



**HOUSING COMMISSION AGENDA**  
**Special Meeting: August 24, 2011**

Time: 8:00 a.m.

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

*The public is welcome at all Housing Commission meetings. If you wish to speak on a matter NOT on the Agenda, please file a Public Comment card with the Commission Clerk. Upon recognition by the Chairperson during Public Comment, state your name, comments and/or questions. Anyone wishing to address the Commission on an agenda item or on business introduced by the Housing Commission may do so when the Chairperson calls for comments on the agenda item. Please be brief and limit your comments to the specific subject under discussion. NOTE: Only matters within the Housing Commission's jurisdiction may be addressed.*

*To allow the opportunity for all to speak, a time limit of 3 minutes has been set for public speakers wishing to address the Housing Commission. The Chairperson has the discretion to further limit this time if warranted by the number of speakers.*

*The Housing Commission Secretary of the Housing Authority of the County of Alameda has, on Thursday, August 18, 2011, duly distributed this Agenda to the Clerk of the Board of Supervisors for posting in the office of the Alameda County Administration Building and has posted it on the bulletin board of the Housing Authority of the County of Alameda.*

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

<b>1. CALL TO ORDER / ROLL CALL</b>	<b><u>PAGE</u></b>
<b>2. EXECUTIVE SESSION</b> <i>Labor Negotiations Pursuant to Government Code 54957.6 Contract Negotiations with SEIU Local 1021 and the Housing Authority of the County of Alameda</i>	
<b>3. APPROVAL OF THE MINUTES OF THE JULY 20, 2011 MEETING</b>	2
<b>4. PUBLIC COMMENT</b> On matters not on the Agenda	
<b>5. NEW BUSINESS</b>	
5-1. Approve Memorandum of Understanding with SEIU Local 1021	<b>ACTION</b> 9
5-2. Approve Changes to the Housing Authority's Personnel Rules	<b>ACTION</b> 13
5-3. Resolution Authorizing an Early Retirement Program	<b>ACTION</b> 18
5-4. Resolution Authorizing Tier Two Retirement with the Alameda County Employees' Retirement Association (ACERA)	<b>ACTION</b> 22
5-5. Approve Salary and Rules Changes as Applied to Management Employees	<b>ACTION</b> 26
5-6. Resolution Approving the Section Eight Management Assessment Program (SEMAP) Certification	<b>ACTION</b> 28
5-7. Housing Commission Letter to HUD Regarding Budget Cutbacks	<b>ACTION</b> 32
5-8. Program Activity Report	<b>INFORMATION</b> 36
<b>6. COMMITTEE REPORTS</b>	
<b>7. COMMISSIONER REPORTS</b>	
<b>8. COMMUNICATIONS</b>	
<b>9. ADJOURNMENT</b>	

**MINUTES**  
**July 20, 2011**



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## HOUSING COMMISSION MINUTES

REGULAR MEETING: JULY 20, 2011  
HACA BOARD ROOM

### SUMMARY ACTION MINUTES

1. **CALL TO ORDER/ROLL CALL**

**Call to Order**

Chairperson Steiner called the meeting to order at 8:04 a.m.

**Roll Call**

Present: Cmrs. Atkin, Biddle, Gacoscos, Haddock, Iosefa, Medina, Peixoto, Reed and Steiner

Excused: Cmrs. Gerry and Natarajan      Absent: Cmr. Cashmere

2. **EXECUTIVE SESSION**

*Labor Negotiations Pursuant to Government Code 54957.6*

*Contract Negotiations with SEIU Local 1021 and the Housing Authority of the County of Alameda*

The Commission adjourned into an Executive Session at 8:05 a.m. and reconvened in regular session at 8:44 a.m. Chairperson Steiner reported that there were no reportable actions taken in the Executive Session.

3. **PRESENTATION OF THE 2011 HACA SCHOLARSHIP WINNERS**

Chairperson Steiner welcomed the scholarship winners to the meeting. Christine Gouig, Executive Director, introduced Sharon DeCray, HAFS Program Manager, and Ms. DeCray presented the staff report. Each winner was presented with an award certificate, had their photograph taken with Ms. Gouig and spoke before the Commission about their achievements, goals and aspirations.

Commission Discussion: Chairperson Steiner praised the scholarship winners for their successes. Cmr. Reed informed the winners that she served on the Scholarship Committee and commented that it was a pleasure to put a face to the names in the applications and hear them talk about their achievements and goals. She also encouraged them to research and apply for other scholarships that may be available and wished them continued success.

4. **APPROVAL OF THE MINUTES OF THE JUNE 15, 2011 MEETING**

Recommendation: Approve the minutes as presented.

Motion/Second: Reed/Biddle.

Ayes: All Motion passed.

**APPROVED AS RECOMMENDED.**

5. **PUBLIC COMMENT** – On matters not on the agenda  
None.

6. **NEW BUSINESS**

6-1. **ACTION: ELECTION OF OFFICERS**

Christine Gouig presented the staff report. Ms. Gouig reported that Cmr. Gerry, acting as the Nominating Committee, made the recommendation to elect Cmr. Christine Steiner to another term as Chairperson and Cmr. Ursula Reed to another term as Vice Chairperson. The Commission considered these nominations and an election was held.

Recommendation: Approve the election of Cmr. Christine Steiner to another term as Chairperson and Cmr. Ursula Reed to another term as Vice Chairperson.

Motion/Second: Biddle/Gacoscos.

Ayes: All Motion passed.

**APPROVED AS RECOMMENDED.**

6-2. **PRESENTATION: RECOGNIZE MELISSA TAESALI AS THE EMPLOYEE OF THE QUARTER**

Christine Gouig introduced Marsha Collier, the Chairperson of HACA's Communications Committee. Ms. Collier announced that Melissa Taesali, the Executive Assistant to the Executive Director, was selected as the Employee of the Quarter. She read some of the comments that were submitted by those who nominated Melissa. Chairperson Steiner presented Melissa with a certificate and Melissa expressed her appreciation for the award. Ms. Gouig announced that Ms. Collier would be retiring from HACA in July. She recognized Ms. Collier for her excellent work as the Chairperson of the Communications Committee.

6-3. **RESOLUTION NO. 13-11: AUTHORIZING EXECUTION AND RECORDATION OF A DECLARATION OF TRUST FOR APPLICABLE PUBLIC HOUSING UNITS**

Ron Dion, Deputy Director for Programs, presented the staff report.

Recommendation: Adopt Resolution No. 13-11 authorizing the execution and recordation of a Declaration of Trust for applicable public housing units.

Motion/Second: Gacoscos/Haddock.

Commission Discussion: Cmr. Biddle asked about the role of Preserving Alameda County Housing, Inc. (PACH) in the disposition of HACA's scattered site units. Mr. Dion explained that the scattered site units, once disposed of, will be transferred to PACH and PACH will

own and operate these units under the Section 8 project-based voucher program.

Ayes: All Motion passed.

**APPROVED AS RECOMMENDED.**

**6-4. RESOLUTION NO. 14-11: APPROVING AN AMENDMENT TO THE RELOCATION PLAN FOR HACA'S SCATTERED SITE UNITS**

Ron Dion presented the staff report.

Recommendation: Adopt Resolution No. 14-11 approving an amendment to the relocation plan for HACA's scattered site units.

Motion/Second: Biddle/Reed.

Commission Discussion: Cmr. Biddle asked if this relocation plan is similar to the one that was developed for the Arroyo Vista disposition. Ms. Gouig indicated that the plan was similar and that HACA has contracted with the same relocation consultant.

Ayes: All Motion passed.

**APPROVED AS RECOMMENDED.**

**6-5. RESOLUTION NO. 15-11: APPROVING LOAN AGREEMENT WITH PRESERVING ALAMEDA COUNTY HOUSING, INC.**

Ron Dion presented the staff report.

Recommendation: Adopt Resolution No. 15-11 approving a loan agreement with Preserving Alameda County Housing, Inc.

Motion/Second: Biddle/Haddock.

Commission Discussion: None.

Ayes: All Motion passed.

**APPROVED AS RECOMMENDED.**

**6-6. RESOLUTION NO. 16-11: APPROVING A COLLECTION LOSS WRITE-OFF FOR THE FISCAL YEAR ENDING JUNE 30, 2011**

Cathy Leoncio, Finance Director, presented the staff report.

Recommendation: Adopt Resolution No. 16-11 approving a collection loss write-off for the fiscal year ending June 30, 2011.

Motion/Second: Reed/Biddle.

Commission Discussion: Cmr. Reed asked if HACA evicted any of the tenants for non-payment. Ms. Leoncio explained that the collection accounts belong to former tenants of the Arroyo Vista project and that tenants were not evicted because HACA disposed of this project. Ms. Gouig indicated that the accounts have been referred to a collection agency

and collection efforts will continue. Chairperson Steiner inquired about a maintenance related item on the report and Mary Rizzo-Shuman, HAHM Manager, explained that a former tenant was billed for damages. Ms. Leoncio stated that HACA will participate in the State's intercept program where the State can intercept certain types of income for delinquent individuals and divert the monies to HACA to satisfy their debts. Cmr. Biddle asked if there is a process in place to prevent individuals that owe money to HACA from applying to other housing authorities. Ms. Gouig described a HUD database that helps housing authorities identify individuals that owe a debt to a housing authority.

Ayes: All Motion passed.

**APPROVED AS RECOMMENDED.**

**6-7. ACTION: REVISIONS TO HACA'S SECTION 8 ADMINISTRATIVE PLAN**

Ron Dion presented the staff report.

Recommendation: Approve revisions to HACA's Section 8 Administrative Plan

Motion/Second: Biddle/Gacoscos.

Commission Discussion: None.

Ayes: All Motion passed.

**APPROVED AS RECOMMENDED.**

**6-8. INFORMATION: BUDGET STATUS REPORT**

Report received.

Commission Discussion: Cmr. Biddle commented on the probable need to use reserves by the end of the fiscal year. Ms. Leoncio indicated that a deficit has been projected as a result of the drastic funding cuts in April and that reserves will be used to cover the shortfall.

**6-9. INFORMATION: PROGRAM ACTIVITY REPORT**

Report received. Ms. DeCray invited the Commissioners to attend the FSS Health and Resource Fair scheduled for Saturday, July 30<sup>th</sup>.

**7. COMMITTEE REPORTS**

None.

**8. COMMISSIONER REPORTS**

Chairperson Steiner asked that staff prepare a letter on behalf of the Commission regarding the drastic cuts to funding and to advocate for relief of redundant and burdensome HUD requirements. Ms. Gouig indicated that staff will draft a letter and present it to the Housing Commission for their review at the August meeting.

Cmr. Biddle reported that the buildings at the former Arroyo Vista site have been completely demolished and announced that a ribbon cutting for the new development will be held at the site on August 18, 2011 at noon.

**9. COMMUNICATIONS**

None.

**10. ADJOURNMENT**

There being no further business, Chairperson Steiner adjourned the meeting at 9:27 a.m.

Respectfully submitted,

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Melissa Taesali  
Executive Assistant

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Christine Gouig  
Executive Director/Secretary

Approved: 

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Christine Steiner  
Commission Chairperson

**NEW BUSINESS**  
**August 24, 2011**



## HOUSING AUTHORITY OF ALAMEDA COUNTY

### AGENDA STATEMENT

Meeting: August 24, 2011

Subject: Memorandum of Understanding (MOU) with SEIU Local 1021

Exhibits Attached: None

Recommendation: Approve Successor MOU

Financial Statement: Exact cost saving is not known but it is projected that along with early retirement and changes in rules for management employees the contract will result in a balanced budget for the current fiscal year.

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### BACKGROUND

The current MOU between the Housing Authority of the County of Alameda (HACA) and SEIU Local 1021, which represents all full time, non-confidential, non-management, office and maintenance staff employees, expired on June 9, 2011. Starting in late May, the management negotiating team began meeting and conferring with the Union for a successor MOU. Twelve bargaining sessions were held, including several all day sessions. On August 10, 2011 bargaining was concluded and the Union's negotiating team stated that it would submit the Housing Authority's final proposals to the Union membership for ratification. On August 11, 2011, the Union membership held an election and the proposed contract was ratified.

### DISCUSSION and ANALYSIS

#### DETAILS OF HACA/UNION AGREEMENT

1. Term of the agreement. One year from June 10, 2011 to June 7, 2012.
2. Section 4.I. – Union Bulletin Boards Parties agree to add subsection I to provide a modified work schedule for one SEIU representative to attend Housing Commission/Personnel Committee meetings.
3. Section 4.J. – Official Correspondence Parties agree to add subsection J regarding a procedure for the transmittal of formal HACA correspondence regarding labor relations issues to SEIU Local 1021.

4. Section 6.C.2. – Hours of Work Parties agree to a provision requiring supervisory signature on timecards for tardy employees.
5. Section 9.A. – Holidays Parties agree to incorporate the May 20, 2010 side letter concerning the value of floating holidays for 80-hour employees into Section 9.A. of the MOU.
6. Section 9.A. – Holidays Parties agree to delete the unnecessary date from Section 9.A. of the MOU.
7. Section 10.H. – Vacation Leave Parties agree to delete the last sentence of subsection H from Section 10 because it does not apply to any current or future HACA employee.
8. Section 10.J. – Personal Leave Parties agree to increase the number of Personal Leave days from two to three and tie their use, after January 2012, to the use of floating furlough days.
9. Section 11.E. – Sick Leave to Vacation Leave Conversion Parties agree that the amount of vacation that employees receive when they reach maximum sick leave accrual shall be increased from one vacation day to two vacation days upon conversion of sick leave to vacation leave for the purposes of moving the employee from under the accrual cap.
10. Section 11.F. – Sick Leave Parties agree to delete the entire subsection F from Section 11 concerning sick leave bonuses as it no longer applies to any current HACA employee.
11. Section 11.I. – Sick Leave (Catastrophic Sick Leave Program) Parties agree to amend subsection I increasing the amount of leave that an employee may donate to a colleague to a total of six days per donor.
12. Section 11.J. – Family Leave Parties agree to add subsection J to Section 11 concerning Federal and California family leave laws.
13. Section 12 – Wages Wages shall remain unchanged during the term of this Agreement. To address HACA's reduced funding and to stabilize wages for the fiscal year, the Parties agree to the following savings measures: A. All employees shall be required to take as many as ten unpaid furlough days during the term of this Agreement. Unpaid furlough days (excluding the March 30 floating holiday) nonetheless constitute service for purposes of retirement benefits and HACA shall make employer contributions to ACERA for those days. Seven of the furlough days are fixed and three of the furlough days are flexible, to be

scheduled with the employee's supervisor. By the end of March 2012, HACA shall make a final determination about the number of furlough days needed based on savings realized from the early retirement incentive program versus projected revenue and expenditures.

14. Section 12 – Wages Effective upon implementation of this Agreement, all newly hired or promoted HACA employees shall be subject to a wage freeze. As a result, all newly hired or promoted employees shall not receive step increases during the term of this Agreement and during any subsequent negotiation process for a successor MOU.
15. Section 12.D. – Pickup of Employee Retirement Contributions Parties agree to suspend subsection D regarding the 3% of gross pay pickup of employee retirement contributions during the term of this Agreement and during any subsequent negotiation process for a successor MOU.
16. Section 12.F. – Step Increases Parties agree to add subsection F to Section 12 referencing the procedure in the Personnel Rules regarding step increases.
17. Section 14.E – Section 125 Plan HACA shall create a Section 125 plan to allow for pre-tax payment of employee contributions for medical premiums, effective January 2012.
18. Section 19 – Notification of Vacancies Parties agree to amend this section to reference the applicable procedures in the Personnel Rules regarding lateral transfer opportunities.
19. Section 20.A. – Grievances Parties agree to amend subsection A. to describe the required contents of a formal written grievance.
20. Section 20.C.4. – Grievances Parties agree to amend subsection C. to adjust the timeframe for the Executive Director to respond to a grievance to 15 working days.
21. Section 20.F. – Grievance Parties agree to amend subsection F. to provide a 120-day timeframe for the parties to select an arbitrator to conduct the arbitration hearing, otherwise the grievance shall be deemed abandoned.
22. Section 20.H. – Grievances Parties agree to amend subsection H. to provide that the parties shall split specified arbitration expenses equally.

23. Section 23 – Retirement Tiers Parties agree to amend Section 23 of the MOU to provide a second tier pension plan for new hires and with a one time opportunity for current employees to switch from Tier 1 to Tier 2 retirement.
24. Early Retirement Incentive Program During the term of this Agreement, HACA will offer an early retirement incentive to eligible employees in classifications determined by HACA. The incentive will provide two additional years of service credit through the Alameda County Employees’ Retirement Association. HACA shall comply with Alameda County Employees’ Retirement Association rules when offering this early retirement incentive.
25. Classification Review of Represented Classes Parties agree to a side letter providing a process for HACA to review the classification specifications of represented positions.
26. Personnel Rule 20.13 – Leaves Without Pay Parties agree to add a new section to the Personnel Rules addressing employee eligibility for unpaid leaves of absence. This will be implemented by means of a separate agenda item.

Through the changes listed above, the imposition of a selected hiring freeze and changes to rules that apply to managers and non-represented employees, staff believes, subject to further changes in HUD funding, that a balanced budget will be the net result of these changes. Staff recommends approving the Agreement with SEIU Local 1021.

**HOUSING AUTHORITY OF ALAMEDA COUNTY**

**AGENDA STATEMENT**

Meeting: August 24, 2011

Subject: Amendments to the Personnel Rules

Exhibits Attached: None

Recommendation: Adopt proposed amendments

Financial Statement: None

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**BACKGROUND**

For consistency in applying employment rules, the Personnel Rules are usually changed to comport with similar rules in the MOU for represented employees. This allows equal application of various rules. Housing Authority Personnel Rule 1.2 provides that the Personnel Rules may be amended by the Housing Commission upon a recommendation by the Personnel Committee. Additionally, some rules may be added or deleted in the negotiation process. The Personnel Committee met this morning, before the Housing Commission meeting, to review and discuss the proposed amendments.

**DISCUSSION and ANALYSIS**

Staff recommends adopting the following amendments to rules. Deletions are crossed out and additions are in *italics*:

**Section 18.8                    EFFECT OF ABSENCE ON CONTINUOUS SERVICE**

Absence on authorized leave with or without pay, and time during which a person is temporarily not employed by the Authority if followed by reemployment within 1 year, shall not be considered as an interruption of continuous service for the purpose of this Section. Time during which a person is laid-off because his/her services are not needed, if followed by reemployment within 3 years, shall not be considered as an interruption of continuous service for the purpose of this Section.

The period of time such employee is absent on authorized leave without pay, or temporarily not employed, or laid-off, shall not be counted in computing such weeks of continuous employment for the purpose of this Section, provided further that, for the purpose of qualifying for the .769 of working days rate of vacation leave, where a person has been employed by the Authority without interruption for the past 521

weeks, all service of such employees shall be deemed to have been continuous. ~~For the purpose of this Section, those employees appointed to the Housing Authority from the County prior to January 1, 1978 would not be considered to have a break in service.~~

**Section 18.10            PERSONAL LEAVE**

An employee shall be allowed ~~two~~ *three* days in any 52-week period from his regular vacation allowance for personal leave. The employee's supervisor shall not deny a request for this leave except for reasons critical to the operation of his/her department. Such personal leave shall be in segments of one hour or more.

**Section 19.4            CUMULATIVE SICK LEAVE PLAN**

Each employee shall accumulate sick leave with pay entitlement at the rate of 3.75 or 4.0 hours depending upon classification for each bi-weekly pay period on paid status up to a maximum accumulation of 125 workdays of unused sick leave with pay entitlement, including any sick leave bonus acquired pursuant to Section 19.6 hereof. The Executive Director shall grant to such an employee, incapacitated by injuries or sickness, sick leave with pay, but not in excess of his accumulated unused sick leave with pay entitlement. When an employee reaches the maximum accumulation of 937.5 or 1,000 hours, depending upon classification, of sick leave with pay, he/she shall have this total reduced to 907.5 hours or 968 hours of sick leave with pay and be granted an additional ~~7.5~~ *16.66* hours or ~~8.0~~ *17.80* hours, depending upon classification, of vacation. Employees with a vacation balance equal to or greater than two times their annual accrual shall receive a floating holiday in lieu of the vacation day referred to herein.

**Section 19.6            SICK LEAVE BONUS AND DISCRETIONARY MAJOR MEDICAL SUPPLEMENTAL PAID SICK LEAVE**

~~In lieu of the supplemental sick leave provision formerly in effect, each employee, other than a person employed in an "M" designated position, who has been continuously employed by the County of Alameda or the Authority full-time since a date prior to July 1, 1975, and any person continuously employed full-time in an "M" designated position since a date prior to July 1, 1974, shall be given a one-time non-recurring bonus of 44 days of paid sick leave entitlement. Said bonus days of paid sick leave entitlement shall be added to the balance of paid sick leave entitlement which each such employee has accrued pursuant to Section 19.4 hereof, and its use shall thereafter be subject to the same conditions which are applicable to cumulative sick leave with pay entitlement. The Executive Director, in his/her sole discretion, may grant to an employee who was eligible for sick leave bonus provided herein and who has exhausted paid cumulative sick leave entitlement accrued pursuant to Section 19.4 of this code, including bonus sick leave, discretionary major medical supplemental paid sick leave. In the case of such an employee who, as of June 25, 1979, had completed 26 pay periods and less than 130 pay periods of continuous employment, the maximum aggregate lifetime eligibility for~~

~~major medical supplemental paid sick leave shall be 22 days. In the case of such an employee who, as of June 25, 1979 completed 130 pay periods of continuous employment, the maximum aggregate lifetime eligibility for major medical supplemental paid sick leave shall be 44 days. Major medical supplemental paid sick leave may be granted only in those instances in which, (1) the employee's absence is caused by a serious injury or illness requiring prolonged absence from work, (2) the injury or illness was not incurred in the course of employment, and (3) the employee has not incurred a break in service subsequent to the date this section first became effective. The Executive Director's determination to deny major medical supplemental paid sick leave shall be final and non-grievable. The words "continuously employed" as used in Sections 19.4 and 19.6 hereof mean full-time County and/or Authority service in which no break has occurred. Employees whose eligibility for the former supplemental sick leave plan was restored prior to June 24, 1979, pursuant to Section 19.10 of this code shall not be regarded as having incurred a break in service in connection with having been laid off.~~

**19.17.5** Donations shall be made in half-day increments of 4.16/or 4.44 hours at a minimum, and are irrevocable. The maximum that may be donated in a calendar year is ~~five~~ six donor employee's days per recipient.

**19.17.6** The donor employee may donate sick leave (up to 16.66 or 17.77 hours, depending upon classification, so long as 250 hours of sick leave are maintained in an employee's accrued sick leave balance after the donation), vacation, compensatory time or in lieu holiday time which shall be converted to recipient employee's sick leave balance and all sick leave provisions will apply. Time donated in any pay period may be used in the following pay periods. No retroactive donations will be permitted.

### **20.13 – LEAVES WITHOUT PAY**

*Employees who are absent from work and who do not qualify for vacation leave, holiday pay, sick leave, compensatory leave time or any other paid leave status shall be placed on Leave Without Pay. Employees are only entitled to an approved Leave Without Pay if they meet the qualifications for a specific unpaid leave provision (provided by the law, these Personnel Rules or another Authority policy). Employees who are consistently, repetitiously or continuously on unapproved Leave Without Pay may be subject to disciplinary action and/or automatic resignation under Article 12.2 of these Personnel Rules.*

### **Section 21.1 DEFINITION**

A grievance is defined as an allegation by an employee or group of employees of a dispute regarding interpretation or application of these rules, provided that such dispute concerns matters within the scope of representation as defined in Government

Code Section 3504. An employee or group of employees may grieve a violation of a written departmental policy or rule promulgated by the Executive Director only if such policy or rule is designated by the Executive Director as a regulation to be followed in all applicable situations and without discretion on the part of supervisory staff to determine whether or to what extent the policy or rule is to be applicable. A recognized employee organization may represent any employee(s) in the grievance process, but may file or pursue a grievance only if representing employee(s) adversely affected by the dispute. Any matter which may be appealed to the Personnel Committee is not subject to this grievance procedure.

*A formal grievance can only be initiated by submitting a written document and/or grievance form which includes the following required information:*

1. *Name(s) of grievant;*
2. *Class Title(s);*
3. *Department(s);*
4. *A clear statement of the nature of the grievance (citing applicable ordinance, rules or regulations or contract provisions);*
5. *The date upon which the event giving rise to the alleged grievance occurred;*
6. *The date upon which the informal discussion with the supervisor took place;*
7. *A proposed solution to the grievance;*
8. *The date of execution of the written grievance/grievance form;*
9. *The signature of the grievant(s).*

**21.2.4** The Executive Director shall have ~~seven~~ *fifteen* working days after receipt of written appeal in which to review, hold hearings, and answer the grievance in writing. Unless waived by mutual agreement of the employee or his/her representative and the Executive Director, a hearing is required at this step and the employee and his/her representative shall have the right to be present at, and participate in, such hearing. The time limit at this step may be extended by mutual agreement between the Executive Director and the employee or his/her representative.

## **Section 21.5                    SELECTION OF ARBITRATOR**

The arbitrator shall be selected by mutual agreement between the Executive Director and the employee or his/her representative. If the Executive Director and the employee or his/her representative are unable to agree on the selection of an arbitrator, they shall jointly request the American Arbitration Association to submit a list of five qualified arbitrators. The Executive Director and the employee or his/her representative shall then alternately strike names from the list until only one name remains, and that person shall serve as arbitrator. ~~The selection of the arbitrator shall take place within 180 days of the receipt of the request for arbitration.~~ *Participation in the selection of the*



*arbitrator shall take place within 120 days of receipt of the request for arbitration or the grievance shall be ruled abandoned.*

**Section 21.7                    PAYMENT OF COSTS**

~~The Housing Authority shall pay the fees and expenses of the arbitrator and recorder.~~  
*The cost of arbitration, including the fees and expenses of the arbitrator and the recorder, shall be borne equally by the parties.*

## HOUSING AUTHORITY OF ALAMEDA COUNTY

### AGENDA STATEMENT

Meeting: August 24, 2011

Subject: Early Retirement Benefit

Exhibits Attached: Resolution No. 17-11

Recommendation: Adopt Resolution Authorizing Early Retirement Benefit

Financial Statement: Savings unknown pending number of employees choosing to retire. Payment for benefit from unrestricted reserves.

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#### BACKGROUND

All full time, regular Housing Authority employees participate in the Alameda County Employees' Retirement Association (ACERA) in accordance with the County Employees' Retirement Law of 1937 ('37 Act). Employees become eligible to retire after 10 years of service and reaching 50 years of age.

Staff became aware of other public employers using an early retirement incentive as a method to reduce staff and expenses. With an early retirement program, the employer purchases additional service credit for employees who are already able to retire, thereby enhancing the retirement benefit for those employees.

#### DISCUSSION and ANALYSIS

Staff approached ACERA and requested an analysis of the cost of an early retirement program for those Housing Authority employees eligible to retire. ACERA provided an analysis for three early retirement options: one year of service credit, one and one-half years of service credit and two years of service credit. After review, it was concluded that the best incentive would be to offer two years of service credit to a smaller number of Housing Authority job classifications.

The two-year early retirement benefit is proposed to be offered to the following seven classifications:

- Account Specialist
- Administrative Clerk
- Eligibility Leadworker

- Housing Inspector
- Housing Management Leadworker
- Housing Specialist
- Secretary

There are 17 employees in these classifications who are eligible to retire. If all 17 employees select the benefit, the cost of the program would be approximately \$599,220, depending on when they retire. Funding for the benefit would come from unrestricted reserves.

Employees will be given a window, from September 1, 2011 through October 31, 2011, to elect the benefit and retire not later than November 1, 2011. ACERA will do an actual calculation of the benefit for each employee based on the date s/he retires. Upon expiration of the application window, ACERA will bill the Housing Authority for the cost of the benefit.

Staff anticipates five to 10 employees will elect the benefit. Some positions will need to be backfilled but others will not. New hires will come in at the Tier 2 retirement formula rate and at the first step of the pay range. Newly-hired employees will be subject to a wage freeze, so there will be additional cost savings.

This benefit was negotiated with SEIU Local 1021 during the recent contract negotiations. Staff recommends your Commission approve the Housing Authority's participation in the early retirement benefit as outlined above and adopt the attached resolution.

**HOUSING AUTHORITY OF THE COUNTY OF ALAMEDA**

**RESOLUTION NO. 17-11**

**AUTHORIZING AN EARLY RETIREMENT BENEFIT FOR ELIGIBLE HOUSING AUTHORITY OF THE  
COUNTY OF ALAMEDA MEMBERS OF THE ALAMEDA COUNTY  
EMPLOYEES' RETIREMENT ASSOCIATION**

**WHEREAS**, pursuant to the County Employees' Retirement Law of 1937 ('37 Act), the Housing Authority of the County of Alameda (Housing Authority) is a participating employer of the Alameda County Employees' Retirement Association (ACERA); and

**WHEREAS**, the '37 Act authorizes the Housing Authority to adopt certain statutorily defined retirement benefit formulae and other benefit options for its employees that are eligible for membership in ACERA; and

**WHEREAS**, the Housing Authority has determined that offering early retirement benefits is an effective way of reducing budgetary costs; and

**WHEREAS**, the Housing Authority has determined that its best interests will be served by offering early retirement and the option of additional service credit to eligible Housing Authority members of ACERA pursuant to Government Code section 31640.04 (Retirement Option); and

**WHEREAS**, the Retirement Option will be offered to the following job classifications: Administrative Clerk, Account Specialist, Eligibility Leadworker, Housing Inspector, Housing Management Leadworker, Housing Specialist and Secretary; and

**WHEREAS**, the Housing Authority has selected two (2) years as the service credit available to eligible employees that choose to take advantage of the Retirement Option; and

**WHEREAS**, the Retirement Option will only be offered to Housing Authority employees who currently hold the identified job classifications and who are eligible to retire on September 1, 2011 or within the application filing window (without the benefit of the additional service credit offered in the Retirement Option); and

**WHEREAS**, the Retirement Option will be available to eligible Housing Authority employees during the following time frame: September 1, 2011 through October 31, 2011; and

**WHEREAS**, the Housing Authority will transmit to ACERA funds in an amount determined by ACERA to be equal to the actuarial equivalent of the difference between the allowance the member receives after the receipt of service credit under Government Code section 31640.04 and the amount he/she would have received without such credit; and

**WHEREAS**, the Housing Authority will make the payment to ACERA described in the previous paragraph for each Housing Authority employee that elects the Retirement Option;

**NOW THEREFORE BE IT RESOLVED** that the Housing Authority hereby adopts the following:

The provisions of Government Code § 31641.04 of the County Employees' Retirement Law of 1937 shall apply to Housing Authority employees that have the job classifications of Administrative Clerk, Account Specialist, Eligibility Leadworker, Housing Inspector, Housing Management Leadworker, Housing Specialist and Secretary who are eligible to retire within the application filing window of September 1, 2011 through October 31, 2011, who elect to retire by completing and submitting a service retirement application to ACERA within this window and who retire no later than November 1, 2011.

**PASSED, APPROVED AND ADOPTED** by the Housing Commission of the Housing Authority of the County of Alameda on this \_\_\_\_\_ day of \_\_\_\_\_ 2011 by the following vote:

**AYES:**

**NOES:**

**ABSTAIN:**

**EXCUSED:**

**ABSENT:**

**ATTEST:**

\_\_\_\_\_  
Christine Steiner  
Housing Commission Chairperson

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

**Adopted:** \_\_\_\_\_

## HOUSING AUTHORITY OF ALAMEDA COUNTY

### AGENDA STATEMENT

Meeting: August 24, 2011

Subject: Authorize Tier 2 Retirement Benefit

Exhibits Attached: Resolution No. 18-11

Recommendation: Adopt Resolution Authorizing Tier 2 Retirement

Financial Statement: ACERA estimates \$8,000 in first year savings

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#### BACKGROUND

All full time, regular HACA employees participate in the Alameda County Employees' Retirement Association (ACERA) in accordance with the County Employees' Retirement Law of 1937 ('37 Act). The '37 Act provides certain benefit formulas for county retirement systems. Since HACA's inception, its employees have participated under the benefit formula known as Tier 1. Based on recent funding cuts and in accordance with the recently concluded negotiations with SEIU Local 1021, staff has negotiated participation under the ACERA benefit schedule known as Tier 2.

#### DISCUSSION AND ANALYSIS

Given the likelihood that current reduced HUD funding levels may continue into the future or be reduced even further, staff was looking for methods to reduce retirement contribution costs. Earlier this year, staff investigated the option of participating in ACERA's Tier 2 benefit formula. In conversations with ACERA, staff learned that HACA was the only employer under ACERA's jurisdiction that did not offer a Tier 2 benefit schedule.

The retirement benefit in Tier 2 is less than that in Tier 1, in part because the schedule is less (Tier 2 is 2.43% at age 65, Tier 1 is 2.62% at age 62) but also because Tier 1 uses the highest 1 year average salary as the retirement benefit basis while Tier 2 uses the highest 3 years of salary as the basis.

Staff proposes that all employees entering HACA's service on or after September 30, 2011 who would otherwise be eligible to participate in retirement do so under the Tier 2 benefit plan. In addition, ACERA staff indicated that HACA could offer current employees a one-time conversion opportunity from Tier 1 to Tier 2 as another way to reduce retirement contribution costs. They stated that some employees may avail

themselves of the option to have greater take home pay in the short term in exchange for a reduced retirement benefit. Staff is proposing that HACA employees have a one time window during the month of September 2011 to elect to convert from Tier 1 to Tier 2. Per the '37 Act, such election is non-revocable.

ACERA staff estimated that the first year cost savings to HACA of participating in Tier 2 would be about \$8,000 and would escalate each year thereafter to about \$29,000 by year five, depending on how many new employees enter the system.

Staff recommends your Commission approve HACA's participation in the Tier 2 benefit plan as outlined above and adopt the attached resolution.

**HOUSING AUTHORITY OF THE COUNTY OF ALAMEDA**

**RESOLUTION NO. 18-11**

**AUTHORIZING A SECOND TIER BENEFITS STRUCTURE FOR CALCULATING RETIREMENT BENEFITS WITH THE ALAMEDA COUNTY EMPLOYEES' RETIREMENT ASSOCIATION**

**WHEREAS**, pursuant to the County Employees' Retirement Law of 1937 ('37 Act), the Housing Authority of the County of Alameda (Housing Authority) is a participating employer of the Alameda County Employees' Retirement Association (ACERA); and

**WHEREAS**, the '37 Act authorizes the Housing Authority to adopt certain statutorily defined retirement benefit formulae for its employees who are eligible for membership in ACERA; and

**WHEREAS**, the current benefit formula for eligible employees of the Housing Authority is codified at Government Code § 31676.12 and identified as Tier I; and

**WHEREAS**, the Housing Authority has investigated the option of adopting a second tier (Tier II) for calculating retirement benefits for eligible employees hired on or after September 30, 2011 (Tier II Members); and

**WHEREAS**, the Housing Authority is allowing a one-time opportunity for current employees to irrevocably elect to change from Tier I to Tier II prospectively, thereby earning a combined benefit to be paid at retirement. Current members may elect to change from Tier I to Tier II during the period of September 1, 2011 through September 30, 2011; and

**WHEREAS**, the Housing Authority has requested that ACERA retain its actuary to calculate costs, employer contribution rates and employee contribution rates associated with adopting a Tier II structure; and

**WHEREAS**, the Housing Authority has informed ACERA that the Tier II benefit structure would be based on Government Code § 31676.1; and

**WHEREAS**, the Housing Authority has informed ACERA that it would also like to adopt, for its Tier II Members, a three year final average salary period based on GC § 31462; and

**WHEREAS**, the Housing Authority has informed ACERA that it intends to adopt, for its Tier II Members, a two percent (2%) cost-of-living cap based on GC § 31870; and

**WHEREAS**, the Housing Authority has received cost estimates and recommended contribution rates from ACERA based on the adoption of GC §§ 31676.1, 31462 and 31870; and

**WHEREAS**, the ACERA Board has recommended to the Housing Authority that should it decide to adopt GC §§ 31676.1, 31462 and 31870 for retirement benefits for Tier II Members that the Housing Authority adopt the employee and employer contribution rates and schedules provided by ACERA;

**NOW, THEREFORE, BE IT RESOLVED** that the Housing Authority hereby adopts the following:



1. The provisions of Government Code § 31676.1 for the County Employees' Retirement Law of 1937 shall apply to all full-time eligible Housing Authority employees who become members of the Alameda County Employees' Retirement Association on or after September 30, 2011 and for current Tier I members who irrevocably elect to participate in Tier II prospectively as of September 30, 2011.
2. The provisions of Government Code § 31462 of the County Employees' Retirement Law of 1937 shall apply to all full-time eligible Housing Authority employees who enter the Alameda County Employees' Retirement Association on or after September 30, 2011.
3. The provisions of Government Code § 31870 of the County Employees' Retirement Law of 1937 shall apply to all full-time eligible Housing Authority employees who become members of the Alameda County Employees' Retirement Association on or after September 30, 2011.
4. The employer and employee contribution rates are as set forth in corresponding schedules provided by ACERA.

**PASSED, APPROVED AND ADOPTED** by the Housing Commission of the Housing Authority of the County of Alameda on this \_\_\_\_\_ day of \_\_\_\_\_ 2011 by the following vote:

**AYES:**

**NOES:**

**ABSTAIN:**

**EXCUSED:**

**ABSENT:**

**ATTEST:**

\_\_\_\_\_  
Christine Steiner  
Housing Commission Chairperson

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

**Adopted:** \_\_\_\_\_

## HOUSING AUTHORITY OF ALAMEDA COUNTY

### AGENDA STATEMENT

Meeting: August 24, 2011

Subject: Salary and Rules Changes Applied to Management Employees

Exhibits Attached: None

Recommendation: Adopt Recommended Changes to Rules as Applied to Management Employees

Financial Statement: Not available at this time

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#### BACKGROUND

At the June 2011 Housing Commission meeting, your Commission put a salary freeze and benefit reduction in place for the current fiscal year for management employees. During Union negotiations, staff proposed a similar salary freeze for represented employees, however, other cost cutting options were developed and a salary freeze was not included in the final agreement.

Staff recommends applying the same changes to management employees as was negotiated with the Union for represented employees.

#### DISCUSSION and ANALYSIS

As a part of the Union negotiations the Housing Authority's pickup of an employee's retirement contribution, by way of a 3% of gross pay reimbursement, was rescinded. Additionally, the Housing Authority will furlough employees for up to 10 unpaid days during the fiscal year. Seven furlough days are fixed and three are flexible and must be scheduled by April 1, 2012 and taken by May 30, 2012. After January 1, 2012 Personal Leave may not be taken in more than four hour increments until an employee has taken his/her three flexible furlough days.

Also, as a result of the negotiations, the Housing Authority will freeze, for the balance of the fiscal year, the salary of any employee newly hired or promoted to a classification at the rate to which they were appointed. However, step increases for current employees remaining in their positions will not be frozen.

Four management employees, including two hired within the last year, are not at the control point for their salaries. The four are Deputy Director for Housing Programs,

Senior Administrative Analyst, Human Resources Analyst and Procurement Analyst. Since a wage freeze for current employees was not a part of the final agreement with the Union, staff recommends releasing merit pay increases for these four employees also.

All new management employees hired will enter the Alameda County Employees' Retirement Association at Tier 2. Current management employees will have a one time opportunity to switch from Tier 1 to Tier 2 Retirement.

For budgetary reasons and for consistency, staff recommends applying the same above rules as negotiated for represented employees to management employees. The cost savings of these proposals in total will not be known until the end of the fiscal year.

## HOUSING AUTHORITY OF THE COUNTY OF ALAMEDA

### AGENDA STATEMENT

Meeting: August 24, 2011

Subject: Section Eight Management Assessment Program (SEMAP)

Exhibits Attached:           - SEMAP Certification Review 2008 to 2011  
                                  - Resolution 19-11  
                                  - Attachment A: 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. Establishment of Payment Standards within the required range of the HUD Fair Market Rents
4. Accurate verification of family income
5. Timely annual reexamination of family income
6. Correct calculation of the tenant share of the rent and the housing assistance payment (HAP) made to the landlord
7. Maintenance of a current schedule of allowances for tenant-paid utilities
8. Assurance that units comply with HUD's Housing Quality Standards (HQS) before families enter into leases and PHAs enter into HAP contracts
9. Timely annual HQS inspections
10. Performance of quality control inspections to ensure housing quality
11. Assurance that landlords and tenants promptly correct housing quality deficiencies
12. Assurance that all available Housing Choice Vouchers are used
13. Expansion of housing choice outside areas of poverty or minority concentration

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, 2011 as our fiscal year ended June 30<sup>th</sup>.

**DISCUSSION and ANALYSIS**

The SEMAP Certification ("Attachment A") is a product of random sampling done internally by staff at the end of each quarter of the fiscal year July 1, 2010 through June 30, 2011 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 2008 to 2011**

<b>Indicator</b>	<b>Indicator Description</b>	<b>Maximum Number of Possible Points</b>	<b>2008 Final Earned Points</b>	<b>2009 Final Earned Points</b>	<b>2010 Final Earned Points</b>	<b>2011 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	0	5	5	5
<b>9</b>	Annual Reexaminations	10	5	5	5	10
<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>			135	140	140	145
<b>Deconcentration Bonus – Extra 5 Points</b>		5	5	5	5	5
<b>Total Earned Points</b>		145	140	145	145	150
<b>Maximum Number of Points Possible</b>		145	145	145	145	145
<b>FINAL SCORE as a Percentage</b>		100%	97%	100%	100%	100%
<b>RATING</b>			<b>High</b>	<b>High</b>	<b>High</b>	<b>High</b>

**HOUSING AUTHORITY OF THE COUNTY OF ALAMEDA**

**RESOLUTION NO. 19-11**

**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, 2010 – June 30, 2011 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 additional information or amendment that HUD may require.

**PASSED, APPROVED AND ADOPTED** by the Housing Commission of the Housing Authority of the County of Alameda on this 24<sup>TH</sup> day of August 2011 by the following vote:

**AYES:**

**NOES:**

**ABSTAIN:**

**EXCUSED:**

**ABSENT:**

**Attest:**

\_\_\_\_\_  
Christine Steiner  
Housing Commission Chairperson

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

**Adopted: August 24, 2011**

**HOUSING AUTHORITY OF THE COUNTY OF ALAMEDA**

**AGENDA STATEMENT**

Meeting: August 24, 2011

Subject: Housing Commission Letter Regarding Funding Cuts

Exhibits Attached: Draft Letter

Recommendation: Review letter and authorize Executive Director to send it to federal elected representatives

Financial Impact: None

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**BACKGROUND**

At your last meeting your Commission asked that staff draft a letter regarding recent Section 8 and public housing funding cuts that would be sent to California's two Senators (Dianne Feinstein and Barbara Boxer) and the Representatives that cover our jurisdiction (Pete Stark, Barbara Lee and Jerry McNerney). The letter would be signed by all Commissioners.

The attached letter responds to your request. Staff recommends that you review the letter, agree to any changes, and authorize the Executive Director to send it.



## HACA LETTERHEAD

Date

Name Federal Elected Official

Address

City State Zip

Dear Federal Elected Official:

We are the Housing Commission of the Alameda County Housing Authority. The Housing Authority provides rental housing subsidies to very low income families living in privately-owned housing through the Section 8 Housing Choice Voucher program. We serve nine cities (Albany, Emeryville, San Leandro, Hayward, Union City, Newark, Fremont, Dublin and Pleasanton) and the county's unincorporated communities including Castro Valley and San Lorenzo. In addition, we own and manage 230 units of Public Housing. We serve about 20,000 people, a significant number who, without our assistance, would experience serious financial instability with many becoming homeless.

The Housing Commission is comprised of 12 Commissioners: one from each of our nine cities, one from the unincorporated area and two tenants of our Housing Authority. Many of us are elected officials (i.e., city council members) in our cities.

We are extremely concerned about the future of the Section 8 and Public Housing Programs. Our communities are like many in this country: we are seeing increases in home foreclosures, short sales, and homelessness while dealing with corresponding deep cuts to our property tax revenue that we use to provide services and run our cities. The Section 8 and Public Housing programs provide no resource for these new problems as our Housing Authority is essentially leased up with no more assistance to distribute. The last time we accepted applications for our Section 8 waiting list was in 2001, 10 years ago-- we are just now finishing working through the names on that list as there wasn't sufficient funding to assist everyone.

In April, the U. S. Department of Housing and Urban Development (HUD) informed us that the administrative funds we receive to operate our Section 8 program would be cut, retroactive to the beginning of the year, to only **83%** of the formula amount. This is the deepest cut ever in the 36 year life of the Section 8 program. In addition, HUD's proposed budget for FFY 2012 includes a recapture of \$1 billion in

Public Housing operating reserves, leaving housing authorities with only four to six months of reserves and sweeping the rest back to HUD to offset cuts to the Public Housing program. The Capital Fund, the money we receive from HUD to undertake major capital improvements to our Public Housing, was cut 13% this year. And, of course, it is clear to us that the recent debt ceiling deal will result in even more draconian cuts to housing programs. We will not be surprised if, for the first time, we are required to terminate the rental assistance of families already receiving such assistance—the expected level of cut is not something that can be “managed” so that no one is affected.

We are likewise concerned about the impact of such cuts on the Housing Authority’s staff. We believe we have an excellent staff that works hard in a difficult funding environment. We have just concluded negotiations with the employees’ union that have resulted in 10 furlough days this fiscal year, reduced staffing, a salary freeze, increased employee contributions to the retirement program and reduced retirement benefits. While our employees have stepped up to the plate to make these sacrifices, they will be asked to shoulder even greater caseloads as HUD administrative funding cuts do not allow us to have the staffing level necessary to process our workload in a timely fashion.

Our Section 8 program is *overwhelmed* by rules and regulations and for years the Section Eight Voucher Reform Act (SEVRA) has languished in one chamber or another. Now, a discussion draft of the Section Eight Savings Act of 2011 (SESA), SEVRA’s successor, has been distributed and the House Financial Services Subcommittee on Insurance, Housing and Community Opportunity, chaired by Rep. Judy Biggert (R-III), held a hearing on it on June 23. SESA contains regulatory relief that housing authorities have requested *for years*—changes such as conducting inspections every other year instead of each year, recertifying eligibility for families on fixed incomes every three years instead of every year, using a family’s prior year income to determine subsidy payments, etc. However, there is no indication of the timing of any formal release of SESA in the House and no companion legislation in the Senate.

We ask that you please help us. There is no way we can operate our programs under the current regulations with the magnitude of cuts that have occurred and that are expected. Enact SESA so we can at least provide decent service to our program participants with our reduced staffing levels. Add a provision in SESA to create a funding structure for Section 8 based on the most recent calendar year so we have some predictability in the funding formula. Do not further cut our Section 8 administrative fee and restore us to 90% of the formula amount as was funded in 2010. Finally, as direct

program cuts are being considered, retain as much funding for assisted housing as possible and please try to at least maintain funding so we don't have to cut tenants off our program who are currently receiving assistance.

Our executive director, Christine Gouig, can answer any questions you may have. She can be reached at 510-727-8513, [chrisg@haca.net](mailto:chrisg@haca.net). In addition, a delegation of our Commission would be pleased to meet with you should you require further information.

Very truly yours,

ALAMEDA COUNTY HOUSING AUTHORITY COMMISSIONERS

Chairperson Christine Steiner, City of  
Pleasanton

Ruth Cashmere, City of Albany

Don Biddle, City of Dublin

Ruth Atkin, City of Emeryville

Anu Natarajan, City of Fremont

Marvin Peixoto, City of Hayward

Roberto Medina, City of Newark

Ursula Reed, City of San Leandro

Pat Gacoscos, City of Union City

Mark Gerry, Unincorporated Area

Maxine Haddock, Tenant Commissioner

Helen Iosefa, Tenant Commissioner

Cc:

# **PROGRAM ACTIVITY**

## **REPORT**

**HOUSING AUTHORITY OF THE COUNTY OF ALAMEDA**

**AGENDA STATEMENT**

Meeting: August 24, 2011

Subject: Programs Activity Report

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

Recommendation: Receive Report

Financial Statement: None

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**SECTION 8 HOUSING CHOICE VOUCHERS**

- **Lease-Up:** As of August 1, 2011 the Section 8 Housing Choice Voucher program had 5,579 units under contract. The fiscal year-to-date lease-up average is 97.81% units. The budget authority use average through July 2011 is 98%.
- **Program Utilization:** As of August 1, 2011 the average HAP subsidy is \$1,046 and the average tenant-paid rent portion is \$394 for an average Contract Rent of \$1,440.
  - ❖ As of August 1, 2011 HACA had 51 outgoing billed portability contracts (i.e., HACA voucher holders who are housed in another housing authority's jurisdiction).
  - ❖ As of August 1, 2011 HACA billed other housing authorities, primarily the Oakland Housing Authority, for 1,624 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 \$6,603.63 in fraud and debt recovery payments for the month of July 2011. A total of \$35,117.27 was retained over the last six months.

HACA retained \$200.00 in Housing Assistance Payment (HAP) overpayments for the month of July 2011. A total of \$3,173.00 was retained over the last six months.

- **Landlord Rental Listings:** As of August 1, 2011 there were 1,492 landlords with properties in HACA's jurisdiction utilizing the *GoSection8* rental listing service. There

were seven new landlords to the Section 8 program this month. There were 95 active properties listed.

### **FAMILY SELF SUFFICIENCY (FSS)**

FSS families gathered on July 30th to participate in the annual Health and Resource Fair. The courtyard was lined with tables of community organizations and public agencies providing social service, employment, nutrition and health information. One of our FSS program graduates and her sister, a registered nurse, offered blood pressure screening; the City of Hayward's Park and Recreation Department described their programs for play and exercise; volunteers from Arroyo High School painted faces and helped in the art room and Gloria Brown, Life Coach, offered one of her excellent workshops to a standing-room only crowd. As always, the arrival of not one, but TWO fire trucks from the City of Hayward's Fire Department was the highlight of the day. These are only a few examples of this year's activities. Providers and participants enjoyed the event and indicated that they would be back next year.

Many young people painted and drew posters reflecting the theme "What Home Means to Me." Six posters will be selected and sent to the Northern California NAHRO Chapter for judging against those submitted by other northern California housing authorities. The Chapter will then forward its winners to national NAHRO so the national winners can be announced at the Annual Conference in St. Louis in late October. Each young artist received a backpack and school supplies.

Phyllis Harrison, FSS Coordinator is the organizer for this event. As always, she did an excellent job. With the help of her colleagues, Linda Evans and Mary Sturges, and the generosity of a number of donors, this year's Fair was the best one yet. Staff would especially like to thank Commissioners Ursula Reed and Don Biddle for attending.

### **PUBLIC HOUSING**

- **Occupancy:** As of August 1, 2011 the Public Housing program had 225 of 230 units leased and has a 97.83% 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 2011**

City	Certificates		Vouchers		JULY 2011 TOTAL		July 2010	July 2009
	Number	HAP*	Number	HAP**	Number	HAP		
Albany	-	\$ -	45	\$ 47,025	45	\$ 47,025	44	43
Castro Valley	13	\$ 11,453	241	\$ 251,845	254	\$ 263,298	258	251
Dublin	2	\$ 1,762	295	\$ 308,275	297	\$ 310,037	265	213
Emeryville	5	\$ 4,405	102	\$ 106,590	107	\$ 110,995	94	98
Fremont	32	\$ 28,192	1,386	\$ 1,448,370	1,418	\$ 1,476,562	1,414	1,385
Hayward	109	\$ 96,029	2,383	\$ 2,490,235	2,492	\$ 2,586,264	2,426	2,380
Newark	2	\$ 1,762	293	\$ 306,185	295	\$ 307,947	292	288
Pleasanton	4	\$ 3,524	160	\$ 167,200	164	\$ 170,724	156	139
San Leandro	17	\$ 14,977	1,377	\$ 1,438,965	1,394	\$ 1,453,942	1,330	1,315
San Lorenzo	2	\$ 1,762	205	\$ 214,225	207	\$ 215,987	199	187
Union City	3	\$ 2,643	728	\$ 760,760	731	\$ 763,403	720	688
<b>TOTALS</b>	189	\$166,509.00	7,215	\$7,539,675.00	7,404	\$7,706,184.00	7,198	6,987

\*Based on an average July 2011 Housing Assistance Payment (HAP) of \$881 per Certificate contract.

\*\*Based on an average July 2011 Housing Assistance Payment (HAP) of \$1045 per Voucher contract.

11-12

DEBT COLLECTIONS  
FYE 06/30/12

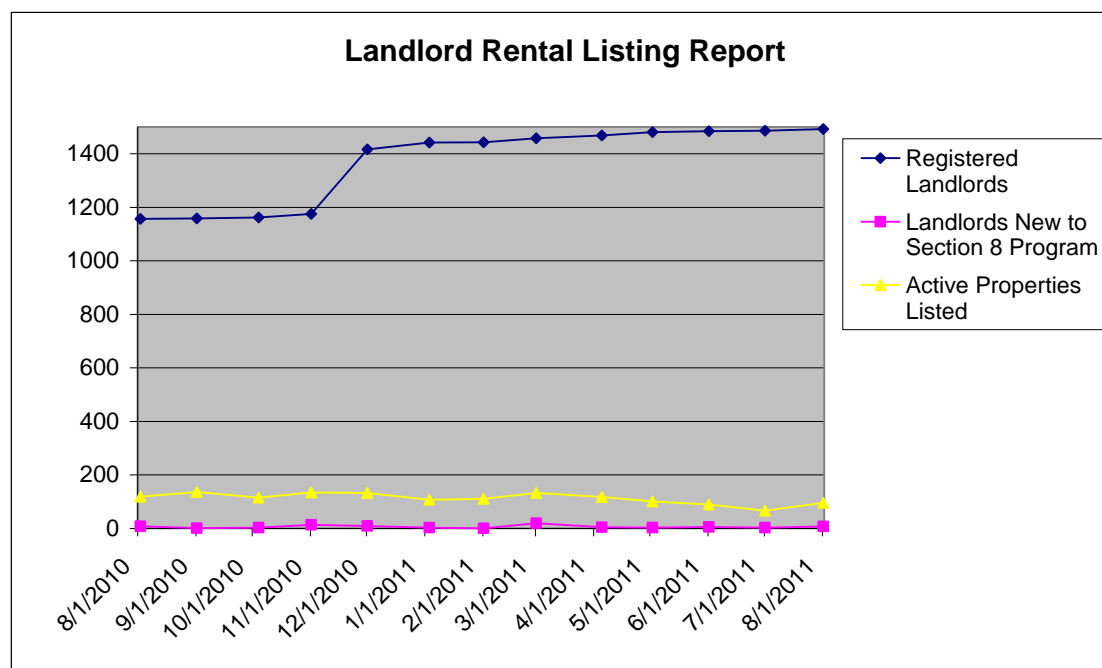
	JULY	AUGUST	SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER	JANUARY	FEBRUARY	MARCH	APRIL	MAY	JUNE	GRAND TOTALS
<i>DAMAGE CLAIMS</i>	\$0.00												\$0.00
<i>FRAUD REPAYMENTS</i>	\$6,603.63												\$6,603.63
<i>HAP OVERPAYMENTS</i>	\$200.00												\$200.00
<b>TOTALS</b>	<b>\$6,803.63</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$6,803.63</b>



# Landlord Rental Listing Report

## Monthly

	8/2/2010	9/1/2010	10/4/2010	11/1/2010	12/1/2010	1/3/2011	2/1/2011	3/1/2011	4/5/2011	5/2/2011	6/1/2011	7/1/2011	8/1/2011
Registered Landlords	1157	1158	1162	1175	1416	1442	1443	1458	1468	1481	1484	1486	1492
Landlords New to Section 8 Program	8	1	3	13	9	3	0	19	4	3	5	3	7
Active Properties Listed	118	136	115	134	132	107	110	132	117	101	89	66	95





**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 4, 2011

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<b>Program Summary</b>	<b>July 2011</b>
Total Clients Under Contract:	191
Graduates:	1
Escrow Disbursed:	\$7,844.93
Ports In:	0
Ports Out:	0
Terminations:	4
New Contracts:	2

### **FSS PROGRAM NEWS:**

#### **Health and Resource Fair**

The FSS Department devoted the month of July to finalizing the details of our Annual Health and Resource Fair. There was an excellent turn out of participants and their family members at the Fair and attendance continues to grow each year. Several HACA staff also participated in workshops and assisted with activities. We were honored to have Commissioners Biddle and Reed and Executive Director Chris Gouig attend. The vendors mentioned how much they appreciated Ms. Gouig stopping by each of their booths and thanking them for coming. Several first time vendors said they look forward to returning next year.

The City of Hayward Fire Department brought two fire trucks this year for the kids to see and climb into. Several of the fire fighters walked through the vendor displays. They were impressed with all the young artists at work on their masterpieces for the NAHRO "What Home Means to Me" poster contest. Fifty children participated in the contest and each received a free backpack and school supplies.

Phyllis Harrison is the lead Coordinator for the Health and Resource Fair. Her colleagues and the program participants want to express special appreciation for her excellent work. She used her talent for networking and her many contacts to

recruit vendors. All the FSS Coordinators worked to organize the event and ensure that participants enjoyed and benefited from the event. The following is a list of organizations that sent staff and provided valuable information, donations or services:

City of Hayward Fire Department  
Civic Corps  
Healthy Oakland Clinic  
The Bread Project  
Massage Therapist  
Network 4 Healthy Eating  
Face Painting & Tattoos  
City of Hayward Parks & Recreation  
Cal Trans  
Year Up  
Alameda County Network For Healthy Eating  
Planned Parenthood  
Alameda County Food Bank  
Back on Track Expungement  
Child, Family & Community Services  
Cal State East Bay  
Eden I & R – 2-1-1  
Mammography Information and Referral  
Operation Hope  
Gloria Brown – Life Coach  
Blood Pressure Monitoring  
Money Management International  
Alameda County Child Support – WIC Outreach

### **FSS Orientation**

FSS will conduct 5 orientations in the month of August. We currently have approximately 440 families on the waiting list.

### **Workshops**

FSS is launching a new partnership with Operation Hope to facilitate a “Small Business Start-up Resources” workshop. Many FSS participants have an interest in becoming a small business owner. Operation Hope has an excellent track record in helping people decide whether being an entrepreneur is truly right for them. Topics will include:

- How do I choose what is right for me?
- What does starting a business look like in today’s economy?
- How do I finance my start up?
- What makes a business successful?

### **Referrals= 45**

# **ATTACHMENT**

**A**

Field Office: 9APH SAN FRANCISCO HUB OFFICE

Housing Agency: CA067 ALAMEDA COUNTY HSG AUTH

PHA Fiscal Year End: 6/30/2011

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

List   Summary   Certification   Profile   Comments

Field Office: **9APH SAN FRANCISCO HUB OFFICE**

Housing Agency: **CA067 ALAMEDA COUNTY HSG AUTH**

PHA Fiscal Year End: **6/30/2011**

**SEMAP CERTIFICATION (Page 2)**

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 | Oakland-Fremont, C. FMR 1 of 11 

Enter current FMRs and payment standards (PS)

0-BR FMR	974	1-BR FMR	1176	2-BR FMR	1393	3-BR FMR	1889	4-BR FMR	2339
PS	944	PS	1140	PS	1462	PS	1851	PS	2292

FMR Area Name | Oakland-Fremont, C. FMR 2 of 11  

Enter current FMRs and payment standards (PS)

0-BR FMR	974	1-BR FMR	1176	2-BR FMR	1393	3-BR FMR	1889	4-BR FMR	2339
PS	905	PS	1059	PS	1337	PS	1851	PS	2409

FMR Area Name | Oakland-Fremont, C. FMR 3 of 11  

Enter current FMRs and payment standards (PS)

0-BR FMR	974	1-BR FMR	1176	2-BR FMR	1393	3-BR FMR	1889	4-BR FMR	2339
PS	1168	PS	1411	PS	1671	PS	2266	PS	2806



FMR Area Name | Oakland-Fremont, C.

FMR 4 of 11



Enter current FMRs and payment standards (PS)

0-BR FMR	974	1-BR FMR	1176	2-BR FMR	1393	3-BR FMR	1889	4-BR FMR	2339
PS	877	PS	1105	PS	1420	PS	1832	PS	2268
<input type="button" value="Save"/> <input type="button" value="Add"/> <input type="button" value="Delete"/>									

FMR Area Name | Oakland-Fremont, C.

FMR 5 of 11



Enter current FMRs and payment standards (PS)

0-BR FMR	974	1-BR FMR	1176	2-BR FMR	1393	3-BR FMR	1889	4-BR FMR	2339
PS	1032	PS	1117	PS	1448	PS	2021	PS	2432
<input type="button" value="Save"/> <input type="button" value="Add"/> <input type="button" value="Delete"/>									

FMR Area Name | Oakland-Fremont, C.

FMR 6 of 11



Enter current FMRs and payment standards (PS)

0-BR FMR	974	1-BR FMR	1176	2-BR FMR	1393	3-BR FMR	1889	4-BR FMR	2339
PS	925	PS	1059	PS	1323	PS	1851	PS	2198
<input type="button" value="Save"/> <input type="button" value="Add"/> <input type="button" value="Delete"/>									

FMR Area Name | Oakland-Fremont, C.

FMR 7 of 11



Enter current FMRs and payment standards (PS)

0-BR FMR	974	1-BR FMR	1176	2-BR FMR	1393	3-BR FMR	1889	4-BR FMR	2339
PS	933	PS	1199	PS	1462	PS	2040	PS	2502
<input type="button" value="Save"/> <input type="button" value="Add"/> <input type="button" value="Delete"/>									

FMR Area Name | Oakland-Fremont, C.

FMR 8 of 11



Enter current FMRs and payment standards (PS)

0-BR FMR	974	1-BR FMR	1176	2-BR FMR	1393	3-BR FMR	1889	4-BR FMR	2339
PS	877	PS	1059	PS	1406	PS	2022	PS	2526
<input type="button" value="Save"/> <input type="button" value="Add"/> <input type="button" value="Delete"/>									

FMR Area Name | Oakland-Fremont, C.

FMR 9 of 11



Enter current FMRs and payment standards (PS)

0-BR FMR	974	1-BR FMR	1176	2-BR FMR	1393	3-BR FMR	1889	4-BR FMR	2339
PS	877	PS	1059	PS	1351	PS	1832	PS	2362

FMR Area Name | Oakland-Fremont, C.

FMR 10 of 11



Enter current FMRs and payment standards (PS)

0-BR FMR	974	1-BR FMR	1176	2-BR FMR	1393	3-BR FMR	1889	4-BR FMR	2339
PS	915	PS	1105	PS	1420	PS	1983	PS	2385

FMR Area Name | Oakland-Fremont, C

FMR 11 of 11



Enter current FMRs and payment standards (PS)

0-BR FMR	974	1-BR FMR	1176	2-BR FMR	1393	3-BR FMR	1889	4-BR FMR	2339
PS	915	PS	1105	PS	1420	PS	1926	PS	2362

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.

**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.) 128

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

b. Number of FSS families currently enrolled 205

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) 160

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](#)

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List	Summary	<b>Certification</b>	Profile	Comments
Field Office:	<b>9APH SAN FRANCISCO HUB OFFICE</b>			
Housing Agency:	<b>CA067 ALAMEDA COUNTY HSG AUTH</b>			
PHA Fiscal Year End:	<b>6/30/2011</b>			

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

Date 8/15/2011

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 | 3635                   | <p><b>a</b> 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.</p> <p><b>b</b> Total Section 8 families with children assisted by the PHA in its principal operating area at the end of the last PHA FY.</p> <p><b>c</b> 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).</p> <p>Is line c 50% or more? Yes <input checked="" type="radio"/> No <input type="radio"/></p> |
| 2 | 85<br>143<br>872<br>16 | <p><b>a</b> Percent of all Section 8 families with children residing in low poverty census tracts at the end of the last completed PHA FY.</p> <p><b>b</b> Number of Section 8 families with children who moved to low poverty census tracts during the last completed PHA FY.</p> <p><b>c</b> Number of Section 8 families with children who moved during the last completed PHA FY</p> <p><b>d</b> 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).</p> <p>Is line d at least two percentage points higher than line a? Yes <input type="radio"/> No <input checked="" type="radio"/></p>   |
| 3 | 85                     | <p><b>a</b> 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.</p>  |

- 1238      **b** Number of Section 8 families with children who moved to low poverty census tracts during the last two completed PHA FYs.
- 1912      **c** Number of Section 8 families with children who moved during the last two completed PHA FYs.
- 65        **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.

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