



Housing Authority of the  
County of Alameda

22941 Atherton Street, Hayward, CA 94541

Tel. 510.538.8876 TDD 510.727.8551 Fax 510.537.8236 www.haca.net

## HOUSING COMMISSION AGENDA

Regular Meeting: August 14, 2019

Time: 8:00 a.m.

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

*The public is welcome at all Housing Commission meetings. If you wish to speak on a matter NOT on the Agenda, please file a Public Comment card with the Commission Clerk. Upon recognition by the Chairperson during Public Comment, state your name, comments and/or questions. Anyone wishing to address the Commission on an agenda item or on business introduced by the Housing Commission may do so when the Chairperson calls for comments on the agenda item. Please be brief and limit your comments to the specific subject under discussion. NOTE: Only matters within the Housing Commission's jurisdiction may be addressed. To allow the opportunity for all to speak, a time limit of 3 minutes has been set for public speakers wishing to address the Housing Commission. The Chairperson has the discretion to further limit this time if warranted by the number of speakers.*

*The Housing Commission Secretary of the Housing Authority of the County of Alameda has, on Thursday, August 8, 2019, 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.*

### 1. CALL TO ORDER / ROLL CALL

### 2. CLOSED SESSION

#### CONFERENCE WITH LEGAL COUNSEL – POTENTIAL LITIGATION

*Initiation of litigation pursuant to Subdivision (d)(4) of  
Government Code § 54956.9: (One Case)*

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**HOUSING COMMISSION AGENDA**

**Special Meeting: August 14, 2019**

**Time: 8:00 a.m.**

**HACA Board Room, 22941 Atherton Street, Hayward, CA 94541**

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# **ELECTION OF OFFICERS**

**August 14, 2019**

**HOUSING AUTHORITY OF THE COUNTY OF ALAMEDA**

**AGENDA STATEMENT**

Meeting Date: August 14, 2019

Subject: Election of Officers

Exhibits Attached: None

Recommendation: Elect Officers to the Chairperson and Vice Chairperson  
Positions for FY 2019-2020

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**DISCUSSION**

In accordance with the Housing Commission's bylaws, your Commission must elect, by a majority vote, a Chairperson and Vice-Chairperson for a term of one (1) year. At your June meeting, your Commission appointed Commissioners Gerry, Lamnin and Hannon as the Nominating Committee.

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

# **MINUTES**

## **June 19, 2019**



Housing Authority of the  
County of Alameda

HACA AGENDA ITEM NO.: 4.

22941 Atherton Street, Hayward, CA 94541

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**HOUSING COMMISSION MINUTES  
SPECIAL MEETING: JUNE 19, 2019  
HACA BOARD ROOM, 22941 ATHERTON STREET, HAYWARD, CA 94541**

**SUMMARY ACTION MINUTES**

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

**Call to Order**

Chairperson Gerry called the meeting to order at 8:00 a.m.

**Roll Call**

Present: Cmr. Finley, Gacoscas, Gerry, Hannon, Kumagai, Lamnin and Olson.

Excused: Cmr. Ballew, Buckholz, McQuaid, Patz and Shao.

**2. CLOSED SESSION**

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

*Labor Negotiations Pursuant to Government Code 54957.6*

The Housing Commission entered into a closed session at 8:01 a.m. and returned to open session at 8:38 a.m. Chairperson Gerry stated that no reportable actions were taken in the closed session.

**3. APPROVAL OF THE MINUTES OF THE APRIL 11, 2019 HOUSING COMMISSION SPECIAL MEETING**

Recommendation: Approve the minutes of the April 11, 2019 Housing Commission special meeting as presented.

Motion/Second: Hannon/Olson.

Ayes: All.

Motion passed. **APPROVED AS RECOMMENDED.**

**4. PUBLIC COMMENT**

*On matters not on the agenda*

None.

5. **NEW BUSINESS**

5-1. **RESOLUTION NO. 09-19: APPROVING CONTRIBUTION TO ALAMEDA COUNTY EMPLOYEES' RETIREMENT ASSOCIATION FOR FISCAL YEAR 2019-2020**

Christine Gouig, Executive Director, presented the staff report. Ms. Gouig reported that HACA is a participating employer in the Alameda County Employees' Retirement Association (ACERA). She explained that each fiscal year HACA makes a contribution to ACERA to fund a 401(h) account that ACERA has established for the purpose of providing healthcare benefits to retirees on a tax-exempt basis. Ms. Gouig reported that the contribution amount for the July 1, 2019 – June 30, 2020 fiscal year is \$266,553.24 and recommended that the Housing Commission adopt the resolution approving this contribution.

Recommendation: Adopt Resolution No. 09-19 approving contribution of \$266,553.24 to the Alameda County Employees' Retirement Association for the fiscal year beginning July 1, 2019.

Commission Discussion: Cmr. Hannon asked if retirees also contribute to their medical benefits. Cathy Leoncio, Finance Director, described the monthly medical allowance that ACERA provides to the retirees and what retirees may have to contribute towards the cost of these benefits. Cmr. Hannon also asked how the proposed amount compares to the amount from the previous fiscal year and Ms. Leoncio indicated that there is a slight decrease in the amount.

Motion/Second: Gacoscos/Olson.

Ayes: All.

Motion passed. **APPROVED AS RECOMMENDED.**

5-2. **ACTION: ACCEPT THE AUDIT FOR THE FISCAL YEAR ENDING JUNE 30, 2018**

Cathy Leoncio presented the staff report. Ms. Leoncio reported that an audit in the areas of financial operation and internal controls for all of HACA's programs, including those activities carried out by HACA's non-profit instrumentality, Preserving Alameda County Housing, Inc., for the July 1, 2017 – June 30, 2018 fiscal year was completed by Patel & Associates, LLP. She highlighted the key sections of the audit report and reported that no findings were identified by the auditor. Ms. Leoncio expressed appreciation to staff for their work in helping HACA to achieve a clean audit and recommended that the Housing Commission accept the results of the audit.

Recommendation: Accept the results of the audit for the July 1, 2017 – June 30, 2018 fiscal year.

Commission Discussion: Cmr. Gerry commented that staff did a nice job with the audit. Cmr. Olson praised Ms. Leoncio for her work. Cmr. Hannon noted that page 11 of the audit report was particularly interesting as it describes an audit with no findings despite the lack of sufficient funding from HUD to administer the housing programs.

Motion/Second: Hannon/Olson.

Ayes: All.

Motion passed. **APPROVED AS RECOMMENDED.**

**5-3. RESOLUTION NO. 10-19: APPROVING THE OPERATING BUDGETS FOR THE JULY 1, 2019 – JUNE 30, 2020 FISCAL YEAR**

Cathy Leoncio presented the staff report. Ms. Leoncio reported that staff has prepared the operating budget for the July 1, 2019 – June 30, 2020 fiscal year. She described HACA's budget, HUD's funding schedule, explained how this schedule affects the budget preparation process, and reported that a draft of the proposed budget was presented to the members of the Commission's Budget/Audit/Negotiations (BAN) Committee in a meeting held on June 10. Ms. Leoncio summarized the projected revenues, expense, and deficits. She also outlined the factors that were considered in the formulation of the budget projections, particularly HACA's funding shortfall situation.

Ms. Gouig discussed HACA's funding shortfall situation and indicated that HACA will be out of shortfall in the upcoming fiscal year. She described the restrictions that are in place while HACA is in funding shortfall and indicated that these restrictions will ultimately shrink HACA's programs. Ms. Gouig also provided an update on the status of the federal budget.

Commission Discussion: Cmr. Kumagai and Ms. Gouig discussed the number of applicants on HACA's wait list. Cmr. Hannon asked if payments to the landlords were delayed as result of the funding shortfall and Ms. Gouig stated that they were not. She described a tool that staff is using to manage shortfall funding that HUD has provided to housing authorities. Cmr. Hannon and Ms. Leoncio discussed providing historical data on the Section 8 Admin Fee for future presentations and he praised Ms. Leoncio for her work in preparing the operating budget. Cmr. Hannon, Cmr. Olson, and Ms. Leoncio discussed HACA's reserves and strategies for funding the projected deficits. Ms. Gouig described how HACA was able to accumulate funds in the Admin Fee reserves and described some of the major expenses over the years that have been covered by them. She indicated that HACA will not be able to replenish the Admin Fee reserves once they are spent and Ms. Leoncio explained that changes in the regulations over the years prevent the accumulation of funds. Ms. Gouig and Cmr. Lamnin talked about some of the strategies that staff is exploring to establish reserve priorities. Cmr. Gerry and Ms. Gouig discussed the number of units owned by PACH, Inc. Ms. Gouig described the HUD programs that allowed HACA to remove these units from the Public Housing program.



Motion/Second: Olson/Gacoscas

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

**5-4. ACTION: APPROVE THE 2019 HACA SCHOLARSHIP AWARDS**

Daniel Taylor, Special Programs Manager, presented the staff report. Mr. Taylor reported that 14 scholarship applications were received and reviewed by the 2019 HACA Scholarship Committee and that the Committee is recommending the award of 11 HACA scholarships. He thanked Cmr. Buckholz, Gacoscas, Kumagai, McQuaid and Patz for their participation on the Scholarship Committee. Mr. Taylor also reported that the Scholarship Committee awarded the 2019 Donald C. Biddle Memorial Scholarship to scholarship applicant Jacqueline Rodriguez and described the work that she has been doing to serve at-risk youth. Mr. Taylor recommended that the Commission approve the 2019 HACA Scholarship awards as recommended by the Scholarship Committee.

Recommendation: Approve the 2019 HACA Scholarship awards and the 2019 Donald C. Biddle Memorial Scholarship.

Commission Discussion: Cmr. Hannon and Mr. Taylor discussed how many of the 2019 HACA Scholarship applicants received scholarships in previous years. Cmr. Gacoscas commented on the applicants who really stood out for her and praised them for their accomplishments despite having to face many difficult challenges in their lives. Cmr. Kumagai expressed that he enjoyed being a part of the process and commented that he was very impressed with the applicant who was selected for the Donald C. Biddle Memorial Scholarship award. He asked if it was possible to share her story with the Dublin City Council and Mr. Taylor indicated that he would ask for the applicant's permission to do so. Cmr. Kumagai and Mr. Taylor discussed the amount that is budgeted for the scholarship program each fiscal year. Ms. Gouig indicated that staff would look into the feasibility of increasing the amount in the future.

Motion/Second: Lamnin/Olson.

Ayes: All.

Motion passed. **APPROVED AS RECOMMENDED.**

**5-5. ACTION: APPOINT A NOMINATING COMMITTEE FOR HOUSING COMMISSION OFFICERS**

Christine Gouig presented the staff report. Ms. Gouig described the role of the Nominating Committee and recommended that the Commission appoint members to a Nominating Committee to nominate candidates for the Housing Commission's FY2019-2020 Chairperson and Vice Chairperson positions.

After a brief discussion, Cmr. Gerry, Cmr. Hannon and Cmr. Lamnin volunteered to serve on the Nominating Committee.

Recommendation: Approve the appointment of Commissioners Mark Gerry, Michael Hannon and Sara Lamnin to the Nominating Committee.

Commission Discussion: Cmr. Hannon requested that staff send him the email addresses for all the Housing Commissioners.

Motion/Second: Hannon/Olson.

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

**5-6. ACTION: AUTHORIZE HACA TO ENDORSE THE EVERYONE HOME PLAN TO END HOMELESSNESS: 2018 STRATEGIC UPDATE**

Christine Gouig presented the staff report. Ms. Gouig reported that the organization EveryOne Home was created in 2007 to create and facilitate the implementation of Alameda County's countywide homeless plan. She stated that a strategic update to the EveryOne Home plan, describing various strategies and actions to reduce homelessness, was prepared last year and that EveryOne Home is reaching out to the county, the cities, housing agencies and non-profit organizations in hopes of securing 300 endorsements to the plan update. Ms. Gouig indicated that a copy of the 2018 Everyone Home strategic update was included in the Commission's meeting agenda packet. She stated that she and Cmr. McQuaid are members of the EveryOne Home leadership board and as board members have endorsed the EveryOne Home plan but have not endorsed this plan on behalf of HACA. Ms. Gouig recommended that the Commission authorize HACA to endorse the EveryOne Home plan strategic update.

Recommendation: Authorize HACA to endorse the EveryOne Home Plan to End Homelessness: 2018 Strategic Update

Commission Discussion: Cmr. Lamnin commented that she will support the motion to endorse the EveryOne Home plan strategic update but recommended that EveryOne Home and the county, cities, and agencies in the region work together to look closely at the current strategies and programs for the homeless to see what can be done differently to create more success in housing the homeless. Cmr. Olson indicated that he also supports the motion but commented that the issue of drug addiction within the homeless population needs to be addressed. Cmr. Finley agreed with Cmr. Olson and commented that she also supports the motion but hopes that supportive services are going to be provided to help ensure success. Ms. Gouig and Cmr. Lamnin discussed the county's Coordinated Entry System. Cmr. Gerry commented on the need for more housing.

Motion/Second: Hannon/Gacoscos.

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

**5-7. INFORMATION: BUDGET STATUS REPORT**

Report received with no questions or comments from the Commission.

**5-8. INFORMATION: PROGRAM ACTIVITY REPORT**

Report received. Daniel Taylor invited the Housing Commissioners to the Family Self-Sufficiency (FSS) Health and Resource Fair scheduled for Saturday, July 20.

Commission Discussion: Cmr. Gerry commented that this is a great event and encouraged the Commissioners to attend.

**6. COMMITTEE REPORTS**

None.

**7. COMMISSIONER REPORTS**

None.

**8. COMMUNICATIONS**

Christine Gouig reported that she recently attended a participant briefing for the Mainstream Program which is a program targeted for non-elderly individuals who are or have a family member who is disabled, and who is homeless, at-risk of being homeless, or who may be transitioning out of an institution and in need of housing. She stated that it was very rewarding to hear feedback from some of these individuals on the tremendous impact that stable housing will have on their lives.

Ms. Gouig announced that the July Housing Commission meeting will be cancelled.

**9. ADJOURNMENT**

There being no further business to discuss Chairperson Gerry adjourned the meeting at 9:48 a.m.

Respectfully Submitted,

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Melissa Taesali  
Executive Assistant

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Christine Gouig  
Executive Director/Housing Commission Secretary

**Approved:**

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Housing Commission Chairperson

# **NEW BUSINESS**

**August 14, 2019**

**HOUSING AUTHORITY OF THE COUNTY OF ALAMEDA**

**AGENDA STATEMENT**

Meeting Date: August 14, 2019

Subject: Recognition of Employees' Years of Service

Exhibits Attached: None

Recommendation: Receive presentation and acknowledge employees

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**BACKGROUND**

The Housing Authority's service awards program includes a presentation to the Housing Commission of staff who have achieved 20 years or more of service (in five year increments). Jamshid Galehzan, a 25-year Housing Authority employee who recently retired, and Sandra Guy, a 20-year Housing Authority employee, will be recognized by your Commission at your August meeting.

Details of their employment will be presented to your Commission at the meeting. We are very proud of these employees' accomplishments, work and tenure at the Housing Authority.

**HOUSING AUTHORITY OF ALAMEDA COUNTY**

**AGENDA STATEMENT**

Meeting Date: August 14, 2019

Subject: Recognize Jessica Taylor as HACA's Shining Star for July-December 2019

Exhibits Attached: None

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**BACKGROUND**

In 2006 the Housing Authority created a Communications Committee composed of staff from all departments. The Committee created an "Employee of the Quarter" recognition program to acknowledge exceptional individual contributions of HACA employees. At the end of 2011 the Committee decided to revamp the program to allow more time for chosen employees to enjoy their recognition. The Committee re-named the award "HACA's Shining Star" and extended the recognition period to six months, so there will be two Shining Stars per year.

**DISCUSSION**

The Housing Authority is privileged to have on its staff Jessica Taylor, a Housing Specialist in the Programs Department. Jessica's selection was announced at the HACA Service Awards held on May 22, 2019. The comments below were submitted by those who nominated Jessica and describe her outstanding work in the following categories: Problem Solving, Team Effort & Flexibility in Working with Others, Customer Service, and Acknowledgement from the Public, Co-Workers and Clients:

*"Jessica deals with some sticky situations, sometimes juggling between the demands of both tenants and landlords. Her strength is in her consistency. She remains level-headed in her communication and always leans toward a problem-solving approach when she is listening to a complaint. She consistently engages people with empathy and a positive attitude. Of course, we all have our off-days, but Jessica copes with stress in a constructive way and peers don't catch the overflow of a bad day. Her work style is proactive; she leverages her past experience as an Eligibility Technician and integrates that past knowledge in her current role as a Housing Specialist by fielding eligibility-related questions when they do arise, if she can answer them. She is also generous with sharing her eligibility background knowledge to some of the new people in the department. That's a trademark of a true team player."*

Staff recommends that your Housing Commission recognize Jessica Taylor as "HACA's Shining Star" for July-December 2019.

**HOUSING AUTHORITY OF THE COUNTY OF ALAMEDA**

**AGENDA STATEMENT**

Meeting Date: August 14, 2019

Subject: Presentation of the 2019 HACA Scholarship Winners

Exhibits Attached: 2019 HACA Scholarship Winners

Recommendation: Receive Presentation and Acknowledge Winners

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**DISCUSSION**

The Housing Authority's Scholarship Program includes a presentation to the Housing Commission of the applicants who were selected by the Scholarship Committee to receive a scholarship award.

The Committee recommended \$14,250 in scholarships for 12 applicants this year. This includes a special award of \$2,500 for the applicant that the Committee selected to receive the Donald C. Biddle Memorial Scholarship that was established in March 2018 to honor the memory of the late Dublin Commissioner Don Biddle. Your Commission approved the Committee's recommendations at your June meeting.

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

## HOUSING AUTHORITY OF THE COUNTY OF ALAMEDA

## 2019 HACA Scholarship Award Winners by City

CITY	# OF WINNERS	CITY	# OF WINNERS
Dublin	1	San Leandro	2
Emeryville	1	Union City	5
Hayward	3		

## 2019 HACA Scholarship Award Details

**DUBLIN**

NAME	SCHOOL/PROGRAM	DEGREE/FIELD OF STUDY/CERTIFICATION	AWARD
Jazmin Batts-Brooks	Vocational Program Las Positas	Transition Program <i>Dublin Unified School District Vocational Program</i>	\$750

**EMERYVILLE**

NAME	SCHOOL/PROGRAM	DEGREE/FIELD OF STUDY/CERTIFICATION	AWARD
Brandy Hubbard	University of Phoenix	Science Management	\$750

**HAYWARD**

NAME	SCHOOL/PROGRAM	DEGREE/FIELD OF STUDY/CERTIFICATION	AWARD
Kiana Richardson	Howard University	Communications	\$1750
La'Vonte Smith	San Jose State	Business/Humanities	\$1250

**SAN LEANDRO**

NAME	SCHOOL/PROGRAM	DEGREE/FIELD OF STUDY/CERTIFICATION	AWARD
Makahla Knight	Cal State East Bay	Nursing/Biology	\$1250
Jamila Williams	Merritt College	Nursing	\$750

**UNION CITY**

NAME	SCHOOL/PROGRAM	DEGREE/FIELD OF STUDY/CERTIFICATION	AWARD
Jasleen Abaya	Ohlone College	Nursing	\$750
John Paul Abaya	UC San Diego	Environmental Policy	\$1750
Hosai Aria-Faizi	Cal State East Bay	Human Development	\$1250
Nkechi Uzoew	Rising Sun Opportunity	Construction Inspector Apprenticeship	\$750
Jasmine Vilchis	Ohlone College	Respiratory Therapy	\$750

## 2019 Donald C. Biddle Memorial Scholarship Award - \$2500

**HAYWARD**

NAME	SCHOOL/PROGRAM	DEGREE/FIELD OF STUDY/CERTIFICATION	AWARD
Jacqueline Rodriguez	College of San Mateo	English/Criminal Law	\$2500



**HOUSING AUTHORITY OF THE COUNTY OF ALAMEDA**

**AGENDA STATEMENT**

Meeting: August 14, 2019

Subject: Section Eight Management Assessment Program (SEMAP)

Exhibits Attached: SEMAP Certification and Resolution 11-19

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, 2019 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, 2018 through June 30, 2019, and data from HUD's national database of tenant information. HACA's overall rating is "high" with 93% (135 points). We lost a few points as described below:

### Indicator #2, Reasonable Rent: HACA Score – 15 out of 20 points

This indicator is scored 0-15-20 points. It measures whether HACA followed its written method to determine and document for each unit leased that the rent to the owner is reasonable based on current rents for comparable unassisted units. We achieved 96.4% compliance but needed 98% to receive the full 20 points. We anticipate we will meet the 98% compliance rate in the coming year.

### Indicator #3, Determination of Adjusted Income: HACA Score – 15 out of 20 points

This indicator is scored 0-15-20 points. It measures whether HACA verified and correctly determined adjusted income for each assisted family and, where applicable, used the appropriate utility allowances for the unit leased in determining the gross rent. We achieved 89.3% compliance but needed 90% to receive the full 20 points. We anticipate we will meet the 98% compliance rate in the coming year.

### Bonus Indicator, Deconcentration: HACA Score – 0 out of 5 points

Our housing software does not allow staff to pull data to determine whether we qualify for the bonus. We expect that we would, however, as prior to obtaining our new software we qualified for it every year. We have reported the problem to Tenmast, our housing software provider, but anticipate this won't be fixed until after Tenmast transitions to MRI, its new platform.

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

SEMAP Certification Review 2016 to 2019						
Indicator	Indicator Description	Maximum Number of Possible Points	2016 Final Earned Points	2017 Final Earned Points	2018 Final Earned Points	2019 Certification
1	Wait List	15	15	15	15	15
2	Reasonable Rent	20	15	20	20	15
3	Determination of Adjusted Income	20	20	20	20	15
4	Utility Allowance Schedule	5	5	5	5	5
5	HQS Quality Control Inspections	5	5	5	5	5
6	HQS Enforcement	10	10	10	10	10
7	Expanding Housing Opportunities	5	5	5	5	5
8	Payment Standards	5	5	5	5	5
9	Annual Reexaminations	10	10	10	0	10
10	Correct Tenant Rent Calculations	5	5	5	5	5
11	Pre-Contract HQS Inspections	5	5	5	5	5
12	Annual HQS Inspections	10	10	10	10	10
13	Lease-Up	20	20	20	20	20
14	FSS Enrollment & Escrow Accounts	10	10	10	10	10
<b>Earned Points</b>			140	145	135	135
<b>Deconcentration Bonus – Extra 5 Points</b>		5	5	5	0	0
<b>Total Earned Points</b>		145	145	150	135	135
<b>Maximum Number of Points Possible</b>		145	145	145	145	145
<b>FINAL SCORE as a Percentage</b>		100%	100%	100%	93%	93%
<b>SEMAP RATING</b>			High	High	High	High

**HOUSING AUTHORITY OF THE COUNTY OF ALAMEDA**

**RESOLUTION NO. 11-19**

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

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

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

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

**WHEREAS**, the Housing Authority of the County of Alameda has completed its SEMAP analysis for the July 1, 2018 – June 30, 2019 fiscal year and is prepared to submit its certification to HUD;

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

**PASSED, APPROVED AND ADOPTED** by the Housing Commission of the Housing Authority of the County of Alameda on this 14th day of August 2019 by the following vote:

**AYES:**

**NOES:**

**ABSTAIN:**

**EXCUSED:**

**ABSENT:**

**Attest:**

\_\_\_\_\_  
Housing Commission Chairperson

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

**Adopted:** August 14, 2019

Assessment Profile	Reports	Submission			
List	Summary	Certification	Profile	Comments	
Field Office:	9APH SAN FRANCISCO HUB OFFICE				
Housing Agency:	CA067 Alameda County				
PHA Fiscal Year End:	6/30/2019				

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):



## SEMAP Certification

- 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

## SEMAP Certification

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

## 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

FMR 1 of 1

Enter current FMRs and payment standards (PS)

0-BR FMR	<input type="text" value="1409"/>	1-BR FMR	<input type="text" value="1706"/>	2-BR FMR	<input type="text" value="2126"/>	3-BR FMR	<input type="text" value="2925"/>	4-BR FMR	<input type="text" value="3587"/>
PS	<input type="text" value="1521"/>	PS	<input type="text" value="1826"/>	PS	<input type="text" value="2303"/>	PS	<input type="text" value="3198"/>	PS	<input type="text" value="3579"/>

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="1409"/>	1-BR FMR	<input type="text" value="1706"/>	2-BR FMR	<input type="text" value="2126"/>	3-BR FMR	<input type="text" value="2925"/>	4-BR FMR	<input type="text" value="3587"/>
PS	<input type="text" value="1549"/>	PS	<input type="text" value="1876"/>	PS	<input type="text" value="2338"/>	PS	<input type="text" value="3217"/>	PS	<input type="text" value="3714"/>

FMR Area Name

FMR 3 of 3

Enter current FMRs and payment standards (PS)

0-BR FMR	<input type="text" value="1409"/>	1-BR FMR	<input type="text" value="1706"/>	2-BR FMR	<input type="text" value="2126"/>	3-BR FMR	<input type="text" value="2925"/>	4-BR FMR	<input type="text" value="3587"/>
PS	<input type="text" value="1549"/>	PS	<input type="text" value="1861"/>	PS	<input type="text" value="2338"/>	PS	<input type="text" value="3217"/>	PS	<input type="text" value="3646"/>



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

  
**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 Continuing HQS Inspections(24 CFR 982.405(a))**

The PHA inspects each unit under contract as required (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.)

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

b. Number of FSS families currently enrolled

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

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)

713

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



**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

**HOUSING AUTHORITY OF THE COUNTY OF ALAMEDA**

**AGENDA STATEMENT**

Meeting: August 14, 2019

Subject:	Section 8 Administrative Plan Policy Revisions
Exhibits:	Attachment A: Redline Summary of Policy Revisions
Recommendation:	Approve Proposed Policy Revisions
Financial Statement:	None

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**BACKGROUND**

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

From time to time it becomes necessary to amend the Admin Plan in order to incorporate new or changed HUD regulations, new or revised HACA practices or program initiatives, or to make clarifications or corrections. Amendments that change HACA policy are brought to your Housing Commission for approval. Today, revisions to Chapters 4, 17, 18 and the Glossary are being submitted for your approval.

**DISCUSSION and ANALYSIS**

**CHAPTER 4 – APPLICATIONS, WAITING LIST AND TENANT SELECTION**

**4-III.B. SELECTION AND HCV FUNDING SOURCES (pages 4-13 and 4-14)**

HUD is providing targeted funding for its Foster Youth to Independence (FYI) initiative. FYI serves youth between the ages of 18 and 24 who have left foster care or will leave foster care within 90 days at age 16 or older, and who are homeless or at risk of becoming homeless. Recipients of this housing may keep their voucher for 36 months at which time the voucher sunsets. Staff has included language in Chapter 4-III.B. SELECTION AND HCV FUNDING SOURCES, Targeted Funding so that HACA can apply for this funding.

4-III.C. SELECTION METHOD (page 4-20)

In order to respond to instances where a participant or household in a Project-Based Voucher unit is receiving verifiable or documented threats of real and/or imminent criminal violence and is not eligible for protections under the Violence Against Women Act (VAWA), the order of selection for HCV assistance was updated to prioritize VAWA and Non-VAWA Emergency Transfers. Staff has been made aware of such a situation and would like to be able to offer the participant a voucher so she can move. However, there is no provision in our Admin Plan for emergency transfers in PBV units that would permit doing so. The proposed changes shown below to Chapters 17 and 18 and the Glossary are also required to implement this change.

**CHAPTER 17 – PROJECT-BASED VOUCHERS (PBV)**

17-VII.C. MOVES (page 17-40)

Updated priority language for PBV transfers for VAWA/Non-VAWA Emergency Transfers.

**CHAPTER 18 – PROJECT-BASED VOUCHERS (PBV) UNDER THE RENTAL ASSISTANCE DEMONSTRATION (RAD) PROGRAM**

18-VI.E. MOVES (pages 18-34 and 18-35)

Updated priority language for PBV RAD transfers for VAWA/Non-VAWA Emergency Transfers.

**GLOSSARY**

**B. GLOSSARY OF SUBSIDIZED HOUSING TERMS (page GL-16)**

Defined “Non-VAWA Emergency Transfer.”

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Staff recommends that your Commission approve the revisions to the Admin Plan. Once approved, staff guidance will be provided and the revised Plan will be implemented.

**HOUSING AUTHORITY OF ALAMEDA COUNTY**

**AGENDA STATEMENT**

Meeting: August 14, 2019

Subject: Amendment to Contract with Nan McKay & Associates for Annual Recertifications

Exhibits Attached: None

Recommendation: Approve Contract Amendment and Authorize the Executive Director to Execute It

Financial Statement: \$91,000 from Section 8 Budget

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**BACKGROUND**

At your March meeting your Commission approved a contract with Nan McKay & Associates (NMA) for \$209,000 to process 1,900 annual recertifications for participants of the Section 8 program. As allowed by HUD regulations, HACA entered into an Intergovernmental Agreement with the Marin Housing Authority to use its procurement of NMA, thus avoiding the time and expense of conducting our own procurement. HACA executed its one-year contract with NMA on April 5, 2019.

**DISCUSSION AND ANALYSIS**

NMA has done an excellent job and was instrumental in HACA's achieving High Performer status under HUD's SEMAP scoring system. Staff would like to continue using NMA when needed to fill in for staff and to assist in processing recertifications when the workload is excessive. It is proposed that the number of recertifications be increased by approximately 827 for a total of 2,727 annual recertifications and the agreement amount be increased by \$91,000 (\$110 per recertification) to \$300,000.

Staff recommends your Commission authorize the Executive Director to execute an amendment to the current agreement with Nan McKay & Associates, reflecting the changes above. This expense is included in this year's budget.

# **PROGRAM ACTIVITY**

## **REPORT**

**HOUSING AUTHORITY OF THE COUNTY OF ALAMEDA**

**AGENDA STATEMENT**

Meeting: August 14, 2019

Subject: Programs Activity Report

Exhibits Attached: Section 8 Contract and Housing Assistance Payments (HAP) Report; Section 8 Average Contract Rent Report; Landlord Rental Listing Report; FSS Program Monthly Report

Recommendation: Receive Report

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**SECTION 8 HOUSING CHOICE VOUCHERS (HCV)**

- **Lease-Up:** As of August 1, 2019, the Section 8 HCV program had 5,990 units under contract. This number includes HACA vouchers and portability clients for which we are being billed by the receiving housing authority, but excludes portability clients for which we are billing the initial housing authority.
- **HCV Program Utilization:** As of August 1, 2019, the average HAP subsidy was \$1,658 and the average tenant-paid rent portion was \$550 for an average Contract Rent of \$2,208. These amounts include HACA vouchers, but do not include incoming and outgoing portability clients.
  - ❖ As of August 1, 2019, HACA had 138 outgoing billed portability contracts (i.e., HACA voucher holders who are housed in another housing authority's jurisdiction).
  - ❖ As of August 1, 2019, HACA billed other housing authorities for 485 incoming portability contracts.
  - ❖ As of August 1, 2019, 221 of PACH's 230 project-based voucher (PBV) units are leased. These are HACA's former public housing units converted under HUD's Section 18 or Rental Assistance Demonstration programs and transferred to PACH, HACA's instrumentality.

- **Section 8 Contract Reports:** Copies of the Contract Reports are attached. The Section 8 Contract and HAP Report includes HACA certificates, HACA vouchers and portability clients for which we are billing the initial housing authority. The Section 8 Average Contract Rent Report includes HACA vouchers and portability clients for which we are billing the initial housing authority.
- **Landlord Rental Listings:** As of June 3, 2019, there were 43 active properties listed. Information on *new* landlords added to the Section 8 program is currently unavailable and hopefully can be included on the next report.
- **HCV Housing Quality Standards (HQS) Abatements:** During the first quarter of 2019, HACA scheduled 801 annual inspections. Of those, 639 (80%) passed inspection the day they were inspected, 52 (6%) failed inspection, and 110 (14%) were “no shows” that had to be rescheduled. Additionally, HACA abated one HAP contract in Q1 2019 for non-compliance with HQS.

**HOUSING AUTHORITY OF THE COUNTY OF ALAMEDA**  
**Section 8 Contract and HAP Report for the month of July 2019**

	Certificates		Vouchers		JUNE 2019 TOTAL			
City	Number	HAP*	Number	HAP**	Number	HAP	JUNE 2018	JUNE 2017
		based on avg		based on avg				
		\$1,815		\$1,665				
Albany	0	\$0	15	\$24,975	15	\$24,975	18	23
Castro Valley	4	\$7,260	219	\$364,635	223	\$371,895	215	209
Dublin	4	\$7,260	399	\$664,335	403	\$671,595	398	358
Emeryville	6	\$10,890	141	\$234,765	147	\$245,655	153	152
Fremont	19	\$34,485	1,052	\$1,751,580	1,071	\$1,786,065	1,067	1,068
Hayward	46	\$83,490	1,879	\$3,128,535	1,925	\$3,212,025	1,984	2,002
Newark	6	\$10,890	221	\$367,965	227	\$378,855	217	211
Pleasanton	4	\$7,260	212	\$352,980	216	\$360,240	210	180
San Leandro	13	\$23,595	1,285	\$2,139,525	1,298	\$2,163,120	1,355	1,396
San Lorenzo	3	\$5,445	187	\$311,355	190	\$316,800	202	201
Union City	5	\$9,075	699	\$1,163,835	704	\$1,172,910	716	730
<b>TOTALS</b>	<b>110</b>	<b>199,650</b>	<b>6,309</b>	<b>10,504,485</b>	<b>6,419</b>	<b>10,704,135</b>	<b>6,535</b>	<b>6,530</b>

\* Based on an average June Housing Assistance Payment (HAP) of \$1,815 per certificate contract

\*\*Based on an average June Housing Assistance Payment (HAP) of \$1,665 per voucher contract



## HOUSING AUTHORITY OF THE COUNTY OF ALAMEDA

Section 8 Average Contract Rent Report for the Month of July 2019

City	Number of HAP Contracts (HCV Only)	Average Contract Rent	Average HAP Paid by HACA	Average Rent Paid by Family	Average Family-Paid Rent as a Percentage of Average Contract Rent
Albany	15	\$1,711	\$1,252	\$459	27%
Castro Valley	219	\$2,232	\$1,711	\$522	23%
Dublin	399	\$2,044	\$1,590	\$455	22%
Emeryville	141	\$1,766	\$1,231	\$535	30%
Fremont	1,052	\$2,376	\$1,810	\$565	24%
Hayward	1,879	\$2,129	\$1,597	\$531	25%
Newark	221	\$2,542	\$1,855	\$687	27%
Pleasanton	212	\$1,871	\$1,441	\$430	23%
San Leandro	1,285	\$2,169	\$1,630	\$538	25%
San Lorenzo	187	\$2,414	\$1,768	\$646	27%
Union City	699	\$2,404	\$1,797	\$606	25%

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



**To:** Christine Gouig, Executive Director  
**From:** Daniel Taylor, Special Programs Manager  
**Re:** **FSS Program Summary**  
**CC:** Linda Evans, Phyllis Harrison, Mary Sturges, Vannessa Kamerschen  
**Date:** August 2, 2019

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<b>Program Summary</b>	<b>June 2019</b>
Total Clients Under Contract:	200
MDRC:	100
Graduates:	0
Escrow Disbursed:	\$0
Ports In:	0
Ports Out:	0
Terminations:	1
New Contracts:	4

## **FSS PROGRAM NEWS:**

### **Workshop**

On Saturday, June 8, 2019, the FSS team hosted a workshop, presented by Career Coach Carol Bledsoe, entitled Ace the Interview. Six (6) participants attended. The workshop covered:

- How to sell yourself in the first 3 minutes
- Dos and don'ts of interviewing
- How to answer the 17 toughest questions
- Creating your elevator pitch - how to tell your story
- Most important questions to ask the employer

### **2019 Health and Resource Fair**

The FSS team is finalizing the details of our annual Health and Resource Fair. The fair is scheduled for Saturday, July 20, 2019, from 10:30 a.m.-1:00 p.m. at HACA. Community vendors with information tables, mini workshops, poster drawings and a free backpack with school supplies are some of the activities planned for the parents and children.

Case Management Referrals = 10  
Job Referrals = 100



**To:** Christine Gouig, Executive Director  
**From:** Daniel Taylor, Special Programs Manager  
**Re:** **FSS Program Summary**  
**CC:** Linda Evans, Phyllis Harrison, Mary Sturges, Vannessa Kamerschen  
**Date:** August 2, 2019

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<b>Program Summary</b>	<b>July 2019</b>
Total Clients Under Contract:	202
MDRC:	100
Graduates:	0
Escrow Disbursed:	\$0
Ports In:	0
Ports Out:	0
Terminations:	1
New Contracts:	3

### **FSS PROGRAM NEWS:**

#### **2019 Health and Resource Fair**

On Saturday, July 20, 2019, the FSS team held its annual Health & Resource Fair. It was a day of fun, with quality information about available resources in the community. Seventy-three (73) families attended and connected with resources from twenty-eight (28) partners representing the county's social services programs, community health clinics and employers. The kids drew posters for NAHRO's "What Home Means to Me" poster contest and received a free backpack filled with school supplies. There were light refreshments and door prizes for the FSS participants.

The FSS team greatly appreciates the terrific volunteer support it received from HACA staff, FSS participants, students from Arroyo High School in San Lorenzo and Kohl's Department Store employees. We are also very grateful for the \$3,000 grant we received from Anthem Blue Cross. The FSS team would like to thank HACA Commission Chairperson Mark Gerry for participating as a vendor—

donating sports coats and six gift baskets for our participants. We would also like to thank HACA Commissioner Angela Finley for participating as a vendor to provide information about her business, Superior Quality Home Health.



Case Management Referrals = 12  
Job Referrals = 96

# ATTACHMENT A

### PART III: SELECTION FOR HCV ASSISTANCE

#### 4-III.A. OVERVIEW

As vouchers become available, families on the waiting list must be selected for assistance in accordance with the policies described in this part.

The order in which families are selected from the waiting list depends on the selection method chosen by the PHA and is impacted in part by any selection preferences for which the family qualifies. The availability of targeted funding also may affect the order in which families are selected from the waiting list.

The PHA must maintain a clear record of all information required to verify that the family is selected from the waiting list according to the PHA's selection policies [24 CFR 982.204(b) and 982.207(e)].

#### 4-III.B. SELECTION AND HCV FUNDING SOURCES

##### Special Admissions [24 CFR 982.203]

HUD may award funding for specifically-designated families living in specified types of units (e.g., a family that is displaced by demolition or disposition of public housing; a non-purchasing family residing in a HOPE 1 or 2 project). In these cases, the PHA may admit such families whether or not they are on the waiting list, and, if they are on the waiting list, without considering the family's position on the waiting list. These families are considered non-waiting list selections. The PHA must maintain records showing that such families were admitted with special program funding.

##### Targeted Funding [24 CFR 982.204(e)]

HUD may award a PHA funding, and/or designate assistance, for a specified category of families on the waiting list. The PHA must use this funding only to assist the families within the specified category. In order to assist families within a targeted funding category, the PHA may skip families that do not qualify within the targeted funding category.

##### HACA Policy

For any specified category of families for which HUD may award funding to HACA, and/or designate assistance for, HACA will select the applicant for assistance in the following order:

- If set forth by the HUD funding award, in that order;
- If not set forth by the HUD funding award, as specified in this Administrative Plan, or in the order of first come, first served if not specified in this Administrative Plan.

Categories of Families for which HUD Has Designated Assistance or Awarded Funding to HACA, or for which HUD May Award Funding to HACA in Response to an Application From HACA, include, but are not limited to:

- **HUD Office of Policy Development and Research, Impact of Housing and Services Interventions on Homeless Families Study**

For up to a maximum of 10 permanent vouchers that HACA has agreed to dedicate to the study, the waiting list is always open to an otherwise eligible homeless applicant referred to HACA by the research project.

- **Rental Assistance for Non-Elderly Disabled (NED) Families Transitioning from MediCal Funded Facilities**

HACA has executed an MOU dated June 17, 2010, with East Bay Innovations, the applicable Lead Organization (LO). HACA, upon receipt of the LO's list of families or individuals eligible for NED, will compare the names with those of families already on HACA's HCV waiting list. Any family on HACA's HCV waiting list that matches with the LO's list will be assisted in order of their position on the HCV waiting list in accordance with HACA admission policies. Any family certified by the LO as eligible and not on the HCV waiting list will be placed on the HCV waiting list when it is open. If HACA has closed the HCV waiting list, it will reopen the waiting list to accept a NED applicant family who is not currently on the HCV waiting list when the estimated waiting period for housing assistance for applicants on the list is less than 24 months for the most current applicants.

- **Veterans Affairs Supportive Housing (VASH)**

HACA does not maintain a waiting list or apply preferences/priority for this program in accordance with Federal Register Vol. 73, No. 88, May 6, 2008 (Docket No. FR-5213-N-01), as participants are referred for assistance directly from the Veterans Administration.

- **Mainstream Voucher Program**

HACA will utilize its HCV waiting list for this program. If HACA has closed its HCV waiting list, it will reopen the waiting list to accept Mainstream applicant families when the estimated waiting period for housing assistance for applicants on the list is less than 24 months for the most current applicants.

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- **Foster Youth Initiative (FYI)**

HACA does not maintain a waiting list or apply preferences/priority for this program in accordance with Notice PIH 2019-20. HACA will accept referrals of youth certified by the Alameda County Welfare Agency as eligible for assistance as required by PIH notice 2019-20.

## **Regular HCV Funding**

Regular HCV funding may be used to assist any eligible family on the waiting list. Families are selected from the waiting list according to the policies provided in Section 4-III.C.

HACA will select applicants from its waiting list for HCV assistance in the following order:

Prior to assisting applicants on the waiting list, HACA will assist VAWA Emergency Transfers (see Exhibit 16-3), followed by Non-VAWA Emergency Transfers (as set forth in the Glossary).

1. Applicants for Targeted Funding as set forth in Section 4-III.B above
2. Shortfall Terminated families
3. Shortfall Recalled families
4. CHOICES, FACT or MHSA Program Graduates

~~5.~~ Prior to assisting further applicants on the waiting list, HACA will assist the remaining currently housed Project-Based Voucher holders who have priority to receive the next available opportunity for continued tenant-based assistance as outlined in Section 17VII.C.

~~6.~~ Applicants for the Limited Preference for Individuals and/or Families “Moving Up” from Permanent Supportive Housing

~~7.~~ HACA will select remaining applicants on the waiting list.

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Note #1: HACA will limit the number of applicants that may qualify for the Displaced-Other and Homeless preferences such that no more than five applicants from these preferences will be selected in any calendar month.

Note #2: For CHOICES, FACT, or MHSA Program Graduates:

- a. HACA will conduct a lottery of MHSA, CHOICES and FACT Program graduates referred by BHCS and assist applicants in order of ascending lottery “tiebreaker” number (that is, applicants with a lower lottery “tiebreaker” number are selected before applicants with a higher one) except that veterans or servicepersons as set forth in the *Glossary* will be assisted before applicants who are not veterans or servicepersons.
- b. HACA will limit the number of applicants that may qualify for this preference such that no more than 75 applicants of the combined MHSA, CHOICES and FACT graduates from this preference will be selected annually.

Preference points are aggregated to produce the total preference points for each applicant. Applicants with the same total preference points will then be sorted by the method in which they were selected to be placed on the waiting list (i.e., date and time of application or order of random selection).

### **Section 8 Project-Based Voucher Program (PBV)**

HACA selectively applies the following preferences and priorities as set forth in the individual waiting lists listed below:

- In-Place Family (400 points): A PBV In-Place Family living in a PBV contract unit as set forth in Section 17-VI.B.



assistance is not immediately available upon termination of the family's lease in the PBV unit, the PHA must give the family priority to receive the next available opportunity for continued tenant-based assistance.

#### HACA Policy

HACA will serve PBV participants who want to move with continued tenant-based assistance on a first come, first serve basis after serving VAWA-eligible households as required by HACA's Emergency Transfer Plan (Exhibit 16-3), followed by *Non-VAWA Emergency Transfers* (as set forth in the *Glossary*).

Prior to assisting ~~remaining currently housed~~ PBV holders who have priority to receive the next available opportunity for continued tenant-based assistance, ~~see HACA will set aside PBVs committed for new projects coming on line (if applicable) and assist applicants for 1.) Targeted Funding and 2.) Shortfall Terminated families, Shortfall Recalled families, and CHOICES, FACT or MHSA Graduates as described in~~ section 4-III.C.-Local Preferences-Section 8 Housing Choice Voucher Program (HCV) for the order in which assistance will be provided as these forms of tenant-based assistance have previously been committed and are not available.

If the family terminates the assisted lease before the end of the first year, the family relinquishes the opportunity for continued tenant-based assistance.

#### **Emergency Transfers under VAWA [Notice PIH 2017-08]**

Except where special consideration is needed for the project-based voucher program, the PHA will follow VAWA policies as outlined in Chapter 16 Part IX of this administrative plan, including using the Emergency Transfer Plan as the basis for PBV transfers under VAWA (Exhibit 16-4).

HUD requires that the PHA include policies that address when a victim has been living in a unit for less than a year or when a victim seeks to move sooner than a tenant-based voucher is available.

#### HACA Policy

See Chapter 16 Part IX (Exhibit 16-3) of this administrative plan for HACA's policy on transfers for victims that have been living in a unit for less than a year or seek to move sooner than a tenant-based voucher is available.

#### **Non-VAWA Emergency Transfers**

##### HACA Policy

In the event a family or participant submits a request for a *Non-VAWA Emergency Transfer* (as set forth in the *Glossary*) and had been living in a unit for less than a year, HACA will offer the family the following types of continued assistance in the following order, based on the availability of assistance, but not prior to assisting VAWA-eligible households:

- PBV assistance in the same building or project for which they are not required to apply; and
- PBV assistance in another project for which they are required to apply.

**Choice Mobility [Notice PIH 2012-32, REV-2]**

If the family wishes to move with continued tenant-based assistance, the family must contact HACA to request the rental assistance prior to providing notice to terminate the lease. If the family terminates the lease in accordance with lease requirements, HACA is required to offer the family the opportunity for continued tenant-based assistance, in the form of a voucher or other comparable tenant-based rental assistance. If a voucher or other comparable tenant-based assistance is not immediately available, HACA must give the family priority to receive the next available opportunity for continued tenant-based assistance.

If the family terminates the assisted lease before the end of the first year, the family relinquishes the opportunity for continued tenant-based assistance.

HACA Policy:

Prior to providing notice to the owner to terminate the lease, the family may submit a written request to HACA for a choice mobility voucher at any time after completing the 12-month occupancy requirement.

The family will remain eligible to request a choice mobility voucher as long as it continues living at the same covered project. If a family moves from one covered project to another covered project prior to completing their 12-month occupancy requirement, its 12-month clock will reset. The family must wait 12 months from the date of move at the new property before it may request another choice mobility voucher. If a family transfers to a different unit within the same covered project, the 12-month clock does not reset.

HACA will maintain a combined, agency-wide waiting list for all standard PBV and RAD PBV families wishing to exercise mobility after one year of tenancy. This list will be maintained separately from the tenant-based HCV list. Families on the choice mobility waiting list will be given priority over families on the tenant-based waiting list, but only after serving VAWA-eligible households as required by HACA's Emergency Transfer Plan (Exhibit 16-3), followed by Non-VAWA Emergency Transfers (as set forth in the Glossary). The choice mobility waiting list will be organized by date and time of the family's written request to exercise choice mobility. The list will also identify whether families live in standard or RAD PBV units.

Prior to assisting ~~the remaining currently housed~~ PBV holders who have priority to receive the next available opportunity for continued tenant-based assistance, see HACA will set aside PBVs committed for new projects coming on line (if applicable) and assist applicants for 1.) Targeted Funding and 2.) FUP Graduates, CHOICES or FACT Programs Graduates, and MHSA Program Graduates as described in section 4-III.C.- Local Preferences-Section 8 Housing Choice Voucher Program (HCV). ~~for the order in which assistance will be provided as these forms of tenant-based assistance have previously been committed and are not deemed to be available.~~

### Turnover Cap

If as a result of RAD, the total number of PBV units (including RAD PBV units) administered by HACA exceeds 20 percent of the HACA's authorized units under its HCV ACC with HUD, HACA may establish a turnover cap. HACA is not required to provide more than three-quarters of its turnover vouchers in any single year to the residents of covered projects. If HACA chooses to establish a turnover cap and the cap is implemented, HACA must create and maintain a waiting list in the order requests from eligible households were received.

#### HACA Policy

HACA will not establish a choice mobility cap.

### Emergency Transfers under VAWA [Notice PIH 2017-08]

Except where special consideration is needed for the project-based voucher program, the PHA will follow VAWA policies as outlined in Chapter 16 Part IX of this administrative plan, including using the Emergency Transfer Plan as the basis for PBV transfers under VAWA (Exhibit 16-4).

HUD requires that the PHA include policies that address when a victim has been living in a unit for less than a year or when a victim seeks to move sooner than a tenant-based voucher is available.

#### HACA Policy

See Chapter 16 Part IX (Exhibit 16-3) of this administrative plan for HACA's policy on transfers for victims that have been living in a unit for less than a year or seek to move sooner than a tenant-based voucher is available.

### Non-VAWA Emergency Transfers

#### HACA Policy

In the event a family or participant submits a request for a *Non-VAWA Emergency Transfer* (as set forth in the *Glossary*) and has been living in a unit for less than a year, HACA will offer the family the following types of continued assistance in the following order, based on the availability of assistance, but not prior to assisting VAWA-eligible households:

- PBV assistance in the same building or project for which they are not required to apply; and
- PBV assistance in another project for which they are required to apply.

**Mutual housing.** Included in the definition of *cooperative*.

**National.** A person who owes permanent allegiance to the United States, for example, as a result of birth in a United States territory or possession.

**Near-elderly family.** A family whose head, spouse, or sole member is a person who is at least 50 years of age but below the age of 62; or two or more persons, who are at least 50 years of age but below the age of 62, living together; or one or more persons who are at least 50 years of age but below the age of 62 living with one or more live-in aides.

**Net family assets.** (1) Net cash value after deducting reasonable costs that would be incurred in disposing of real property, savings, stocks, bonds, and other forms of capital investment, excluding interests in Indian trust land and excluding equity accounts in HUD homeownership programs. The value of necessary items of personal property such as furniture and automobiles shall be excluded.

- In cases where a trust fund has been established and the trust is not revocable by, or under the control of, any member of the family or household, the value of the trust fund will not be considered an asset so long as the fund continues to be held in trust. Any income distributed from the trust fund shall be counted when determining annual income under §5.609.
- In determining net family assets, PHAs or owners, as applicable, shall include the value of any business or family assets disposed of by an applicant or tenant for less than fair market value (including a disposition in trust, but not in a foreclosure or bankruptcy sale) during the two years preceding the date of application for the program or reexamination, as applicable, in excess of the consideration received therefore. In the case of a disposition as part of a separation or divorce settlement, the disposition will not be considered to be for less than fair market value if the applicant or tenant receives important consideration not measurable in dollar terms.

**Noncitizen.** A person who is neither a citizen nor national of the United States.

**Non-VAWA Emergency Transfer.** A Non-VAWA Emergency Transfer is available to a family or participant who is the victim of factually verifiable or documented threats of real and imminent criminal attack that are specifically directed towards that family or participant. In making such a determination, the Executive Director may consider facts and circumstances attesting to the factual need for a transfer.

**Notice of funding availability (NOFA).** For budget authority that HUD distributes by competitive process, the *Federal Register* document that invites applications for funding. This document explains how to apply for assistance and the criteria for awarding the funding.

**Office of General Counsel (OGC).** The General Counsel of HUD.

**Overcrowded.** A unit that does not meet the following HQS space standards: (1) Provide adequate space and security for the family; and (2) Have at least one bedroom or living/sleeping room for each two persons.

**Owner.** Any person or entity with the legal right to lease or sublease a unit to a participant.

**PHA Plan.** The annual plan and the 5-year plan as adopted by HACA and approved by HUD.