]

Date

[title]

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**Exhibit A****FSS REFERENCE SHEET**

For the convenience of the parties, we have prepared this FSS Reference Sheet as an attachment to the MDRC Family Self-Sufficiency Program Evaluation Site Letter Agreement. Below is information specific to the Evaluation at your organization.

Name and Address of Organization:	
Organization's Signatory (Name and Title):	
Payment Checks to be made out to the following name and sent to the following address:	
Organization's EIN:	
Projected Enrollment Period Start Date:	October 23, 2013
Projected Kick-off Training Date:	October 21, 2013
Program Liaison to MDRC:	
MDRC Evaluation Liaison to Program (FSS):	Michelle Ware (510) 844-2237 Michelle.ware@mdrc.org
FSS Project Director:	James Riccio (212) 340-8822 James.riccio@mdrc.org
Please Return Signed Agreement To:	Rachel Wagner MDRC 16 East 34th Street, 19 <sup>th</sup> Floor New York, NY 10016

## **Exhibit B**

### **MDRC Data Needs for the HUD Family Self-Sufficiency Program Evaluation**

This exhibit outlines the types of data items that MDRC will request from the Housing Authority of the County of Alameda (HACA) for the National Family Self-Sufficiency Program evaluation. MDRC will make a more detailed data request, including names of specific data elements, following consultation between MDRC's data collection team and HACA's Data Liaison. MDRC also requests that HACA provide MDRC's Data Team with pertinent documentation on the structure and contents of HACA's database or files from which FSS Evaluation data will be extracted.

MDRC will request that HACA extract the following types of data on Evaluation enrollees who have signed Informed Consent Forms:

- Identifying information to facilitate MDRC's matching to other agency databases listed in the FSS Informed Consent Form
- Contact information to facilitate locating and interviewing study participants
- Participant and household characteristics
- Participant and household employment, receipt of public assistance, and income
- Use of FSS program services and the FSS Escrow Account
- Rent and housing status

Ideally, MDRC would like to collect data that HACA recorded about the study participant or his/her household at different points in time before and after their enrollment in the study, especially

- Annual re-examinations that occurred in the two years leading up to study enrollment
- Re-examination or updates recorded around the time of enrollment in the FSS Evaluation
- Annual re-examinations that occur after enrollment—through 2018
- Updates that record changes in income and/or rent levels, as available
- Updates that record changes in FSS program status and use or forfeiture of the FSS Escrow Fund
- Updates that record changes in Housing Choice Voucher program status, including exits from the program

A more specific list of types of requested data items follows:

### **Personally Identifying Information (PII)**

From HUD 50058 or other administrative data retrieved by program staff; or through matching to HACA's database.

- Identifiers for Household head:
  - Social Security Number, Full name, Date of birth
  - Agency name, PHA code, Housing Authority Household ID number, Member number
  - Address, Phone numbers, Email addresses
  - Contact information of family or friends (to facilitate locating the study participant for follow-up survey interviews)
- Identifiers (SSN, Full Name, Date of Birth, Contact Information), Member Number, and Relationship Code of each of the study participant's dependent children under the age of 18 years, who reside with the study participant. MDRC's request to access these data is specified in the Informed Consent Form. Study participants who sign the ICF authorize MDRC to collect these data for the Evaluation.
- Identifiers (SSN, Full Name, Date of Birth, Contact Information), Member Number, and Relationship Code of any other adult household members who sign an Informed Consent Form.

### **Non-PII Identifiers**

MDRC will create a randomly-generated ID number, called the Research ID, to facilitate secure data transmission between MDRC and service providers, research partners, or with the FSS Evaluation's survey contractor. MDRC and the Data Liaison will discuss the best way of storing this ID for tracking purposes.

### **Data Extracted from HUD Form 50058- or related HA administrative data**

MDRC is interested in having this information for two years prior to the participant's date of random assignment and following random assignment, through June 2018. MDRC will review and refine this list in consultation with the Data Liaison.

#### **Action**

- Type of action (New admission, Annual Re-examination, Interim Re-examination...)
- Effective date of action
- Correction
- Date of admission to program
- Date of reexamination
- FSS participation indicator
- Special program indicator (Enhanced Voucher, Welfare-to-Work Voucher)

**Household**

- Gender
- Relationship to head of household (Relation codes)
- Citizenship
- Disability status
- Race
- Ethnicity
- Number of household members

**Unit to be Occupied**

- Address of housing unit
- Address where household receives mail, if other (to facilitate locating the participant for survey interviews)
- Structure type

**Income**

- Member number associated with income
- Income Code
- Dollars per Year
- Income After Exclusions

**Total Tenant Payment (TTP)**

- Total monthly income
- Adjusted monthly income
- Welfare rent per month
- Minimum rent per month
- Enhanced voucher minimum rent
- Total Tenant Payment
- Most recent TTP
- Rent hardship exemption indicator

**Housing Choice Vouchers**

- Housing type
- Payment standard
- Gross rent
- Rent to owner
- Utility allowance
- Total Housing Assistance Payment
- Total family share
- HAP to owner
- Total rent to owner
- Tenant rent to owner

**Homeownership voucher program**

**Family Self-Sufficiency program services, program status, and use of FSS Escrow Account**

- Extracted from HUD Form 50058 or related HA administrative data collected at annual re-examinations or as updates between re-examinations that occur after the participant's date of random assignment through 2018. Data are to be extracted semi-annually, unless HACA and MDRC agree to adopt a different data delivery schedule:
  - FSS program status: enrollment, progress, exit
  - Head of household employment status
    - Employment start date
    - Employee benefits received
  - Years of schooling received by head of household
  - Types of public assistance received
  - Number of children receiving childcare assistance
  - Service/Training
    - Type (Education/Training, GED, ...)
    - Needed per FSS contract?
    - Need met through participation in FSS program?
    - Service provider type
  - Initial start date of contract of participation
  - Initial end date of contract of participation
  - Extended end of contract of participation
  - Number of family members with Individual Training and Services Plan
  - FSS Escrow Account
    - Current FSS account monthly credit
    - Current FSS account balance
    - FSS account amount disbursed to family
  - Exit from FSS program
    - Did family complete FSS contract?
    - Did family move to homeownership?
    - If not, primary reason for exit
  
- MDRC requests that HACA extract additional data on use of FSS program services from specialized HACA-specific program services tracking tables or databases or from stand-alone spreadsheets, electronic case notes, or paper forms or files. If HACA agrees, MDRC will work with HACA's Data Liaison and other administrators and program staff members to extract or have staff members manually enter data in a standard (across-HA) format. Data would be extracted or entered annually, unless HACA and MDRC agree to adopt a different data delivery schedule. Likely data items would include:
  - Services
    - Service type
    - Provider type
    - Referral date

- Referral status: referred, started, did not start
- Start Date
- End Date
- Current status: enrolled, participating, completed, on-hold, exited, employed
- Degree/credential received
- Supportive services issued
  - Types of supportive service, milestone bonus, or financial incentive
  - Total amount of supportive services or financial incentives received
  - Issuance dates
- Employment
  - Start date
  - Starting hours per week
  - Starting wage
  - Starting pay period
  - Currently employed?
  - Employment end date

#### **Signed Informed Consent Forms and other data collected from paper records**

MDRC will collect the following types of paper forms recorded by HACA staff members:

- Signed Informed Consent Forms for each study participant
- “Back-up” Baseline Information Forms and Participant Contact Forms, recorded when online access was unavailable

If HACA has available equipment and staff time, MDRC requests that HACA work with MDRC to develop procedures for scanning and securely transmitting electronic copies of these forms to MDRC. Otherwise, MDRC will work with HACA to develop procedures for batching, securely shipping, and tracking these forms to MDRC.

#### **Adding or modifying data items to facilitate the FSS Evaluation**

MDRC requests that HACA create new data fields or modify existing fields in its Form 50058- or FSS-related database to facilitate use for the FSS Evaluation. The fields would record study participants:

- Date of random assignment
- Random assignment result: FSS group or control group
- MDRC’s Research ID Number
- For households in the control group: End date of embargo on receiving FSS program services. Per agreement: on the 3-year anniversary of the household’s date of random assignment.



**Record retention**

MDRC requests that HACA retain HUD Form 50058- and FSS-related data for households in the FSS group and control group through June 30, 2019—or as long as possible within HACA’s legal and technical requirements.

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