



**HOUSING COMMISSION AGENDA**  
**Regular Meeting: January 11, 2012**

Time: 8:00 a.m.

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

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

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

*The Housing Commission Secretary of the Housing Authority of the County of Alameda has, on Thursday, January 5, 2012, duly distributed this Agenda to the Clerk of the Board of Supervisors for posting in the office of the Alameda County Administration Building and has posted it on the bulletin board of the Housing Authority of the County of Alameda.*

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

<b>1. CALL TO ORDER / ROLL CALL</b>		<b><u>PAGE</u></b>
<b>2. APPROVAL OF THE MINUTES OF THE NOVEMBER 9, 2011 MEETING</b>		<b>2</b>
<b>3. PUBLIC COMMENT</b>		
On matters not on the Agenda		
<b>4. NEW BUSINESS</b>		
4-1. Revisions to HACA's Section 8 Administrative Plan	<b>ACTION</b>	<b>8</b>
4-2. Report on 3- and 4-Bedroom Public Housing and Project-Based Wait List Opening	<b>INFORMATION</b>	<b>14</b>
4-3. Procurement of Painting Services Contract	<b>INFORMATION</b>	<b>15</b>
4-4. Procurement of Remodeling Services Contract	<b>INFORMATION</b>	<b>16</b>
4-5. Procurement of Plumbing Services Contract	<b>INFORMATION</b>	<b>17</b>
4-6. Quarterly Investment Portfolio for the Quarter Ended December 31, 2011	<b>INFORMATION</b>	<b>18</b>
4-7. Budget Status Report	<b>INFORMATION</b>	<b>20</b>
4-8. Program Activity Report	<b>INFORMATION</b>	<b>23</b>
<b>5. COMMITTEE REPORTS</b>		
<b>6. COMMISSIONER REPORTS</b>		
<b>7. COMMUNICATIONS</b>		
<b>8. ADJOURNMENT</b>		

**MINUTES**  
**November 9, 2011**



## HOUSING COMMISSION MINUTES

### REGULAR MEETING: NOVEMBER 9, 2011 HACA BOARD ROOM

#### SUMMARY ACTION MINUTES

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

**Call to Order**

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

**Roll Call**

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

Excused: Cmrs. Biddle, Cashmere, Gerry, and Medina

2. **ACTION: APPROVAL OF THE MINUTES OF THE OCTOBER 12, 2011 MEETING**

Recommendation: Approve the minutes of the October 12, 2011 meeting as presented.

Motion/Second: Natarajan/Peixoto.

Ayes: All Motion passed.

**APPROVED AS RECOMMENDED.**

3. **PUBLIC COMMENT** – On matters not on the agenda

None.

4. **NEW BUSINESS**

4-1. **ACTION: AWARD CONTRACT FOR EXTERIOR SIDING REPLACEMENT**

Tom Makin, Deputy Director for Programs, presented the staff report. Mr. Makin reported that five public housing duplexes in Union City are in need of new exterior siding and that staff had issued an Invitation for Bids for the work. He stated that Bayview Painting and Construction submitted the lowest bid and recommended that the Commission award the contract to them.

Recommendation: Award the contract for exterior siding services to Bayview Painting and Construction and authorize the Executive Director to sign any and all required documents.

Commission Discussion: None.

Motion/Second: Gacoscos/Peixoto.

Ayes: All Motion passed.

**APPROVED AS RECOMMENDED.**

**4-2. PRESENTATION: FAIR MARKET RENTS AND BENEFIT PAYMENT STANDARDS**

Christine Gouig, Executive Director, gave a presentation on HUD's Fair Market Rents (FMRs) and how they tie into HACA's Benefit Payment Standards (BPS).

Commission Discussion: Cmr. Peixoto commented on HUD's funding formulas. Ms. Gouig indicated that in the past HUD's funding formulas were not as complex but have become more so in recent years. Cmr. Natarajan asked about the tenant-paid portion of the rents. Jennifer Cado, Senior Administrative Analyst, indicated that the average tenant rent portion is \$394 across all bedroom sizes and all cities in HACA's jurisdiction. Chairperson Steiner asked what factors are used to calculate rent adjustments. Mary Rizzo-Shuman, HAHM Program Manager, described the re-examination process and the primary factors. Ms. Gouig commented that it is increasingly difficult to complete re-exams timely since the drastic cuts to HACA's administrative fee have resulted in limited resources. Cmr. Atkin asked if any housing authorities were closing as a result of these cuts. Ms. Gouig indicated that some small housing authorities are merging with larger housing authorities because the smaller housing authorities no longer have the resources to run their programs.

**4-3. INFORMATION: WAIT LIST OPENING FOR 3- AND 4-BEDROOM PUBLIC HOUSING AND PROJECT-BASED UNITS**

Ron Dion, Deputy Director for Programs, presented the staff report. Mr. Dion reported that HACA is planning to open its waitlist for 3- and 4-bedroom public housing and project-based units before the end of the year. He stated that the application will be web-based and that applicants will complete and submit their information online. Mr. Dion indicated that HACA has reached out to community based organizations about this waitlist opening and that HACA will provide computer access to applicants who don't have a computer and language translation services to applicants with limited English proficiency.

Report received with no questions or comments.

**4-4. INFORMATION: EMERY GLEN UNIT REPAIR**

Tom Makin, Deputy Director for Operations, presented the staff report. He explained that HACA's Procurement Policy requires that staff inform the Commission of any procurement actions valued between \$25,000 and \$100,000. He reported that a unit in the Emery Glen public housing project requires major repair work due to extensive damage caused by a former tenant and that it would be an opportune time to also make some energy efficiency upgrades to the unit. He reported that staff awarded a contract in the amount of \$41,750 to Bay Cities Construction for the repair and upgrade work.

Commission Discussion: Ms. Gouig commented on the need for overall repair work on the exterior of the Emery Glen project. She spoke briefly about the lack of funding to carry out these repairs and indicated that staff has been exploring a possible source of funding from the City of Emeryville. Mr. Makin estimated that it will take about 4-5 years to complete the work that needs to be done to the Emery Glen project. In regard to the unit that was damaged by a former tenant, Cmr. Gacoscos asked how much HACA will charge the former tenant for the repairs. Mr. Makin explained that the cost for the repairs must be separated from the cost for the upgrades and that staff will make this

determination once the work is complete.

**4-5. INFORMATION: BUDGET STATUS REPORT**

Report received.

Commission Discussion: Ms. Gouig commented on the early retirement program. She noted that the cost savings will be reflected on a future report. Chairperson Steiner asked how many employees opted for the early retirement and Ms. Gouig indicated that 7 employees have retired.

**4-6. INFORMATION: PROGRAM ACTIVITY REPORT**

Report received.

Commission Discussion: Chairperson Steiner encouraged the Commissioners to attend the annual FSS *It's Your Time to Shine* event and commented that it is uplifting to hear about the achievements of HACA's FSS participants. Sharon DeCray, HAFS Program Manager, thanked Cmr. Reed for securing a space in the San Leandro Library for the event. Ms. Gouig noted an error in the Program Activity Report under the Lease-up section of the report. She read the following correction into the record:  
*"The budget authority use average through September 2011 is 98%."*

**5. COMMITTEE REPORTS**

None.

**6. COMMISSIONER REPORTS**

Cmr. Natarajan reported on the NAHRO National Conference that she attended in St. Louis. She commented that the conference sessions on sustainability were very good. Cmr. Natarajan also reported that Main Street Village, a 64-unit project in Fremont, held a groundbreaking and that the project is beautifully done. She recognized HACA for providing 32 project-based vouchers to this project and mentioned that the developer, Mid-Peninsula Housing (MidPen), recognized Ms. Gouig for her creativity. Cmr. Gacoscos shared a story about a family that recently moved into a unit at a project in Union City that was also developed by MidPen. She stated that this family had been homeless and that their story is a good example of the positive impact that these projects have on people's lives and on the community.

**7. COMMUNICATIONS**

Ms. Gouig reported on her attendance at the NAHRO National Conference in St. Louis. She stated that she took part in a meeting with Senator Dianne Feinstein's key staff to discuss how the proposed cuts in the FY2012 federal budget would impact housing in California. Chairperson Steiner commented that the Commission is willing to write to the elected officials about these cuts. Following her report on the conference, Ms. Gouig provided an update on a request that was submitted to HUD regarding the funding for the FSS program and reported that staff was still waiting for a response. She also announced that the December Commission meeting would be cancelled.

**8. ADJOURNMENT**

There being no further business to discuss Chairperson Steiner adjourned the meeting at 8:53 a.m.

Respectfully submitted,

Melissa Taesali  
Executive Assistant

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Christine Gouig, Executive Director

Approved:

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Christine Steiner, Chairperson

# **NEW BUSINESS**

**January 11, 2012**

**HOUSING AUTHORITY OF THE COUNTY OF ALAMEDA**

**AGENDA STATEMENT**

Meeting: January 11, 2012

Subject: Section 8 Administrative Plan amendments re: self-certification of HQS failure correction; and subsidy standards

Exhibits Attached: Administrative Plan Section 8-II.F.; Section 5-II.B.

Recommendation: Approve proposed policy revisions

Financial Statement: None

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**BACKGROUND**

1. HQS Failure Correction:  
HUD regulations require Public Housing Authorities (PHAs) to inspect units for compliance with Housing Quality Standards (HQS) prior to the initial term of the lease and, thereafter, no more than 12 months after the most recent inspection. When an inspection identifies an HQS failure, the PHA determines whether the responsibility for correcting it rests with the owner or the Section 8 family and advises the responsible party of the date by which the repairs must be completed. Heretofore, HACA inspected the unit again to verify that the correction was completed. Consistent with HUD regulations, staff now proposes to allow owners and the family to jointly certify that the correction has been made.
2. Discretionary Section 8 Project Based Voucher (PBV) Subsidy Standards:  
HUD regulations require PHAs to establish subsidy standards that determine the number of bedrooms needed for families of different sizes and compositions. HACA's Section 8 subsidy standard assigns one bedroom for each two persons within the household, except that a separate bedroom is allocated to the head of household and to a live-in aide, if any. Staff now proposes adopting a discretionary optional subsidy standard for single family PBV projects that target families with children.

**DISCUSSION**

1. HQS Failure Correction:  
Recent and continuing budgeted reductions in the Section 8 Administrative Fee are creating strong incentives for PHAs to implement lower cost approaches for completing mandated tasks like HQS deficiency correction verification. On June



3, 2011, HUD published a Notice stating that, for other than an initial inspection, a PHA need not reinspect to verify that HQS deficiencies had been corrected “if the PHA can obtain verification through other means.” The Notice cites the example of a PHA accepting an owner’s certification that required repairs were completed and then verifying that action at the next on-site inspection.

At the beginning of the current fiscal year, HACA, in response to a severe reduction in its Administrative Fee, implemented an early retirement incentive program. One of HACA’s four Housing Inspectors took early retirement. That position remains open. Another Housing Inspector is on extended medical leave. In response to decreased funding and decreased staff availability, staff proposes to implement the clearing of HQS failure correction by self-certification. In order to enhance the validity of the certifications, both the owner and the family will certify that the necessary corrections have been made. HACA will verify the correction at the next on-site inspection. Section 8-II.F. of the Administrative Plan (attached) has been modified accordingly.

2. Discretionary Section 8 PBV Subsidy Standard:

Staff proposes to add a discretionary subsidy standard for PBV projects that target families with children. This change will enhance HACA’s ability to house families with children in single family projects (i.e., one to four units), including those that offer supportive services geared towards families with children. Section 5-II.B. of the Administrative Plan (attached) has been modified accordingly.

## 8-II.F. HQS FAILURE NOTIFICATION, CORRECTION AND VERIFICATION

Deleted: INSPECTION RESULTS AND REINSPECTIONS FOR UNITS UNDER HAP CONTRACT

### Notification of Corrective Actions

The owner and the family will be notified in writing of the results of all inspections. When an inspection identifies HQS failures, HACA will determine (1) whether or not the failure is a life threatening condition and (2) whether the family or owner is responsible.

#### HACA Policy

When life threatening conditions are identified, HACA will immediately notify both parties by telephone, facsimile, or email. The notice will specify who is responsible for correcting the violation. The corrective actions must be taken within 24 hours of HACA's notice.

When failures that are not life threatening are identified, HACA will send the owner and the family a written notification of the inspection results within **5 business days** of the inspection. The written notice will specify who is responsible for correcting the violation, and the time frame within which the failure must be corrected. Generally not more than 30 days will be allowed for the correction.

The notice of inspection results will inform the owner that if life threatening conditions are not corrected within 24 hours, and non-life threatening conditions are not corrected within the specified time frame (or any HACA-approved extension), the owner's HAP will be abated in accordance with HACA policy (see 8-II.G.). Likewise, in the case of family caused deficiencies, the notice will inform the family that if corrections are not made within the specified time frame (or any HACA-approved extension, if applicable) the family's assistance will be terminated in accordance with HACA policy (see Chapter 12).

### Extensions

For conditions that are life-threatening, HACA cannot grant an extension to the 24 hour corrective action period. For conditions that are not life-threatening, HACA may grant a written exception to the required time frames for correcting the violation, if HACA determines that an extension is appropriate [24 CFR 982.404].

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#### HACA Policy

HACA will grant no oral extensions. HACA will grant written extensions in cases where HACA has determined that the owner has made a good faith effort to correct the deficiencies and is unable to for reasons beyond the owner's control. Reasons may include, but are not limited to:

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A repair cannot be completed because required parts or services are not available.

A repair cannot be completed because of weather conditions.

A reasonable accommodation is needed because the family includes a person with disabilities.

The granting of a written extension and its length will be determined on a case by case basis, at HACA's sole discretion.

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Verification of Corrective Actions

Deleted: Reinspections

HACA Policy

HACA will verify the completion of corrective actions immediately following the end of the corrective period or any HACA approved extension. At HACA's sole discretion, verification will be by either written self-certification of both the owner and the family or by HACA reinspection.

Deleted: HACA will conduct a reinspection

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Any HACA-authorized written self-certification will be by means of HACA's self-certification form. HACA will verify the self-certified completion of corrective actions at the next on-site inspection. Failure of the owner and family to submit the signed HACA self-certification form by the HACA-specified due date will result in reinspection of the corrective actions by HACA.

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The family and owner will be given reasonable notice of any reinspection appointment. If the deficiencies have not been corrected by the time of the reinspection, HACA will send a notice of abatement to the owner, or in the case of family caused violations, a notice of termination to the family, in accordance with HACA policies. If HACA is unable to gain entry to the unit in order to conduct the scheduled reinspection, HACA will consider the family to have violated its obligation to make the unit available for inspection. This may result in termination of the family's assistance in accordance with Chapter 12.

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## **PART II: SUBSIDY STANDARDS AND VOUCHER ISSUANCE**

### **5-II.A. OVERVIEW**

PHAs must establish subsidy standards that determine the number of bedrooms needed for families of different sizes and compositions. This part presents the policies that will be used to determine the family unit size (also known as the voucher size) a particular family should receive, and the policies that govern making exceptions to those standards. PHAs also must establish policies related to the issuance of the voucher, to the voucher term, and to any extensions or suspensions of that term.

### **5-II.B. DETERMINING FAMILY UNIT (VOUCHER) SIZE [24 CFR 982.402]**

For each family, HACA determines the appropriate number of bedrooms under HACA subsidy standards and enters the family unit size on the voucher that is issued to the family. The family unit size does not dictate the size of unit the family must actually lease, nor does it determine who within a household will share a bedroom/sleeping room.

The following requirements apply when HACA determines family unit size:

- The subsidy standards must provide for the smallest number of bedrooms needed to house a family without overcrowding.
- The subsidy standards must be consistent with space requirements under the housing quality standards.
- The subsidy standards must be applied consistently for all families of like size and composition.
- A child who is temporarily away from the home because of placement in foster care is considered a member of the family in determining the family unit size.
- A family that consists of a pregnant woman (with no other persons) must be treated as a two-person family.
- Any live-in aide (approved by HACA to reside in the unit to care for a family member who is disabled or is at least 50 years of age) must be counted in determining the family unit size;

- Unless a live-in-aide resides with a family, the family unit size for any family consisting of a single person must be either a zero- or one-bedroom unit, as determined under HACA subsidy standards.

HACA Policy

HACA will assign one bedroom for each two persons within the household, except in the following circumstances:

The head of household will be allocated a separate bedroom even if there is no spouse/significant other in the household.

A live-in aide will be allocated a separate bedroom. The total family unit size is as shown in the table below. As set forth in Section 3-I.M., any family members of a live-in aide must be identified by the family and approved by HACA. No additional bedroom(s) will be allocated to the household for family members of a live-in aide.

Single person families will be allocated one bedroom.

HACA will reference the following charts in determining the appropriate voucher size for a family:

Voucher Size	Persons in Household (Minimum – Maximum)
1 Bedroom	1-2
2 Bedrooms	2-4
3 Bedrooms	3-6
4 Bedrooms	4-8
5 Bedrooms	6-10

For Project-Based Voucher projects of one to four units targeted to families with children, HACA, at its sole discretion, will allow a maximum subsidy standard of two persons per bedroom or sleeping room (includes living room).

## HOUSING AUTHORITY OF THE COUNTY OF ALAMEDA

### AGENDA STATEMENT

Meeting: January 11, 2012

Subject:	Public Housing and Project-Based Three-Bedroom and Four-Bedroom Wait List Opening Status Report
Exhibits Attached:	None
Recommendation:	Receive Report
Financial Statement:	None

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#### **DESCRIPTION**

The wait list opening for applicants eligible to occupy three and four-bedroom Public Housing and Project Based units began on December 19 and closed December 22. The Public Housing units are located in Union City and Emeryville and the Project-Based units are in Castro Valley, Dublin, Emeryville, Fremont, Hayward and Union City. Applications were accepted on-line only and could be submitted anytime day or night during the opening period from any computer with Internet access. No paper applications were accepted.

Announcements about the wait list opening were sent to the Alameda County Board of Supervisors, other elected officials, city housing departments, community-based organizations, local libraries and Bay Area housing authorities. Advertisements were placed on HACA's website and in local newspapers, including newspapers targeted to minority populations. Additional articles or announcements were posted at oaklandlocal.com, The Oakland Post Online, Unioncity.patch.com, sancnet.org (Sudanese Association For Northern California), fosteryouthalliance.org, achousingchoices.org, ci.dublin.ca.us, twitter.com/beyondemanciptn, and facebook.com/beyondemancipation. Announcements were also made on a local Afghan television station.

Staff also met with community-based organizations to educate them on how to provide assistance with the on-line application to their disabled and non-English speaking clients.

The opening went very smoothly. In addition to the support received from community-based organizations, HACA provided two locations with computer kiosks for applicants with disabilities, limited English proficiency and for those without Internet access. Traffic at the two locations was minimal, with less than 50 visitors in total during the four-day opening.

Approximately 3,800 applications were submitted. Staff is in the process of reviewing them to remove duplicates. All eligible applications will be placed on the waiting list.

HACA anticipates opening the waiting list for all programs, including Section 8, and all household sizes some time this calendar year.

**HOUSING AUTHORITY OF ALAMEDA COUNTY**

**AGENDA STATEMENT**

Meeting: January 11, 2012

Subject: Painting Services Contract

Exhibits Attached: None

Recommendation: Receive report

Financial Statement: \$79,690

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**BACKGROUND**

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

**DISCUSSION AND ANALYSIS**

On January 25, 2011, the Housing Authority issued an Invitation For Bids for painting services required in the course of maintaining residential and commercial properties. Bids were opened on March 17 and recently a contract was executed with Satellite Painting, San Jose, CA. The amount of the contract is not to exceed \$79,690 without prior approval.

This is the second contract let from this bid. The previous award went to Bulldog Brushworks. This company subsequently had their insurance lapse. They have since re-insured but the Housing Authority currently has more work than they are able to complete so a second award was made. Funding for this work comes from the Housing Authority's operating budget and capital fund and PACH's operating budget.

## HOUSING AUTHORITY OF ALAMEDA COUNTY

### AGENDA STATEMENT

Meeting: January 11, 2012

Subject:	Remodeling Services Contract
Exhibits Attached:	None
Recommendation:	Receive report
Financial Statement:	\$29,996

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### BACKGROUND

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

### DISCUSSION AND ANALYSIS

On October 19, 2011, the Housing Authority issued a Request For Quotations for remodeling services for the public housing unit located at 33526 3<sup>rd</sup> Street, Union City. The contract was awarded on October 31 to Men Of All Trades based in Oakland. The amount of the contract is \$29,996. This residence had been occupied by the original tenant since 1984 and required several upgrades including double paned windows, a new heating system and complete remodeling of the kitchen and bathrooms. Funding for this work comes from the Housing Authority's capital fund.



## HOUSING AUTHORITY OF ALAMEDA COUNTY

### AGENDA STATEMENT

Meeting: January 11, 2012

Subject: Plumbing Services Contract

Exhibits Attached: None

Recommendation: Receive report

Financial Statement: \$84,000

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#### **BACKGROUND**

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

#### **DISCUSSION AND ANALYSIS**

On September 1, 2011, the Housing Authority issued an Invitation For Bids for plumbing services required in the course of maintaining residential and commercial properties. Bids were opened on October 17 and a contract was executed with Chris' Plumbing, based in San Leandro. The amount of the contract is not to exceed \$84,000 without prior approval. Funding for this work comes from the Housing Authority's operating budget, PACH's operating budget and the Housing Authority's capital fund.

## HOUSING AUTHORITY OF THE COUNTY OF ALAMEDA

### AGENDA STATEMENT

Meeting: January 11, 2012

Subject: Quarterly Investment Portfolio Report

Exhibits Attached: Investment Portfolio Report for Quarter ended December 31, 2011

Recommendation: Receive Report

Financial Statement: \$21,209,439 Invested at an Average Monthly Yield ranging from 0.18% to 0.40% (excluding FSS Escrow Participant Accounts)

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#### BACKGROUND

Public Agencies are required to file an 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, 2011 for each program that HACA administers.

The Housing Choice Voucher program has a total investment of \$5,998,170 which is 28% of the total investment portfolio.

The Housing Development Fund has a total investment of \$10,904,443 which is 52% of the total investment portfolio. Approximately 61% of its portfolio is in the State of California Local Agency Investment Fund (LAIF).

The Public Housing program has a total investment of \$2,703,717 which is 13% of the total investment portfolio. Of this amount, \$2,003,986 is the invested portion of the available loan balance for Eden Housing.

Ocean Avenue and Park Terrace investments are 3% and 4% 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 Quarter ended December 31, 2011

PROGRAM NAME	TYPE OF ACCOUNT	AMOUNT	INTEREST RATE	MATURITY DATE
HCV	Union Bank N.A.	\$ 5,998,170.00	0.180%	1/18/12
Ocean Avenue	Abbey National N America LLC	\$ 679,199.11	0.400%	3/30/12
Park Terrace	Abbey National N America LLC	\$ 923,910.56	0.400%	3/30/12
Housing Dev Fund	Union Bank N.A.	\$ 1,999,390.00	0.180%	1/18/12
	Abbey National N America LLC	\$ 2,248,546.88	0.310%	2/28/12
	State of CA - Local Agency Investment Fund	\$ 6,653,617.05	0.385%	LAIF Avg Eff Yield 09/30/11
Local Fund (formerly Dublin Reserve)	State of CA - Local Agency Investment Fund	\$ 2,889.07	0.385%	LAIF Avg Eff Yield 09/30/11
Public Housing	Union Bank NA Commercial Paper	\$ 499,791.67	0.200%	2/28/12
	Union Bank NA Commercial Paper	\$ 199,939.00	0.180%	1/18/12
Arroyo Vista	Union Bank NA Commercial Paper	\$ 999,860.00	0.140%	1/5/12
	Union Bank NA Commercial Paper	\$ 499,458.33	0.100%	1/19/12
	State of CA - Local Agency Investment Fund	\$ 504,667.73	0.385%	LAIF Avg Eff Yield 09/30/11
<b>TOTAL</b>		<b>\$ 21,209,439.40</b>		

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

  
 \_\_\_\_\_  
 Christine Gaug  
 Executive Director

1-4-12  
 \_\_\_\_\_  
 Date

# **BUDGET STATUS** **REPORT**

**Housing Authority of Alameda County  
HOUSING CHOICE VOUCHER  
Budget Status Report FYE 2011-2012  
November 2011**

<b>FY 2012 OPERATING BUDGET</b>	<b>Budgeted @ 11/30/2011</b>	<b>Actual @ 11/30/2011</b>	<b>OVER (UNDER)</b>	<b>PROJECTED TO 6/30/12</b>	<b>SCH. NO.</b>	<b>2011 BUDGET</b>	<b>2012 BUDGET</b>	<b>DIFFERENCE</b>
<b>INCOME</b>								
Investment Income	1,500	1,739	239	4,173	A1	3,600	<b>3,600</b>	0
Misc. Income	143,767	153,140	9,373	367,535	A1	358,200	<b>345,040</b>	(13,160)
(Fees)	3,029,572	2,968,224	(61,349)	<b>7,123,736</b>	A	8,060,912	<b>7,270,973</b>	(789,939)
<b>TOTAL INCOME</b>	<b>3,174,839</b>	<b>3,123,102</b>	<b>(51,737)</b>	<b>7,495,445</b>		<b>8,422,712</b>	<b>7,619,613</b>	<b>(803,099)</b>
<b>EXPENSES</b>								
Administration								
Salaries	1,829,750	1,838,409	8,659	4,345,329	B-1& 2	4,749,188	<b>4,391,400</b>	(357,788)
Other Admin.	448,755	463,370	14,615	1,112,087	C-1&2	1,099,199	<b>1,077,012</b>	(22,187)
Total	2,278,505	2,301,778	23,273	5,457,417		5,848,386	<b>5,468,412</b>	(379,975)
General								
Insurance	85,012	58,156	(26,856)	139,575	E	194,547	<b>204,029</b>	9,482
Employee Benefits	914,875	928,165	13,290	2,227,596		2,374,594	<b>2,195,700</b>	(178,894)
Miscellaneous	0	0	0	0		0	<b>0</b>	0
Total	999,887	986,321	(13,566)	2,367,171		2,569,141	<b>2,399,729</b>	(169,412)
Total Routine Expenses	3,278,392	3,288,100	9,708	7,824,588		8,417,527	<b>7,868,141</b>	(549,386)
Capital Expenditures	0	0	0	0	D2	0	<b>0</b>	0
<b>TOTAL EXPENSES</b>	<b>3,278,392</b>	<b>3,288,100</b>	<b>9,708</b>	<b>7,824,588</b>		<b>8,417,527</b>	<b>7,868,141</b>	<b>(549,386)</b>
<b>NET INCOME (DEFICIT)</b>	<b>(103,553)</b>	<b>(164,998)</b>	<b>(61,445)</b>	<b>(329,143)</b>		5,185	<b>(248,527)</b>	(253,713)

Unrestricted Net Assets @ 6/30/10  
 Unaudited Income (Deficit) @ 6/30/11  
 Budgeted Income/(Deficit) @ 6/30/12  
 Budgeted Unrestricted Net Assets-AF @ 6/30/12

\$ 2,919,589  
**(50,795)**  
**(248,527)**  
\$ 2,620,267

**Housing Authority of Alameda County  
PUBLIC HOUSING  
Budget Status Report FYE 2011-2012  
NOVEMBER 2011**

FY 2012 OPERATING BUDGET	YTD BUDGET 11/30/2011	YTD ACTUALS 11/30/11	OVER/ (UNDER) BUDGET	Projected to 6/30/12	SCH. NO.	2011 BUDGET	2012 BUDGET	Difference
<b>INCOME</b>								
Dwelling Rentals	335,395	400,842	65,447	962,020	A-1	1,030,260	804,948	(225,312)
Investment Income	844	606	(237)	1,455	A	900	2,025	1,125
Misc. Income	35,462	36,056	594	86,535	A-1	158,756	85,108	(73,648)
Operating Subsidy	206,929	225,836	18,906	496,628	A-1	398,218	496,628	98,410
Asset Reposition Fee	61,914	0	(61,914)	148,594	A-1	0	148,594	148,594
Capital Grant	70,531	0	(70,531)	169,275	A-1	231,178	169,275	(61,902)
<b>TOTAL INCOME</b>	<b>711,075</b>	<b>663,340</b>	<b>(47,735)</b>	1,864,508		1,819,312	1,706,579	(112,732)
<b>EXPENSES</b>								
<b>Administration</b>								
Salaries	159,769	148,012	(11,757)	349,846	B-1& 2	312,533	383,445	70,912
Other Admin.	69,735	107,962	38,227	259,108	C-1	64,902	167,363	102,461
<b>Total</b>	<b>229,504</b>	<b>255,973</b>	<b>26,470</b>	608,954		377,435	550,808	173,373
<b>Tenant Services</b>								
Resident Managers	2,292	1,125	(1,167)	2,700		5,500	5,500	0
Recreation	3,125	6,617	3,492	15,880		7,500	7,500	0
<b>Total</b>	<b>5,417</b>	<b>7,742</b>	<b>2,325</b>	18,580		13,000	13,000	0
<b>Utilities</b>								
Water	30,833	36,655	5,822	87,971		74,000	74,000	0
Electricity	7,917	9,287	1,371	22,290		19,000	19,000	0
Gas	1,083	927	(156)	2,224		2,600	2,600	0
Sewage	19,833	20,110	277	48,264		47,600	47,600	0
<b>Total</b>	<b>59,666</b>	<b>66,979</b>	<b>7,314</b>	160,749		143,199	143,199	0
<b>Maintenance</b>								
Salaries	58,258	66,080	7,822	158,593	B-2	189,144	139,820	(49,324)
Materials	26,650	35,568	8,918	85,363	D	80,600	63,960	(16,640)
Contract Costs	194,397	264,687	70,290	635,248	D	586,151	466,552	(119,599)
<b>Total</b>	<b>279,305</b>	<b>366,335</b>	<b>87,030</b>	879,203		855,895	670,332	(185,564)
<b>General</b>								
Insurance	33,630	25,078	(8,551)	60,188	E	87,800	80,712	(7,087)
Tax-In Lieu Of	27,573	25,814	(1,759)	61,952		88,706	66,175	(22,531)
Employee Benefits	109,014	92,491	(16,522)	221,979		250,839	261,633	10,794
Collection Loss	417	0	(417)	0		1,000	1,000	0
Miscellaneous	417	0	(417)	0		1,000	1,000	0
<b>Total</b>	<b>171,050</b>	<b>143,383</b>	<b>(27,666)</b>	344,120		429,344	410,520	(18,824)
<b>Total Routine Expenses</b>	<b>744,941</b>	<b>840,412</b>	<b>95,473</b>	2,011,606		1,818,874	1,787,859	(31,015)
Capital Expenditure						0	0	0
<b>TOTAL EXPENSES</b>	<b>744,941</b>	<b>840,412</b>	<b>95,473</b>	2,011,606		1,818,874	1,787,859	(31,015)
<b>NET INCOME (DEFICIT)</b>	<b>(33,867)</b>	<b>(177,072)</b>	<b>(143,208)</b>	<b>(147,098)</b>		438	(81,280)	(81,718)

Unrestricted Net Assets @ 6/30/11	\$ 40,322	\$ 1,238,915
Budgeted Income/(Deficit) @ 6/30/12	(81,280)	
Budgeted Unrestricted Net Assets @ 6/30/12	(40,959)	\$ 1,238,915
<b>Combined Net Assets Balance</b>		<b>\$ 1,197,957</b>

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

**HOUSING AUTHORITY OF THE COUNTY OF ALAMEDA**

**AGENDA STATEMENT**

Meeting: January 11, 2012

Subject: Programs Activity Report

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

Recommendation: Receive Report

Financial Statement: None

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**SECTION 8 HOUSING CHOICE VOUCHERS**

- **Lease-Up:** As of January 1, 2012 the Section 8 Housing Choice Voucher program had 5,779 units under contract. The fiscal year-to-date lease-up average is 98.49% units. The budget authority use average through November 2011 is 99.1%.
- **Program Utilization:** As of January 1, 2012 the average HAP subsidy is \$1,046 and the average tenant-paid rent portion is \$393 for an average Contract Rent of \$1,439.
  - ❖ As of January 1, 2012 HACA had 75 outgoing billed portability contracts (i.e., HACA voucher holders who are housed in another housing authority's jurisdiction).
  - ❖ As of January 1, 2012 HACA billed other housing authorities, primarily the Oakland Housing Authority, for 1,617 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 \$2,952.94 in fraud and debt recovery payments for the month of November 2011. A total of \$36,661.61 was retained over the last six months.

HACA retained \$135.00 in Housing Assistance Payment (HAP) overpayments for the month of November 2011. A total of \$1,721.00 was retained over the last six months.



Fraud / Debt Recovery information for December 2011 will be presented with next month's report.

- **Landlord Rental Listings:** As of January 3, 2012 there were 1,504 landlords with properties in HACA's jurisdiction utilizing the *GoSection8* rental listing service. There were no new landlords added to the Section 8 program this month. There were 83 active properties listed.

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

Gratitude was the key word for the FSS program in November and December. On November 10<sup>th</sup>, HACA staff members joined with the FSS Coordinators and Commissioners Steiner and Reed to recognize the many successful FSS participants and generous supporters of the program at the annual "It's Your Time to Shine" event. This event is an opportunity for the FSS department to express appreciation to those who help make possible various FSS Program activities. The Coordinators acknowledge FSS participants for achievements in education and employment. There is an emphasis on the entire family that is highlighted by the presentation of the 2011 NAHRO Poster Contest Winners. One of this year's notable families is the Najibullah and Gazala Yusufi family. Their son, Muhibullah, was acknowledged as a HACA 2011 Scholarship winner, and the family was recognized as the newest Section 8 Homeowner. Linda Evans, speaking for the family, expressed their appreciation.

December was a busy month as FSS Coordinators sought donations and acted as Holiday Helpers in partnership with generous donors and the Hayward Fire Department Station 1. During the week before HACA's furlough, they distributed \$2,130 in grocery gift cards. Seventy-four families selected gifts for their children from the toys and games made available. Some participants brought gifts to share with others, and all were grateful for the continuing support of the FSS program.

### **PUBLIC HOUSING**

- **Occupancy:** As of January 1, 2012 the Public Housing program had 193 of 206 units leased and has a 97.18% fiscal year-to-date lease up rate. The lower number of leased units is due to the fact that we are converting some of the Public Housing units to Section 8 Project-Based Vouchers and some families have chosen to move with a voucher rather than remain in their former Public Housing unit.

HOUSING AUTHORITY OF THE COUNTY OF ALAMEDA

Section 8 Contract and HAP Report for the Month of: November 2011

City	Certificates		Vouchers		NOVEMBER 2011 TOTAL		NOVEMBER 2010	NOVEMBER 2009
	Number	HAP*	Number	HAP**	Number	HAP		
Albany	-	\$ -	39	\$ 40,833	39	\$ 40,833	46	45
Castro Valley	13	\$ 11,453	233	\$ 243,951	246	\$ 255,404	253	249
Dublin	2	\$ 1,762	307	\$ 321,429	309	\$ 323,191	265	223
Emeryville	5	\$ 4,405	105	\$ 109,935	110	\$ 114,340	91	95
Fremont	31	\$ 27,311	1,371	\$ 1,435,437	1,402	\$ 1,462,748	1,411	1,416
Hayward	112	\$ 98,672	2,404	\$ 2,516,988	2,516	\$ 2,615,660	2,435	2,402
Newark	2	\$ 1,762	286	\$ 299,442	288	\$ 301,204	292	293
Pleasanton	4	\$ 3,524	162	\$ 169,614	166	\$ 173,138	160	146
San Leandro	15	\$ 13,215	1,380	\$ 1,444,860	1,395	\$ 1,458,075	1,346	1,337
San Lorenzo	2	\$ 1,762	209	\$ 218,823	211	\$ 220,585	200	191
Union City	4	\$ 3,524	759	\$ 794,673	763	\$ 798,197	714	692
<b>TOTALS</b>	<b>190</b>	<b>\$167,390.00</b>	<b>7,255</b>	<b>\$7,595,985.00</b>	<b>7,445</b>	<b>\$7,763,375.00</b>	<b>7,213</b>	<b>7,089</b>

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

\*\*Based on an average November Housing Assistance Payment (HAP) of \$1047 per voucher contract

HOUSING AUTHORITY OF THE COUNTY OF ALAMEDA

**Section 8 Contract and HAP Report for the Month of: December 2011**

City	Certificates		Vouchers		DECEMBER 2011 TOTAL		DECEMBER 2010	DECEMBER 2009
	Number	HAP*	Number	HAP**	Number	HAP		
Albany	-	\$ -	38	\$ 39,748	38	\$ 39,748	46	44
Castro Valley	14	\$ 12,334	236	\$ 246,856	250	\$ 259,190	248	250
Dublin	2	\$ 1,762	311	\$ 325,306	313	\$ 327,068	276	226
Emeryville	5	\$ 4,405	105	\$ 109,830	110	\$ 114,235	91	96
Fremont	31	\$ 27,311	1,381	\$ 1,444,526	1,412	\$ 1,471,837	1,415	1,430
Hayward	113	\$ 99,553	2,423	\$ 2,534,458	2,536	\$ 2,634,011	2,433	2,399
Newark	2	\$ 1,762	286	\$ 299,156	288	\$ 300,918	297	294
Pleasanton	4	\$ 3,524	162	\$ 169,452	166	\$ 172,976	164	147
San Leandro	15	\$ 13,215	1,415	\$ 1,480,090	1,430	\$ 1,493,305	1,355	1,335
San Lorenzo	2	\$ 1,762	210	\$ 219,660	212	\$ 221,422	198	192
Union City	4	\$ 3,524	765	\$ 800,190	769	\$ 803,714	712	696
<b>TOTALS</b>	192	\$169,152.00	7,332	\$7,669,272.00	7,524	\$7,838,424.00	7,235	7,109

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

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

HOUSING AUTHORITY OF THE COUNTY OF ALAMEDA

**Section 8 Average Contract Rent Report for the Month of: JANUARY 2012**

<b>City</b>	<b>Number of HAP Contracts</b>	<b>Average Contract Rent</b>	<b>Average HAP Paid by HACA</b>	<b>Average Rent Paid by Family</b>	<b>Average Family-Paid Rent as a Percentage of Average Contract Rent</b>
Albany	38	\$1,305	\$1,049	\$256	24%
Castro Valley	236	\$1,351	\$931	\$421	31%
Dublin	310	\$1,608	\$1,242	\$365	23%
Emeryville	105	\$1,248	\$882	\$365	29%
Fremont	1,375	\$1,555	\$1,130	\$425	27%
Hayward	2,422	\$1,339	\$970	\$369	28%
Newark	286	\$1,789	\$1,309	\$480	27%
Pleasanton	162	\$1,346	\$961	\$385	29%
San Leandro	1,412	\$1,355	\$991	\$365	27%
San Lorenzo	208	\$1,605	\$1,189	\$416	26%
Union City	765	\$1,607	\$1,183	\$424	26%

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

11-12

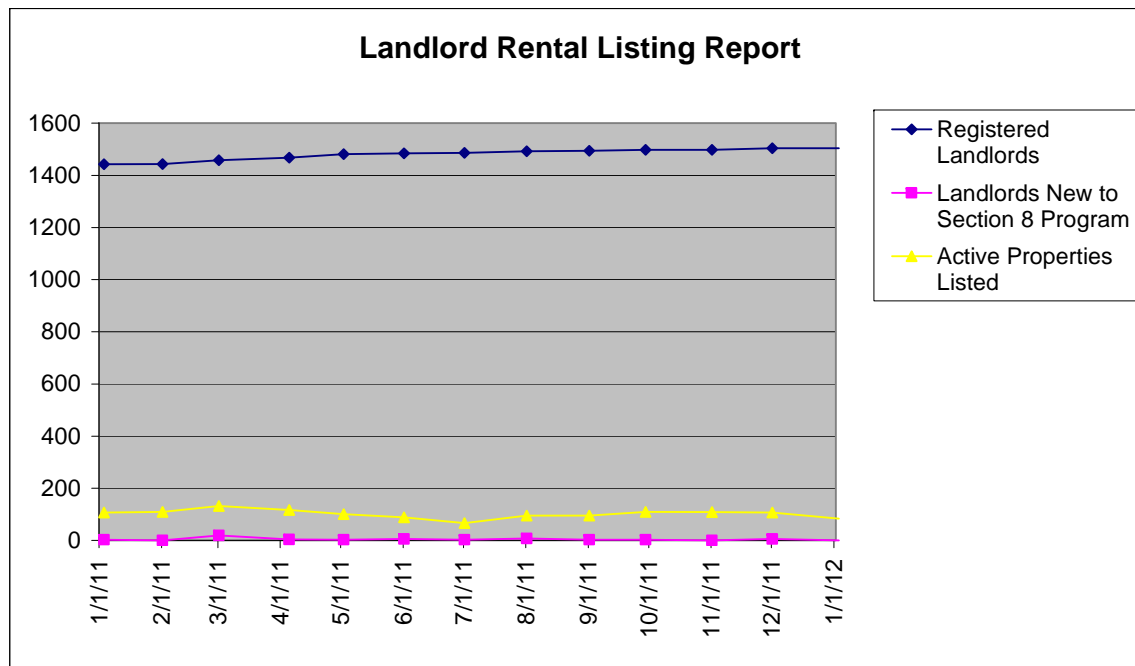
DEBT COLLECTIONS  
FYE 06/30/12

	JULY	AUGUST	SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER	JANUARY	FEBRUARY	MARCH	APRIL	MAY	JUNE	GRAND TOTALS
<i>DAMAGE CLAIMS</i>	\$0.00	\$0.00	\$0.00	\$0.00	\$50.00								\$50.00
<i>FRAUD REPAYMENTS</i>	\$6,603.63	\$13,226.48	\$3,941.52	\$4,775.18	\$2,952.94								\$31,499.75
<i>HAP OVERPAYMENTS</i>	\$200.00	\$350.00	\$343.00	\$200.00	\$135.00								\$1,228.00
<b>TOTALS</b>	<b>\$6,803.63</b>	<b>\$13,576.48</b>	<b>\$4,284.52</b>	<b>\$4,975.18</b>	<b>\$3,137.94</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$32,777.75</b>

# Landlord Rental Listing Report

## Monthly

	1/3/11	2/1/11	3/1/11	4/5/11	5/2/11	6/1/11	7/1/11	8/1/11	9/1/11	9/29/11	11/1/11	12/1/11	1/3/12
Registered Landlords	1442	1443	1458	1468	1481	1484	1486	1492	1494	1498	1498	1504	1504
Landlords New to Section 8 Program	3	0	19	4	3	5	3	7	3	3	0	5	0
Active Properties Listed	107	110	132	117	101	89	66	95	95	110	109	107	83





**To:** Christine Gouig, Executive Director  
**From:** Sharon DeCray, HAFS Manager  
**Re:** **FSS Program Summary for November 2011**  
**CC:** Ron Dion, Linda Evans, Phyllis Harrison, Mary Sturges  
**Date:** December 1, 2011

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<b>Program Summary</b>	<b>November 2011</b>
Total Clients Under Contract:	193
Graduates:	1
Escrow Disbursed:	\$11,079.80
Ports In:	0
Ports Out:	1
Terminations:	3
New Contracts:	0

## **FSS PROGRAM NEWS**

### **Celebration**

On November 7, 2011, FSS held its second annual "It's Your Time to Shine" event. It was a special evening to celebrate participants' educational and employment achievements. We also recognized FSS volunteers and the children who participated in our annual summer Health and Resource Fair. Attendees included: FSS participants and their families and HACA staff including HACA's Executive Director and Deputy Director of Programs. We were particularly honored by the presence of Christine Steiner, Chair of the Housing Commission, Commissioner Ursula Reed, and property owner Tom Silva who received special recognition for his continuing support of FSS. We also acknowledged a new HACA Section 8 homeowner family for their successful purchase of a four bedroom three bath home in the city of Hayward.

Attendees were treated to entertainment, dinner, cake and raffles. The event closed with a guest speaker, a current FSS participant, who shared his experience growing up and beating the odds. FSS coordinators received an abundance of gratitude from the attendees as they expressed enjoyment for themselves and their children on the night's events.

### **Holiday Gift Drive**

FSS is requesting donations from community vendors, staff, Housing Commissioners, friends, and family for our 2011 holiday gift giving. We are seeking to assist each of our

FSS families with a grocery gift card to spread the holiday cheer and to help the families who we know are in need. We are asking for monetary donations, gift cards, toys, and items for those “hard to shop for” teenagers.

### **Recycling**

FSS would like to thank everyone who is participating in our recycling program. To date we have collected approximately \$380. We began recycling this past February and the donations have helped us purchase items for our workshops and other events. We have received recycling donations from Commissioner Ursula Reed, staff, and FSS participants.

### **Referrals- 64**

### **Case Management-25**





**To:** Christine Gouig, Executive Director  
**From:** Sharon DeCray, HAFS Manager  
**Re:** **FSS Program Summary for December 2011**  
**CC:** Ron Dion, Linda Evans, Phyllis Harrison, Mary Sturges  
**Date:** December 22, 2011

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<b>Program Summary</b>	<b>December 2011</b>
Total Clients Under Contract:	192
Graduates:	0
Escrow Disbursed:	\$0
Ports In:	0
Ports Out:	1
Terminations:	0
New Contracts:	0

## **FSS PROGRAM NEWS**

### **Workshops:**

On December 1, 2011, Commissioner Helen Iosefa and her sister Janette volunteered their time and shared their tips on saving money and couponing with our FSS participants. Commissioner Iosefa brought coupons and samples of items she purchased with them. Audience members were very responsive, posing questions and sharing their own couponing experiences. Many participants were surprised at the savings that could be achieved each month by strategically couponing and some vowed to start couponing immediately in order to begin their path to monthly savings. At the end of the discussion, Commissioner Iosefa gave all her samples to the audience. FSS staff and the participants appreciated the enthusiasm, knowledge and generosity of Commissioner Iosefa. Twenty-six participants reserved a space and 22 attended.

On December 1, 2011, Life Coach Gloria Brown held a round table discussion entitled, "What is Your Kryptonite?" Ms. Brown spoke about the power to resist elements which can lead to self-destruction. She wanted to end the year with a conversation that would help keep the FSS participants in good spirits during the holiday season which sometimes can be difficult, especially in the current economic times.

### **FSS Silent Auction:**

On December 8, 2011, FSS staff held a silent auction in HACA's board room in order to help fund our holiday gift drive. Thanks to donations from HACA staff and FSS participants, we were able to raise additional dollars to help fund the grocery gift card giveaway. Items such as beautiful ornaments and other treasures like ladies shoes, handbags, jewelry, beanie babies, and household items were up for auction. We also thank the HACA staff for bidding on the items.

### **Holiday Gift Drive:**

Thanks to donations from HACA Commissioners, a participating landlord, HACA staff, the Hayward Fire Department and the community, FSS was able to distribute \$2,130 in grocery gift cards and toys to 74 FSS families. The families were extremely grateful that we were able to provide gifts again this year because they are aware of our funding and budget cuts. Many of them gave thanks and some even decided to donate gifts instead of receiving one this year.

### **Referrals- 54**

### **Case Management-21**