



HOUSING COMMISSION AGENDA
Regular Meeting: January 12, 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 Housing Commission Secretary of the Housing Authority of the County of Alameda has, on Thursday, January 6, 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.*

1.	CALL TO ORDER / ROLL CALL		<u>PAGE</u>
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6.	COMMISSIONER REPORTS		
7.	COMMUNICATIONS		
8.	ADJOURNMENT		

MINUTES

November 10, 2010

December 8, 2010



**HOUSING COMMISSION REGULAR MEETING
NOVEMBER 10, 2010 8:00 A.M.
HACA BOARD ROOM**

SUMMARY ACTION MINUTES

1. CALL TO ORDER/ROLL CALL

Call to Order

Chairperson Steiner called the meeting to order at 8:08 a.m.

Roll Call

Present: Cmr. Atkin, Dutra-Vernaci, Haddock, Iosefa,
Lockhart, Peixoto, Reed, and Steiner

Excused: Cmr. Cashmere, Gerry, Medina,
and Natarajan

Before moving to the next item on the agenda, Chairperson Steiner introduced newly appointed Tenant Commissioner Helen Iosefa. Cmr. Iosefa stated that she was looking forward to serving the community.

2. APPROVAL OF MINUTES OF THE OCTOBER 13, 2010 MEETING

Recommendation: Approve the minutes as presented.

Motion/Second: Lockhart/Reed

Ayes: All Motion passed.

APPROVED AS RECOMMENDED.

3. PUBLIC COMMENT – On matters not on the agenda

None.

4. NEW BUSINESS

At the request of staff, item 4-2 was heard out of agenda order.

4-2. RESOLUTION NO. 16-10: AUTHORIZING SUBMITTAL OF 2010 FAMILY UNIFICATION PROGRAM (FUP) APPLICATION

Recommendation: Adopt Resolution No. 16-10 authorizing the Executive Director to submit a FUP application and to enter into any agreements necessary for the application.

Motion/Second: Reed/Dutra-Vernaci

Commission Discussion: Cmr. Peixoto asked if case management services would be provided to FUP youth. Ms. Gouig replied that case management and counseling are an integral part of the program.

Ayes: All Motion passed.

APPROVED AS RECOMMENDED.

At the request of staff, item 4-1 was heard out of agenda order

4-1. ACTION: SECTION 8 ADMINISTRATIVE PLAN REVISIONS

Recommendation: Receive report and approve proposed policy revisions.

Motion/Second: Atkin/Lockhart

Commission Discussion: Cmr. Lockhart asked what would prevent a program participant from providing HACA with a valid social security number (SSN). Jennifer Cado, Senior Administrative Analyst, provided an example of an obstacle a participant encountered in obtaining an SSN.

Ayes: All Motion passed

APPROVED AS RECOMMENDED.

4-3. RESOLUTION 17-10: APPROVING AMENDMENTS TO THE CONFLICT OF INTEREST CODE

Recommendation: Approve the proposed amendments.

Motion/Second: Haddock/Dutra-Vernaci

Commission Discussion: Chairperson Steiner commended staff for working to maintain the agency's integrity particularly in light of the bad publicity that some housing authorities have received recently.

Ayes: All Motion passed

APPROVED AS RECOMMENDED.

4-4. RESOLUTION 18-10: APPROVING APPOINTMENTS TO THE BOARD OF DIRECTORS OF NORTHERN CALIFORNIA COMMUNITY HOUSING SERVICES, INC.

Recommendation: Adopt Resolution No. 18-10 to appoint Mark Gerry and Ron Dion to the Northern California Community Housing Services, Inc. Board of Directors.

Motion/Second: Atkin/Reed

Ayes: All Motion passed

APPROVED AS RECOMMENDED.

4-5. ACTION: MANAGEMENT CLASS ANNUAL COMPARABILITY ADJUSTMENT

Recommendation: Approve a zero percent annual salary adjustment.

Motion/Second: Dutra-Vernaci/Haddock

Commission Discussion: Cmr. Atkin asked if there were any cases where the salary differential between a management and non-management employee was less than 5%. Ms. Gouig indicated that staff would research the matter and report back to the Commission.

Ayes: All Motion passed

APPROVED AS RECOMMENDED.

4-6. INFORMATION: QUARTERLY FINANCIAL STATEMENT

Report received.

Commission Discussion: Cmr. Dutra-Vernaci asked about trending in terms of forecasting in the budget. Cathy Leoncio, Finance Director, explained trends are not easily identified since funding is not always

known and assumptions do not always occur according to plan.

At the request of Cmr. Lockhart, item 7 was heard out of agenda order.

7. COMMUNICATIONS

Commissioner Lockhart asked about a letter where the Commission was copied. Ms. Gouig stated that the letter was included for the Commission's information only and is not part of the agenda. She explained that staff customarily forwards any Commissioner mail received at HACA in the next outgoing agenda packet.

4-7. INFORMATION: PROGRAM ACTIVITY REPORTS

Report received. Sharon DeCray, HAFS Program Manager, invited Commissioners to the FSS event scheduled for November 18, 2010 to honor the achievements of the FSS program participants.

Commission Discussion: Chairperson Steiner asked if any seniors attended the Section 8 Homeownership orientation. Ms. DeCray indicated that there were some seniors in attendance and that staff has been working with them to ensure that they understand the requirements of this particular program.

5. COMMITTEE REPORTS

None.

6. COMMISSIONER REPORTS

Cmr. Lockhart reported that a senior project in the City of Dublin implemented a smoke-free policy. Cmr. Dutra-Vernaci reported on a no-smoking ordinance recently adopted by the City of Union City. Chairperson Steiner reported on the Pleasanton City Council election. Cmr. Reed provided an update on the mayoral race in the City of San Leandro.

Chairperson Steiner returned to item 7 and called for additional reports under Communications.

7. COMMUNICATIONS

Ms. Gouig reported on the Regional NAHRO conference in Henderson, Nevada. She announced that she was nominated as the Regional NAHRO Vice President. Chairperson Steiner commented that this nomination was an honor for the Housing Authority.

8. ADJOURNMENT

There being no further business, Chairperson Steiner adjourned the meeting at 9:02 a.m.

Respectfully submitted,

Melissa Taesali
Executive Assistant

Christine Gouig
Executive Director/Secretary

Approved:

Christine Steiner
Commission Chairperson



**HOUSING COMMISSION REGULAR MEETING
DECEMBER 8, 2010 8:00 A.M.
HACA BOARD ROOM
SUMMARY ACTION MINUTES**

1. CALL TO ORDER/ROLL CALL

Call to Order

Vice Chairperson Dutra-Vernaci called the meeting to order at 8:04 a.m.

Roll Call

Present: Cmr. Atkin, Dutra-Vernaci, Gerry, Haddock,
Iosefa, Lockhart, Peixoto, and Reed

Excused: Cmr. Cashmere, Medina, and
Natarajan

Entered after Roll Call: Cmr. Steiner

2. PUBLIC COMMENT – On matters not on the agenda. None.

3. NEW BUSINESS

**3-1. RESOLUTION NO. 19-10: APPROVING CONSOLIDATION ACTIVITIES WITH DUBLIN HOUSING AUTHORITY,
ASSUMPTION OF PROPERTY AND ASSET TRANSFER**

Christine Gouig, Executive Director, presented the staff report. She indicated that HUD had requested some last minute minor changes to the resolution after the mailing of the agenda packets. Ms. Gouig read the changes aloud.

Recommendation: Adopt Resolution No. 19-10

Motion/Second: Lockhart/Dutra-Vernaci

Commission Discussion: Cmr. Atkin asked if the Arroyo Vista project was considered a transit oriented project. Cmr. Lockhart stated that it was not but that it is in an ideal location, near BART, grocery stores, and other amenities. Cmr. Lockhart took this opportunity to thank the Commission for agreeing to meet on this matter that is very important to the City of Dublin. She also announced that she would not be continuing on the Commission after her term expires in February.

Ayes: All Motion passed.

APPROVED AS RECOMMENDED.

4. ADJOURNMENT

There being no further business, Chairperson Steiner adjourned the meeting at 8:25 a.m.

Respectfully submitted,

Melissa Taesali
Executive Assistant

Christine Gouig
Executive Director/Secretary

Approved:

Christine Steiner
Commission Chairperson

NEW BUSINESS

January 12, 2011

HOUSING AUTHORITY OF THE COUNTY OF ALAMEDA

AGENDA STATEMENT

Meeting: January 12, 2011

Subject: Employee of the Quarter

Exhibits Attached: None

Recommendation: Recognize Cathy Leoncio as the Employee of the Quarter

Financial Statement: None

BACKGROUND

In 2006 the Housing Authority created a Communications Committee composed of staff from all departments. One of the first goals of the committee was to acknowledge exceptional individual contributions of HACA employees. To accomplish this, the Committee created an "Employee of the Quarter" program.

DISCUSSION AND ANALYSIS

The Committee has selected Cathy Leoncio as the Employee of the Quarter for the quarter January through March 2011. Cathy's selection was announced at an All-staff meeting held on December 17, 2010.

Cathy has been with the Housing Authority for 21 years. She first started in October 1989 as a Supervisor Accountant and is now the Housing Authority's Finance Director. Those who nominated her recognized her as a leader, teacher, and team player whose door is always open to HACA staff. She was praised for her expertise in managing the Housing Authority's budget, her extensive knowledge of the Housing Authority's software systems such as ECM and Merced, and her outstanding accounting abilities.

As the Employee of the Quarter, Cathy has the use of a designated parking space for the quarter, one day off, a free car wash, news coverage on HACA's intranet, and her name and picture posted on the awardees' plaque that is displayed in the Housing Authority's lobby.

HOUSING AUTHORITY OF THE COUNTY OF ALAMEDA

AGENDA STATEMENT

Meeting: January 12, 2011

Subject: Emphasys Housing Software Cost Update

Exhibits Attached: None

Recommendation: Authorize Additional Contingency

Financial Statement: \$35,000 from Local Funds

BACKGROUND

At your March 2009 meeting, you awarded a contract to Emphasys Software at an estimated cost of \$338,405 for housing software and related services. The cost was estimated because staff was uncertain about some of the customizations that might be required, particularly integrating the software with our Electronic Content Management (ECM) technology, and additional training that might be needed.

In January 2010 a \$17,000 contingency was authorized. Staff is using most of this contingency to configure the software to communicate with our ECM system as part of the administration of our Section 8 Housing Choice Voucher program. The configuration entailed changes to the coordination with our staffing pattern and work processes. In addition, this contingency was to pay for two additional weeks of onsite training and management of the Housing Choice Voucher conversion process.

DISCUSSION AND ANALYSIS

At the time the contract was awarded, the ECM process had not yet been fully integrated into HACA's daily work. Now that it has been, staff wants to take advantage of these enhancements and incorporate them to work with our new housing software. Staff currently uses ECM technology in conjunction with its older Merced housing software. The use of the ECM technology with Emphasys will add to the efficiencies already gained. Staff has been told that HACA is the first housing authority in the country to take full advantage of ECM workflow integrated with housing software.

A few months ago staff presented to your Commission an article written by Hyland OnBase, our ECM vendor, describing the technological advancements HACA is currently using. A white paper is currently being written for the Association of Information and Image Management regarding the success that HACA has enjoyed using the ECM technology.

Staff has also applied for a NAHRO Award of Merit and will be making a presentation of the technologies at the upcoming Spring PSWRC NAHRO conference in San Francisco.

As there are two remaining modules to convert (Public Housing and Accounting/Finance), staff is requesting a \$35,000 increase to the contingency line item. This increase will allow for the possibility of more customization and training with the other modules, should it be required. Staff has planned for the conversion of the Public Housing and Accounting/Finance modules this spring.

HOUSING AUTHORITY OF THE COUNTY OF ALAMEDA

AGENDA STATEMENT

Meeting: January 12, 2011

Subject: Whom Do We House and How Do We House Them?
Exhibits Attached: PowerPoint Presentation
Recommendation: Receive Report
Financial Statement: None

BACKGROUND

HACA's Annual PHA Plan is due to HUD in mid-April. In preparation, staff has prepared a presentation to:

- ❖ Familiarize you with the Section 8 participants in each city within HACA's jurisdiction.
- ❖ Provide you with a general overview of the Section 8 Housing Choice Voucher program (HCVP) as it relates to the relationships and responsibilities of landlords, tenants and HACA.

Some of you will recall that we presented this type of information at your November and December 2007 meetings. Today's presentation is an update of that information and reflects program data as of November 2010.

DISCUSSION and ANALYSIS

Whom Do We House? This first part describes some of the characteristics of our client base including their family type and income sources. You will also learn how many of HACA's vouchers are utilized in the city you represent, as well as what percentage of your city's households are voucher holders.

How Do We House Them? This second part will give you an overview of the relationships, roles and responsibilities of tenants, landlords and HACA. The relationship between the landlord and the tenant is generally the same whether the tenancy is an open-market tenancy or a Section 8 tenancy. Two additional relationships are formed once Section 8 becomes involved in the tenancy:

- ❖ HACA and the tenant (Voucher)
- ❖ HACA and the landlord (HAP Contract)

and these will be described.

HOUSING AUTHORITY OF THE COUNTY OF ALAMEDA

AGENDA STATEMENT

Meeting: January 12, 2011

Subject: Quarterly Investment Portfolio Report

Exhibits Attached: Investment Portfolio Report for Quarter ended December 31, 2010

Recommendation: Receive Report

Financial Statement: \$16,031,301 Invested at an Average Monthly Yield ranging from 0.17% to 0.50% (excluding FSS Escrow Participant Accounts)

BACKGROUND

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

DISCUSSION AND ANALYSIS

The investment portfolio report that is attached reflects the investments at December 31, 2010 for each program that HACA administers.

The Housing Choice Voucher program has a total investment of \$5,000,000 which is 31% of the total investment portfolio.

The Housing Development Fund has a total investment of \$8,771,301 which is 55% of the total investment portfolio. Approximately 53% of its portfolio is in the State of California Local Agency Investment Fund (LAIF).

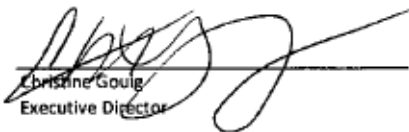
The Public Housing program, Ocean Avenue and Park Terrace investments are 4%, 6% and 6% of the total investment respectively.

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

**HOUSING AUTHORITY OF ALAMEDA COUNTY
INVESTMENT PORTFOLIO
FOR THE MONTH ENDED DECEMBER 31, 2010**

PROGRAM NAME	TYPE OF ACCOUNT	AMOUNT	INTEREST RATE	MATURITY DATE
Housing Choice Voucher	UNION BANK CERTIFICATE OF DEPOSITS	\$ 4,500,000.00	0.270%	4/19/11
	UNION BANK CERTIFICATE OF DEPOSITS	\$ 500,000.00	0.170%	1/18/11
Ocean Avenue	UNION BANK CERTIFICATE OF DEPOSITS	\$ 670,000.00	0.300%	1/18/11
Park Terrace	UNION BANK CERTIFICATE OF DEPOSITS	\$ 890,000.00	0.300%	1/18/11
Housing Dev Fund	ABBEEY NATL N AMERICA LLC COMM PAPER	\$ 3,990,000.00	0.50125% equivalent yield	4/19/11
	UNION BANK CERTIFICATE OF DEPOSITS	\$ 150,000.00	0.170%	1/18/11
	State of CA - Local Agency Investment Fund	\$ 4,631,300.99	0.454% Avg yield as of 11/10	
Public Housing	UNION BANK CERTIFICATE OF DEPOSITS	\$ 600,000.00	0.270%	4/19/11
	UNION BANK CERTIFICATE OF DEPOSITS	\$ 100,000.00	0.170%	1/18/11
TOTAL		\$ 16,031,300.99		

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



 Christine Gouge
 Executive Director

_____ Date

BUDGET STATUS

REPORTS

**Housing Authority of Alameda County
HOUSING CHOICE VOUCHER
Budget Status Report FYE 2010-2011
November 2010**

FY 2011 OPERATING BUDGET	Budgeted @ 11/30/2010	Actual @ 11/30/2010	OVER (UNDER)	PROJECTED TO 6/30/11	SCH. NO.	2010 BUDGET	2011 BUDGET	DIFFERENCE
INCOME								
Investment Income	1,500	1,720	220	4,128	A1	34,000	3,600	(30,400)
Misc. Income	149,250	137,335	(11,915)	329,604	A1	348,000	358,200	10,200
(Fees)	3,358,713	3,194,335	(164,379)	7,666,404	A	7,508,129	8,060,912	552,783
TOTAL INCOME	3,509,463	3,333,390	(176,073)	8,000,136		7,890,129	8,422,712	532,583
EXPENSES								
Administration								
Salaries	1,978,828	1,837,567	(141,261)	4,589,963	B-1& 2	4,400,371	4,749,188	348,817
Other Admin.	457,999	438,882	(19,117)	1,053,317	C-1&2	1,105,936	1,099,199	(6,737)
Total	2,436,828	2,276,449	(160,378)	5,643,280		5,506,306	5,848,386	342,079
General								
Insurance	81,061	65,142	(15,919)	156,342	E	170,807	194,547	23,740
Employee Benefits	989,414	862,804	(126,610)	2,131,099		2,200,185	2,374,594	174,409
Miscellaneous	0	0	0	0		0	0	0
Total	1,070,475	927,947	(142,528)	2,287,440		2,370,992	2,569,141	198,149
Total Routine Expenses	3,507,303	3,204,396	(302,907)	7,930,720		7,877,298	8,417,527	540,229
Capital Expenditures	0	0	0	0	D2	0	0	0
TOTAL EXPENSES	3,507,303	3,204,396	(302,907)	7,930,720		7,877,298	8,417,527	540,229
NET INCOME (DEFICIT)	2,161	128,994	126,833	69,416		12,831	5,185	(7,646)

Projected Unrestricted Net Assets @ 6/30/10
Budgeted Income/(Deficit) @ 6/30/11
Budgeted Unrestricted Net Assets-AF @ 6/30/11

\$ 2,918,420
5,185
\$ 2,923,606

**Housing Authority of Alameda County
PUBLIC HOUSING
Budget Status Report FYE 2010-2011
November 2010**

FY 2011 OPERATING BUDGET	YTD BUDGET 11/30/2010	YTD ACTUALS 11/30/10	OVER/ (UNDER) BUDGET	Projected to 6/30/11	SCH. NO.	2010 BUDGET	2011 BUDGET	Difference
INCOME								
Dwelling Rentals	429,275	422,692	(6,583)	1,014,461		1,111,920	1,030,260	(81,660)
Investment Income	375	601	226	1,442	A	9,375	900	(8,475)
Misc. Income	66,148	37,675	(28,473)	90,421		171,663	158,756	(12,907)
Operating Subsidy (HUD form 52723)	165,924	168,531	2,606	404,474	**	410,989	398,218	(12,771)
Capital Grant (salaries/benefits)	48,162	0	(48,162)	22,009		151,272	115,589	(35,683)
TOTAL INCOME	709,884	629,499	(80,387)	1,532,806		1,855,218	1,703,723	(151,496)
EXPENSES								
Administration								
Salaries	130,222	124,002	(6,220)	297,606	B-1& 2	384,945	312,533	(72,412)
Other Admin.	27,043	22,681	(4,361)	54,435	C-1	59,446	64,902	5,456
Total	157,265	146,683	(10,581)	352,040		444,391	377,435	(66,956)
Tenant Services								
Resident Managers	2,292	1,125	(1,167)	2,700		5,500	5,500	0
Recreation	3,125	0	(3,125)	7,500		7,500	7,500	0
Total	5,417	1,125	(4,292)	10,200		13,000	13,000	0
Utilities								
Water	30,833	30,153	(680)	72,366		90,045	74,000	(16,045)
Electricity	7,917	9,708	1,791	23,298		19,860	19,000	(860)
Gas	1,083	836	(246)	2,007		5,693	2,600	(3,093)
Sewage	19,833	20,688	854	49,650		45,000	47,600	2,600
Total	59,666	61,384	1,720	147,322		160,598	143,199	(17,399)
Maintenance								
Salaries	78,810	54,364	(24,446)	130,473	B-2	122,424	189,144	66,720
Materials	33,583	13,537	(20,047)	32,488	D	125,461	80,600	(44,861)
Capital Fund Grants	(48,162)	(48,162)	0	(44,017)		(106,385)	(115,589)	(9,204)
Contract Costs	244,230	224,444	(19,785)	538,666	D	765,562	586,151	(179,411)
Total	308,461	244,183	(64,278)	657,610		907,062	740,306	(166,756)
General								
Insurance	36,583	32,514	(4,068)	78,033	E	64,891	87,800	22,909
Tax-In Lieu Of	36,961	36,961	(0)	88,706		95,132	88,706	(6,426)
Employee Benefits	104,516	80,154	(24,362)	192,370		253,685	250,839	(2,846)
Collection Loss	417	0	(417)	1,000		1,000	1,000	0
Miscellaneous	417	0	(417)	1,000		1,000	1,000	0
Total	178,893	149,629	(29,264)	361,109		415,708	429,344	13,636
Total Routine Expenses	709,702	603,004	(106,696)	1,528,281		1,940,759	1,703,285	(237,474)
Capital Expenditure						0	0	0
TOTAL EXPENSES	709,702	603,004	(106,696)	1,528,281		1,940,759	1,703,285	(237,474)
NET INCOME (DEFICIT)	182	26,495	26,309	4,525		(85,541)	438	85,978

Projected Unrestricted Net Assets @ 6/30/10
 Budgeted Income/(Deficit) @ 6/30/11
 Budgeted Unrestricted Net Assets @ 6/30/11

\$ 117,061
 438
 117,499

PROGRAM ACTIVITY **REPORTS**

HOUSING AUTHORITY OF THE COUNTY OF ALAMEDA

AGENDA STATEMENT

Meeting: January 12, 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

SECTION 8 HOUSING CHOICE VOUCHERS

- **Lease-Up:** As of January 1, 2011 the Section 8 Housing Choice Voucher program had 5,490 units under contract. The fiscal year-to-date lease-up average is 96.20% units. The fiscal year-to-date budget authority use average through November is 98.78%.
- **Program Utilization:** As of January 1, 2011 the average HAP subsidy is \$1,086 and the average tenant-paid rent portion is \$354 for an average Contract Rent of \$1,440.
 - ❖ As of January 1, 2011 HACA has 35 outgoing billed portability contracts (i.e., HACA voucher holders who are housed in another housing authority's jurisdiction).
 - ❖ As of January 1, 2011 HACA billed other housing authorities, primarily the Oakland Housing Authority, for 1,601 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 \$4,617.49 in fraud and debt recovery payments for the month of December 2010. A total of \$34,873.08 was retained over the last six months.

HACA retained \$1,264.00 in Housing Assistance Payment (HAP) overpayments for the month of December 2010. A total of \$4,574.50 was retained over the last six months.

- **Landlord Rental Listings:** As of January 1, 2011 there were 1,442 landlords with properties in HACA's jurisdiction utilizing the *GoSection8* rental listing service. There were 3 new landlords to the Section 8 program this month. There were 107 active properties listed.

FAMILY SELF SUFFICIENCY (FSS)

FSS celebrated a wonderful holiday with another successful Gift Drive. Donations from many generous Commissioners, landlords, HACA staff, Toys for Tots, and local business owners enabled FSS Coordinators to give out grocery cards and toys to 115 FSS families. The FSS office during December was a center of joy and gratitude.

PUBLIC HOUSING

- **Occupancy:** As of January 1, 2011 the Public Housing program had 228 of 230 units leased and has a 99.19% fiscal year-to-date lease up rate.

HOUSING AUTHORITY OF THE COUNTY OF ALAMEDA
Section 8 Contract and HAP Report for the Month of DECEMBER 2010

City	Certificates		Vouchers		DECEMBER 2010 TOTAL		DECEMBER 2009	DECEMBER 2008
	Number	HAP*	Number	HAP**	Number	HAP		
Albany	-	\$ -	46	\$ 50,002	46	\$ 50,002	44	43
Castro Valley	14	\$ 12,334	234	\$ 254,358	248	\$ 266,692	250	239
Dublin	2	\$ 1,762	274	\$ 297,838	276	\$ 299,600	226	199
Emeryville	6	\$ 5,286	85	\$ 92,395	91	\$ 97,681	96	97
Fremont	29	\$ 25,549	1,386	\$ 1,506,582	1,415	\$ 1,532,131	1,430	1,364
Hayward	107	\$ 94,267	2,326	\$ 2,528,362	2,433	\$ 2,622,629	2,399	2,391
Newark	2	\$ 1,762	295	\$ 320,665	297	\$ 322,427	294	293
Pleasanton	4	\$ 3,524	160	\$ 173,920	164	\$ 177,444	147	150
San Leandro	16	\$ 14,096	1,339	\$ 1,455,493	1,355	\$ 1,469,589	1,335	1,302
San Lorenzo	2	\$ 1,762	196	\$ 213,052	198	\$ 214,814	192	179
Union City	3	\$ 2,643	709	\$ 770,683	712	\$ 773,326	696	699
TOTALS	185	\$162,985.00	7,050	\$7,663,350.00	7,235	\$7,826,335.00	7109	6956

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

**Based on an average December Housing Assistance Payment (HAP) of \$1087 per voucher contract

10-11

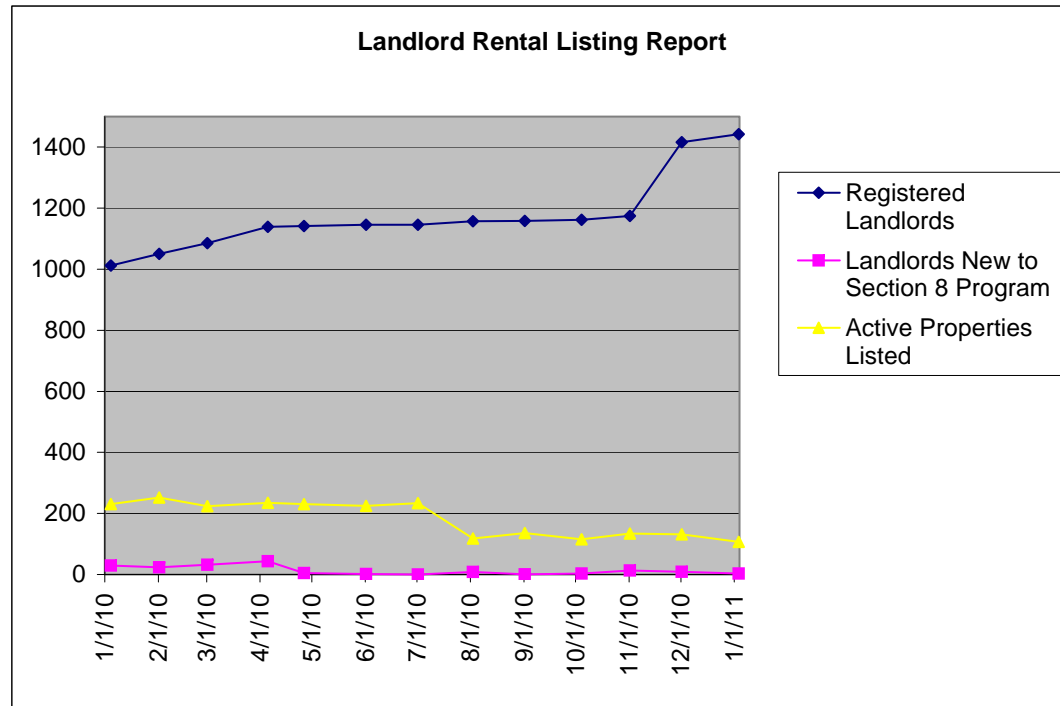
DEBT COLLECTIONS
FYE 06/30/11

	JULY	AUGUST	SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER	JANUARY	FEBRUARY	MARCH	APRIL	MAY	JUNE	GRAND TOTALS
<i>DAMAGE CLAIMS</i>	\$85.64	\$0.00	\$0.00	\$1,280.00	\$0.00	\$49.84							\$1,415.48
<i>FRAUD REPAYMENTS</i>	\$8,469.51	\$5,201.58	\$7,358.33	\$3,688.29	\$5,537.88	\$4,617.49							\$34,873.08
<i>HAP OVERPAYMENTS</i>	\$339.50	\$383.00	\$1,155.00	\$665.00	\$768.00	\$1,264.00							\$4,574.50
TOTALS	\$8,894.65	\$5,584.58	\$8,513.33	\$5,633.29	\$6,305.88	\$5,931.33	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$40,863.06

Landlord Rental Listing Report

Monthly

	1/4/10	2/1/10	3/1/10	4/5/10	4/26/10	6/1/10	7/1/10	8/2/10	9/1/10	10/4/10	11/1/10	12/1/10	1/3/11
Registered Landlords	1012	1050	1086	1139	1142	1146	1146	1157	1158	1162	1175	1416	1442
Landlords New to Section 8 Program	30	24	32	44	5	2	0	8	1	3	13	9	3
Active Properties Listed	231	252	224	235	231	225	234	118	136	115	134	132	107





To: Christine Gouig, Executive Director
From: Sharon DeCray, HAFS Manager
Re: **FSS Program Summary**
CC: Ron Dion, Phyllis Harrison, Linda Evans, Mary Sturges
Date: January 3, 2011

Program Summary	December 2010
Total Clients under Contract:	205
Graduates:	1
Escrow Disbursed:	\$0
Ports In:	0
Ports Out:	0
Terminations:	5
New Contracts:	6

FSS Program News:

Holiday Gift Drive

The need for this event has grown as the number of struggling families has increased at the same time vendor donations have decreased. As the result of donations from HACA Commissioners, HACA staff, property owners, Toys for Tots, local retailers and vendors, we were able to give gifts and/or grocery gift cards to 115 FSS families. FSS Coordinators had the joyful experience of being the “elves” who distributed gifts to each family.

FSS Clothing Closet

During December FSS Coordinators established a holiday clothing closet. We surveyed program participants about their need for winter and work readiness clothing. The results showed that many of our participants are in need of clothing and many had items to donate as well. Throughout the month, many FSS families dropped off clothing donations while others “shopped” in the Clothing Closet located in the FSS office. HACA staff members were particularly generous with clothing donations.

Upcoming Events

We will conduct four FSS orientations in January 2011. Two hundred four (204) people have signed up to attend.

Referrals = 37 Case Management

ATTACHMENT

A



Whom Do We House and How Do We House Them?

Housing Authority of the
County of Alameda
January 2011

1



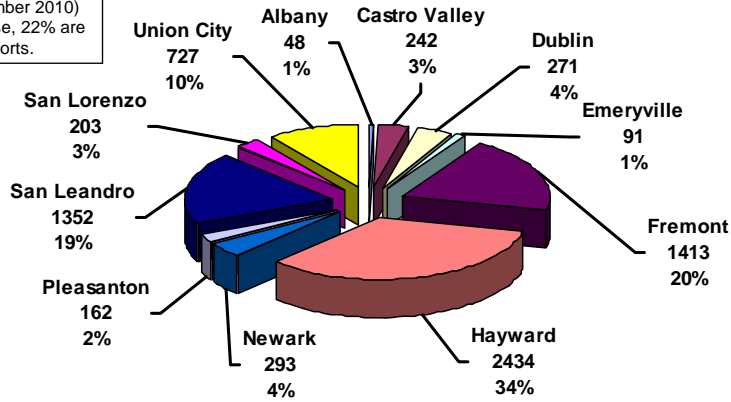
Whom Do We House?

2

Percentage of Vouchers By City

Example: Fremont has 20% of HACA's Vouchers

Total HACA Vouchers = 7,242 (November 2010)
Of these, 22% are billed ports.



3

HACA Households as a Percentage of City Households

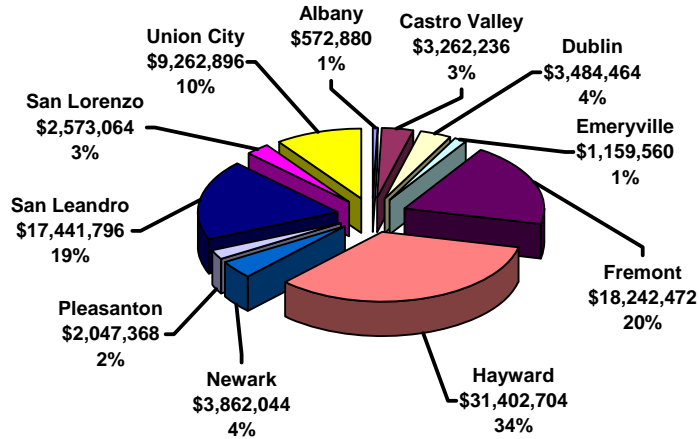
	No. of Households in City*	No. of Voucher Households in City**	% of All Households
Albany	6,792	48	1%
Castro Valley	21,529	248	1%
Dublin	14,124	271	2%
Emeryville	5,729	91	2%
Fremont	70,122	1,413	2%
Hayward	48,552	2,434	5%
Newark	13,666	293	2%
Pleasanton	24,090	162	1%
San Leandro	28,634	1,352	5%
San Lorenzo	7,405	203	3%
Union City	21,542	727	3%

*Source: 2005-2009 American Community Survey 5-Year Estimates Table DP5YR-4
**Voucher holders as of November 2010

4

Annual HAP Dollars Spent By City

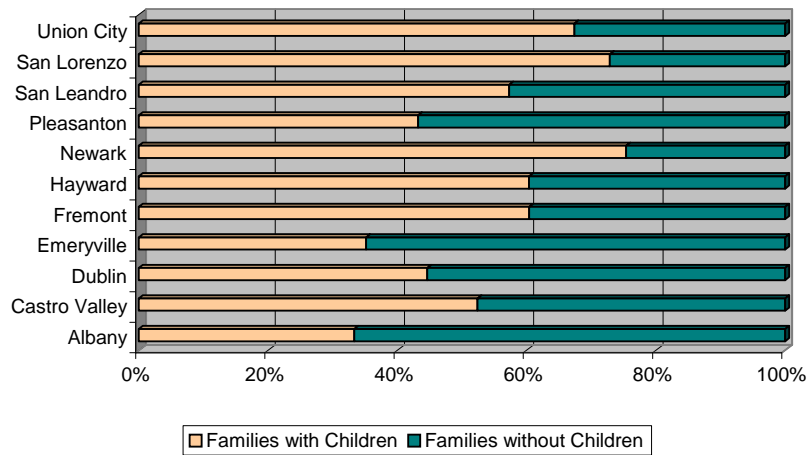
Total HAP Dollars Spent = \$93,311,484



5

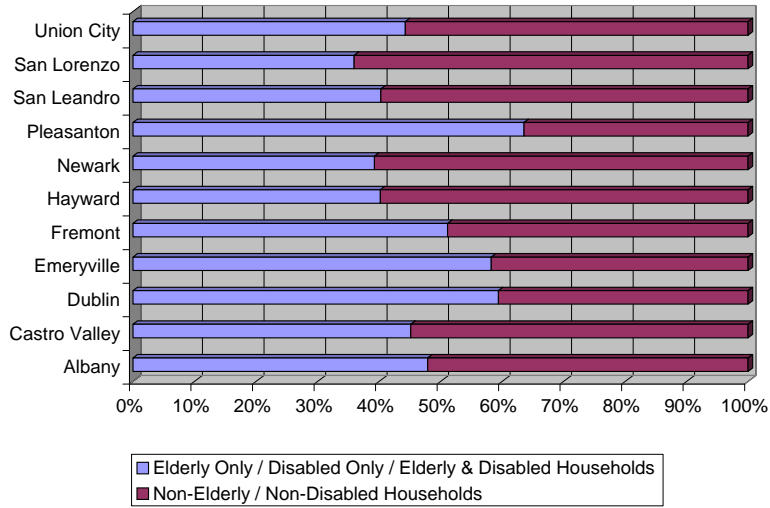
Families with Children as a Percentage by City

Example: 75% of Newark's vouchers are utilized by Families with Children



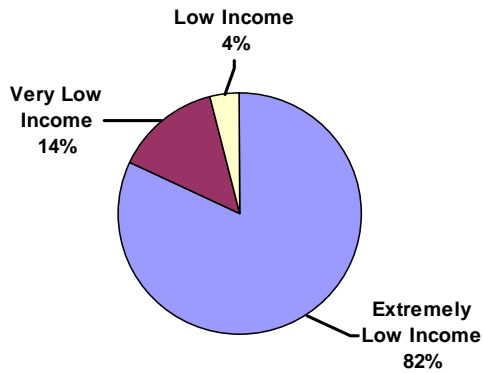
6

Elderly Only, Disabled Only and Elderly & Disabled Households as a Percentage by City



7

Percentage of Vouchers by Income Limit

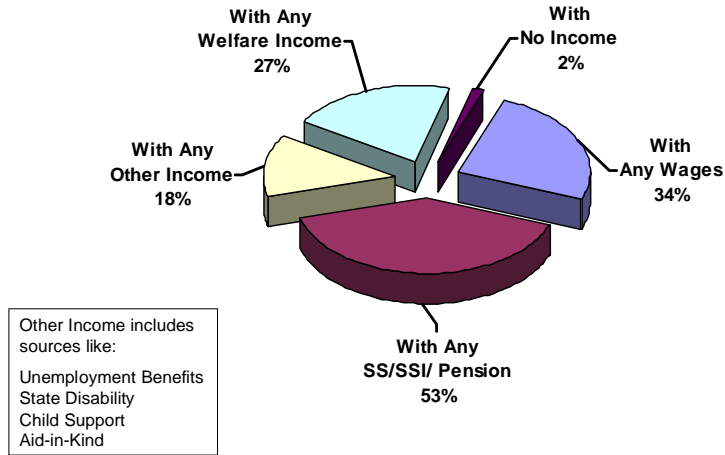


Extremely Low Income = \$19,000-\$35,800
 Very Low Income = \$31,650-\$59,600
 Low Income = \$45,100-\$85,050
 (Dollar amounts include family sizes of 1 – 8 persons)

8

Percentage of Families by Income Source

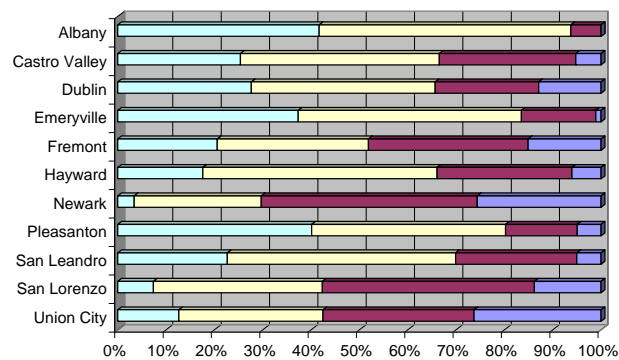
Some families have multiple sources of income.



9

Bedroom Size by City

Example: Newark has very few studio and one-bedroom units on the program



	Albany	Castro Valley	Dublin	Emeryville	Fremont	Hayward	Newark	Pleasanton	San Leandro	San Lorenzo	Union City
0-1 BR	20	63	75	34	291	429	10	65	307	15	92
2 BR	25	102	103	42	442	1179	77	65	638	71	217
3 BR	3	70	58	14	467	680	131	24	339	89	227
4+ BR	0	13	35	1	213	146	75	8	68	28	191

10

How Do We House Them?

11

Section 8 HCVP in California – Three Components

1. Section 8 Voucher

- Section 8 Housing Choice Voucher Program laws & regulations apply

2. Housing Assistance Payments (HAP) Contract

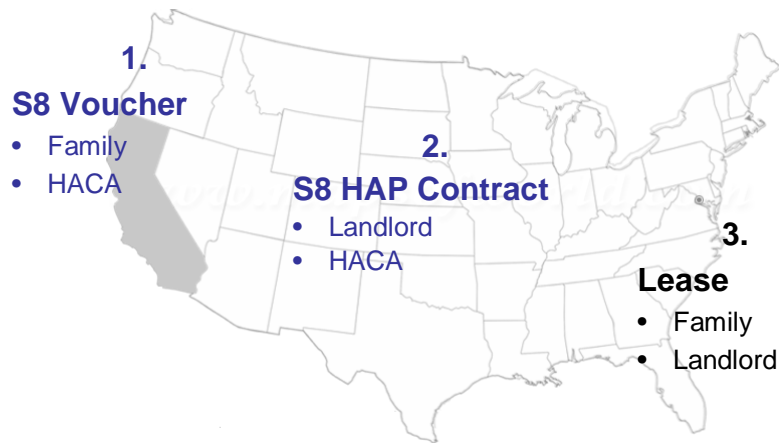
- Section 8 Housing Choice Voucher Program laws & regulations apply

3. The Lease

- California Unsubsidized Rental Market Practices, Laws, & Contracts apply

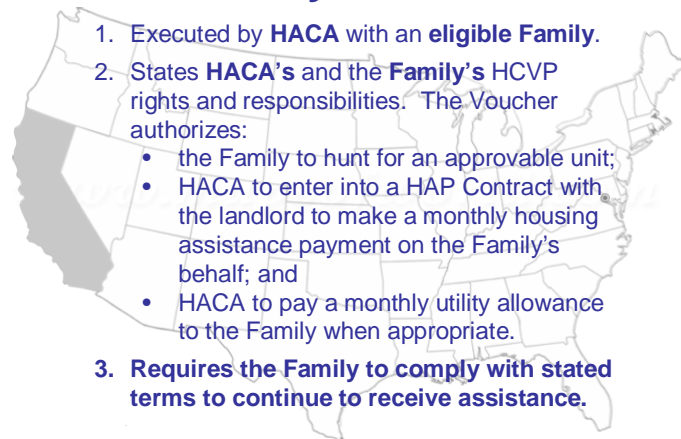
12

Parties to:



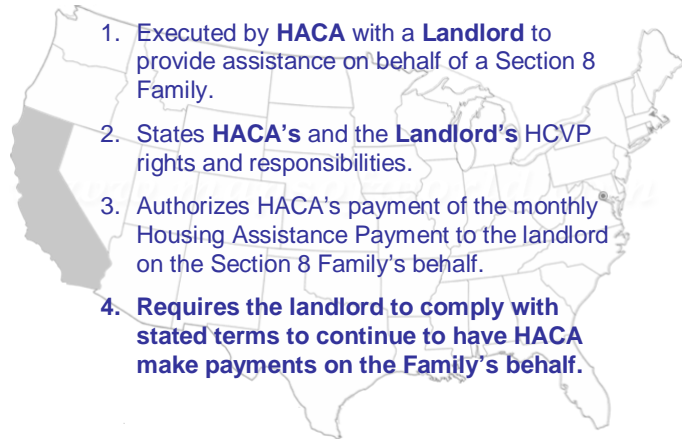
13

1. The Voucher – between the Section 8 Family & HACA



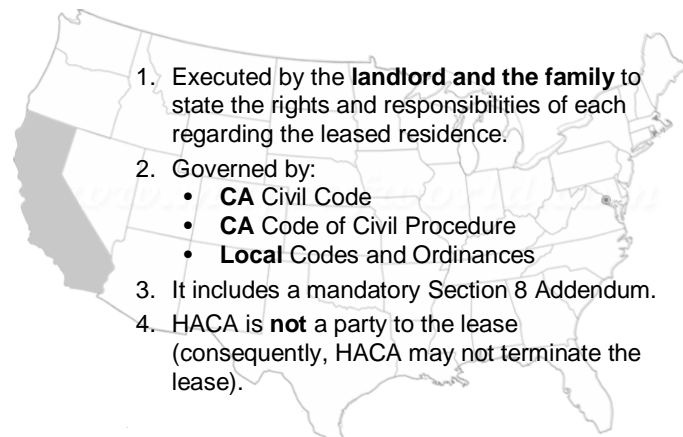
14

2. The HAP Contract (HAPC) – between the Landlord and HACA

- 
1. Executed by **HACA** with a **Landlord** to provide assistance on behalf of a Section 8 Family.
 2. States **HACA's** and the **Landlord's** HCVP rights and responsibilities.
 3. Authorizes HACA's payment of the monthly Housing Assistance Payment to the landlord on the Section 8 Family's behalf.
 4. **Requires the landlord to comply with stated terms to continue to have HACA make payments on the Family's behalf.**

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3. The Lease

- 
1. Executed by the **landlord and the family** to state the rights and responsibilities of each regarding the leased residence.
 2. Governed by:
 - **CA** Civil Code
 - **CA** Code of Civil Procedure
 - **Local** Codes and Ordinances
 3. It includes a mandatory Section 8 Addendum.
 4. HACA is **not** a party to the lease (consequently, HACA may not terminate the lease).

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Finding & Renting a Unit



The Landlord and Section 8 Family:

1. Find and vet one another.
2. Ask **HACA** to approve the habitability of the unit (**Decent, Safe, and Sanitary**) and the **reasonableness of the rent**.
3. Sign the **lease** and the Section 8 HCVP Lease Tenancy Addendum (after **HACA and the landlord** have signed the HAP Contract).

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Benefits of a Landlord's Participation in the Section 8 Program

- HAP is paid promptly on the first of every month which allows the landlord to forecast its cash flow
- Landlords are guaranteed a pool of prospective tenants during a soft rental market
- HACA supports the landlord during evictions by continuing to pay HAP until the eviction is completed

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HACA's Responsibility vs. Landlord's Responsibility

HACA	Landlord
Screen family for Section 8 program eligibility	Screen family for suitability as tenant
Inspect unit at beginning of tenancy and annually while assisted	Inspect unit during and at the end of tenancy
Pay HAP	Collect family rent portion
Enforce Section 8 program requirements	Enforce Lease requirements
Terminate program assistance	Terminate tenancy/Evict family

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Landlord's Relationship with the Family

Section 8 tenancies are handled the same as open-market tenancies:

- Screen and select family (credit report, personal references, etc.)
- Collect security deposit and rent
- Inspect rental unit during and at the end of tenancy
- Prepare and enforce provisions of the lease agreement, house rules and other addendums

20

HACA's Relationship with the Landlord

- HACA enters into the Housing Assistance Payment (HAP) Contract with the landlord.
- The landlord maintains the property in a decent, safe and sanitary condition.
- HACA pays the landlord on the first of every month.
- Each property is assigned a HACA Housing Team. The Housing Specialist on the team assists landlords with:
 - Processing rent increases
 - Providing program information and guidance
 - Resolving problems and complaints
 - Maintaining positive relationships
- Housing Specialists perform rent reasonableness determinations and conduct initial HQS inspections.

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HACA's Relationship with the Section 8 Family

- HACA screens the Family for sex offender registration and criminal offenses, based on HUD guidelines. This is not the same as screening for tenant suitability.
- Family cooperates with HACA in an annual unit inspection and eligibility reexamination.
- HACA certifies eligibility for the program, issues the Voucher and calculates the Family's rent share based on HUD regulations.
- Family follows (and HACA enforces) the rules of the Section 8 program so HAP can be paid to the landlord on its behalf.

22



HACA's Housing Departments

Housing Assistance and Family Services

Albany
Castro Valley
Emeryville
Hayward
Union City

Housing Assistance and Housing Management

Dublin
Fremont
Newark
Pleasanton
San Leandro
San Lorenzo

Housing Authority of the
County of Alameda (HACA)

22941 Atherton Street
Hayward, CA 94541

(510) 538-8876 Voice

(510) 886-7058 Fax

(510) 727-8551 TDD

hacainfo@haca.net

www.haca.net

Hours 8:00 a.m. to 4:45 p.m.

The office is closed every
other Friday.