



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: February 10, 2016**  
**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, February 4, 2016 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.*

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<b>1. CALL TO ORDER / ROLL CALL</b>		
<b>2. APPROVAL OF THE MINUTES OF THE DECEMBER 16, 2015 MEETING</b>	<b>ACTION</b>	<b>2</b>
<b>3. PUBLIC COMMENT - On matters not on the Agenda</b>		
<b>4. NEW BUSINESS</b>		
<b>4-1. Draft Annual PHA Plan for Fiscal Year 2016</b>	<b>PUBLIC HEARING REQUIRED</b>	<b>8</b>
<b>4-2. Resolution Authorizing Executive Director to Execute the Disposition Agreement for Kottinger Gardens</b>	<b>ACTION</b>	<b>14</b>
<b>4-3. Approval of Agreement with Pleasanton Housing Authority for HACA Services for Kottinger Place</b>	<b>ACTION</b>	<b>17</b>
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<b>4-5. Financial Status Report - July 1, 2015 through December 31, 2015</b>	<b>INFORMATION</b>	<b>21</b>
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<b>7. ADJOURNMENT</b>		

# **MINUTES**

## **January 20, 2016**



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County of Alameda

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**HOUSING COMMISSION MINUTES  
SPECIAL MEETING: JANUARY 20, 2016  
HACA BOARD ROOM, 22941 ATHERTON STREET, HAYWARD, CA 94541**

**SUMMARY ACTION MINUTES**

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

**Call to Order**

Chairperson Biddle called the meeting to order at 8:02 a.m.

**Roll Call**

Present: Cmr. Biddle, Buckholz, Gacoscas, Gerry, Hannon, Iosefa, and Peixoto

Excused: Cmr. Asher and Bacon

**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 Commission adjourned into a closed session at 8:04 a.m. and reconvened in regular session at 9:04 a.m. Chairperson Biddle reported that there were no reportable actions taken in the closed session.

**3. APPROVAL OF THE MINUTES OF THE DECEMBER 16, 2015 HOUSING COMMISSION MEETING**

Recommendation: Approve the minutes of the December 16, 2015 Housing Commission meeting as presented.

Motion/Second: Peixoto/Gacoscas.

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

**4. PUBLIC COMMENT**

Eli Isaacs distributed 2 documents to the Housing Commission, commented on the wording of the closed session item on the December 16, 2015 Housing Commission meeting agenda and on the MOU between SEIU Local 1021 and HACA regarding closing of federal offices on December 24, 2015.

Cheri Keeling commented on the December 16, 2015 Housing Commission meeting and requested the names of the bidders on the Emery Glen exterior siding project

**5. NEW BUSINESS**

**5-1. PRESENTATION: RECOGNIZE CARMELA CONTRERAS AS HACA'S SHINING STAR FOR JANUARY - JUNE 2016**

Christine Gouig, Executive Director, gave a brief introduction to this item. She introduced Carmen Contreras, an Administrative Clerk in HACA's Program's Department, as HACA's Shining Star for January-June 2016. Linda Evans, FSS Leadworker and Chairperson of HACA's Communications Committee, read the comments that were submitted by those who nominated Carmen. The Commission and the public applauded Carmen and Chairperson Biddle presented her with a certificate.

Commission Discussion: Cmr. Hannon commented that dealing with the public can be very challenging and praised Carmen for doing a great job in such a difficult position.

Public Comment: Mary Rizzo-Shuman, Carmen's supervisor, commented that she is appreciative of the positivity and the joy that Carmen brings to the entire department. Daniel Taylor, Special Programs Manager, commented that Carmen is always willing to help others, not only in her own department but in the other departments at HACA as well. Teresa Hernandez, Administrative Clerk, commented that she had submitted the nomination for Carmen and that she felt it was time for Carmen to receive this recognition. Meranda Jones, Leasing Services Leadworker, commented that Carmen is an example of true professionalism.

**5-2. RESOLUTION NO. 01-16: RESOLUTION RECOGNIZING URSULA REED FOR HER YEARS OF SERVICE ON THE HOUSING COMMISSION**

Christine Gouig presented the staff report. Ms. Gouig reported that Ursula Reed has served on the Housing Commission as the City of San Leandro's representative since 2009. She announced that Ursula has accepted a new job and that she is no longer able to serve on the Housing Commission. Ms. Gouig indicated that the mayor of San Leandro has been notified and that the city will appoint a new representative to the Housing Commission.

Recommendation: Adopt Resolution No. 01-16 recognizing Ursula Reed for her service on the HACA Housing Commission

Commission Discussion: Chairperson Biddle commented that Ursula was a fixture on the Housing Commission and that he will miss having her at the meetings. Cmr. Gerry commented that Ursula is an amazing person and that she will be missed. Ms. Gouig commented that Ursula is an advocate of affordable housing and that she was a strong supporter of HACA's Family Self-Sufficiency (FSS) program.

Motion/Second: Peixoto/Gerry.

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

**5-3. RESOLUTION NO. 02-16: RESOLUTION RECOGNIZING RUTH CASHMERE FOR HER YEARS OF SERVICE ON THE HOUSING COMMISSION**

Christine Gouig presented the staff report. Ms. Gouig reported that Ruth Cashmere has served on the Housing Commission as the City of Albany's representative since 2010. She announced that Ruth recently moved from Albany and is no longer able to serve as the city's representative on the Housing Commission. Ms. Gouig indicated that the mayor of Albany has been notified and that the city will appoint a new representative to the Housing Commission.

Recommendation: Adopt Resolution No. 02-16 recognizing Ruth Cashmere for her service on the HACA Housing Commission

Commission Discussion: Cmr. Gerry commented that he appreciated Ruth's input at the Housing Commission meetings and that she will be missed. Ms. Gouig stated that it was helpful having Ruth on the Commission as she formerly worked at a housing authority and understood HACA's programs and HUD rules.

Motion/Second: Gerry/Peixoto.

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

**5-4. ACTION: RENTAL ASSISTANCE DEMONSTRATION PHASE-IN OF TENANT RENT INCREASES FOR PUBLIC HOUSING TENANTS PAYING FLAT RENTS AT THE TIME OF CONVERSION**

Ron Dion, Deputy Director for Programs, presented the staff report. Mr. Dion reported that staff is preparing to close on HACA's conversion of its remaining 72 public housing units to HUD's Rental Assistance Demonstration (RAD) program. He explained that in accordance with HUD regulations there are some tenants in the public housing program who are paying flat rents for their unit and that these families will be subject to a rent increase once their unit converts to the RAD. He described the timing for which these rent increases will be phased in so that these households are not overly burdened and indicated that this proposed policy must be in place at the time of conversion.

Recommendation: Approve the proposed policy for the phase-in of tenant rent increases for public housing tenants who pay flat rents at the time HACA's public housing units convert to the Rental Assistance Demonstration program.

Commission Discussion: Cmr. Gerry and Mr. Dion discussed the location of the two developments that will be converted and the rents that affected households are currently paying. Chairperson Biddle and Mr. Dion discussed the outreach that staff has done to notify the affected households. Cmr. Hannon asked if staff will continue to review the income of these households and Mr. Dion stated that staff reviews the income for all households to determine if there are any changes.

Motion/Second: Hannon/Gacoscos.

Ayes: All. Motion approved.

**INFORMATION ITEMS:**

**5-5. QUARTERLY INVESTMENT PORTFOLIO REPORT FOR THE QUARTER ENDED DECEMBER 31, 2015**

**5-6. BUDGET STATUS REPORT**

**5-7. PROGRAM ACTIVITY REPORT**

In the interest of time, Ms. Gouig gave a brief summary of the reports under agenda items 5-5., 5-6., and 5-7. Daniel Taylor gave a brief report on the Family Self Sufficiency program's annual gift giving event. Reports received with no questions or comments from the Commission.

Public Comment: Cheri Keeling commented on the information covered in HACA's budget status report. She also asked about Preserving Alameda County Housing, Inc. (PACH) and Chairperson Biddle indicated that reports related to PACH are presented at PACH's board meetings.

**6. COMMISSIONER REPORTS**

Cmr. Biddle reported on the progress of the veterans' housing project in the City of Dublin.

**7. COMMUNICATIONS**

Ms. Gouig reported that HACA has received requests for Project-Based Vouchers and will be issuing an RFP in the near future.

**8. ADJOURNMENT**

There being no further business to discuss Chairperson Biddle adjourned the meeting at 9:31 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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Don Biddle  
Housing Commission Chairperson

**NEW BUSINESS**  
**February 10, 2016**

**HOUSING AUTHORITY OF ALAMEDA COUNTY**

**AGENDA STATEMENT**

Meeting: February 10, 2016

Subject: Annual Plan for Fiscal Year 2016 (Public Hearing Required)

Exhibits Attached: Draft of HACA's Annual Plan for Fiscal Year 2016

Recommendation: Receive Draft Plan and Conduct Public Hearing to Accept Comments

Financial Statement: None

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**BACKGROUND**

HACA's Annual Plan is a guide to HACA's policies, programs, operations, and strategies for meeting local housing needs for HACA Fiscal Year 2016-2017.

Staff has prepared the draft Plan, using the new, further streamlined, HUD Annual Plan template. The Plan is due at HUD by April 15. Staff is bringing the draft Plan to you in February so that you have sufficient time for review prior to the due date. We will present the Plan as an action item at your April 13 meeting. Before then, we will also have met with the Resident Advisory Board (RAB) and will present any comments the RAB has along with staff's responses.

**DISCUSSION AND ANALYSIS**

For the first time, this year's HACA Annual Plan is required exclusively for the Housing Choice Voucher Program. Previously, our Annual and 5-Year Plans have also included Public Housing. By the time this year's Plan is submitted, however, HACA will no longer own and operate Public Housing as HACA's final 72 units of Public Housing will have been converted to RAD (Rental Assistance Demonstration) Project-Based Vouchers.

In light of the need to include only the Housing Choice Voucher Program in this year's Annual Plan, the Plan largely updates HACA's Project-Based Voucher Program accomplishments and HACA's progress in meeting its goals since last year's Annual Plan submission.

The revised HUD Annual Plan template also eliminates the requirement to include previously required schedules documenting Capital Fund Program allocations and uses as part of the Annual Plan.



<b>Streamlined Annual PHA Plan</b> <i>(High Performer PHAs)</i>	<b>U.S. Department of Housing and Urban Development Office of Public and Indian Housing</b>	<b>OMB No. 2577-0226 Expires: 02/29/2016</b>
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**Purpose.** The 5-Year and Annual PHA Plans provide a ready source for interested parties to locate basic PHA policies, rules, and requirements concerning the PHA's operations, programs, and services, and informs HUD, families served by the PHA, and members of the public of the PHA's mission, goals and objectives for serving the needs of low- income, very low- income, and extremely low- income families

**Applicability.** Form HUD-50075-HP is to be completed annually by **High Performing PHAs**. PHAs that meet the definition of a Standard PHA, Troubled PHA, HCV-Only PHA, Small PHA, or Qualified PHA do not need to submit this form.

**Definitions.**

- (1) **High-Performer PHA** – A PHA that owns or manages more than 550 combined public housing units and housing choice vouchers, and was designated as a high performer on both of the most recent Public Housing Assessment System (PHAS) and Section Eight Management Assessment Program (SEMAP) assessments.
- (2) **Small PHA** - A PHA that is not designated as PHAS or SEMAP troubled, or at risk of being designated as troubled, and that owns or manages less than 250 public housing units and any number of vouchers where the total combined units exceeds 550.
- (3) **Housing Choice Voucher (HCV) Only PHA** - A PHA that administers more than 550 HCVs, was not designated as troubled in its most recent SEMAP assessment, and does not own or manage public housing.
- (4) **Standard PHA** - A PHA that owns or manages 250 or more public housing units and any number of vouchers where the total combined units exceeds 550, and that was designated as a standard performer in the most recent PHAS or SEMAP assessments.
- (5) **Troubled PHA** - A PHA that achieves an overall PHAS or SEMAP score of less than 60 percent.
- (6) **Qualified PHA** - A PHA with 550 or fewer public housing dwelling units and/or housing choice vouchers combined, and is not PHAS or SEMAP troubled.

A.	PHA Information.																										
A.1	<p>PHA Name: <u>Housing Authority of the County of Alameda</u>      PHA Code: <u>CA067</u></p> <p>PHA Type: <input type="checkbox"/> Small <input checked="" type="checkbox"/> High Performer</p> <p>PHA Plan for Fiscal Year Beginning: (MM/YYYY): <u>07/01/2016</u></p> <p>PHA Inventory (Based on Annual Contributions Contract (ACC) units at time of FY beginning, above)</p> <p>Number of Public Housing (PH) Units <u>0</u>      Number of Housing Choice Vouchers (HCVs) <u>6186</u></p> <p>Total Combined <u>6186</u></p> <p>PHA Plan Submission Type: <input checked="" type="checkbox"/> Annual Submission      <input type="checkbox"/> Revised Annual Submission</p> <p><b>Availability of Information.</b> In addition to the items listed in this form, PHAs must have the elements listed below readily available to the public. A PHA must identify the specific location(s) where the proposed PHA Plan, PHA Plan Elements, and all information relevant to the public hearing and proposed PHA Plan are available for inspection by the public. Additionally, the PHA must provide information on how the public may reasonably obtain additional information of the PHA policies contained in the standard Annual Plan, but excluded from their streamlined submissions. At a minimum, PHAs must post PHA Plans, including updates, at each Asset Management Project (AMP) and main office or central office of the PHA. PHAs are strongly encouraged to post complete PHA Plans on their official website. PHAs are also encouraged to provide each resident council a copy of their PHA Plans.</p> <p><input type="checkbox"/> <b>PHA Consortia:</b> (Check box if submitting a Joint PHA Plan and complete table below)</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th rowspan="2">Participating PHAs</th> <th rowspan="2">PHA Code</th> <th rowspan="2">Program(s) in the Consortia</th> <th rowspan="2">Program(s) not in the Consortia</th> <th colspan="2">No. of Units in Each Program</th> </tr> <tr> <th>PH</th> <th>HCV</th> </tr> </thead> <tbody> <tr> <td>Lead PHA:</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table>	Participating PHAs	PHA Code	Program(s) in the Consortia	Program(s) not in the Consortia	No. of Units in Each Program		PH	HCV	Lead PHA:																	
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Lead PHA:																											

<b>B.</b>	<b>Annual Plan Elements</b>
<b>B.1</b>	<p><b>Revision of PHA Plan Elements.</b></p> <p>(a) Have the following PHA Plan elements been revised by the PHA since its last <b>Annual PHA Plan</b> submission? Y N</p> <p><input type="checkbox"/> <input checked="" type="checkbox"/> Statement of Housing Needs and Strategy for Addressing Housing Needs.  <input checked="" type="checkbox"/> <input type="checkbox"/> Deconcentration and Other Policies that Govern Eligibility, Selection, and Admissions.  <input checked="" type="checkbox"/> <input type="checkbox"/> Financial Resources.  <input type="checkbox"/> <input checked="" type="checkbox"/> Rent Determination.  <input type="checkbox"/> <input checked="" type="checkbox"/> Homeownership Programs.  <input type="checkbox"/> <input checked="" type="checkbox"/> Safety and Crime Prevention.  <input type="checkbox"/> <input checked="" type="checkbox"/> Pet Policy.  <input type="checkbox"/> <input checked="" type="checkbox"/> Substantial Deviation.  <input type="checkbox"/> <input checked="" type="checkbox"/> Significant Amendment/Modification</p> <p>(b) The PHA must submit its Deconcentration Policy for Field Office Review.</p> <p>(c) If the PHA answered yes for any element, describe the revisions for each element below:</p> <p>Other Policies that Govern Eligibility, Selection, and Admission: Modified as necessary to conform to new or revised HUD regulations.  Financial Resources: Modified to reflect new budget and operating experience since last Annual PHA Plan submission.</p>
<b>B.2</b>	<p><b>New Activities.</b></p> <p>(a) Does the PHA intend to undertake any new activities related to the following in the PHA's current Fiscal Year? Y N</p> <p><input type="checkbox"/> <input checked="" type="checkbox"/> Hope VI or Choice Neighborhoods.  <input type="checkbox"/> <input checked="" type="checkbox"/> Mixed Finance Modernization or Development.  <input type="checkbox"/> <input checked="" type="checkbox"/> Demolition and/or Disposition.  <input type="checkbox"/> <input checked="" type="checkbox"/> Conversion of Public Housing to Tenant Based Assistance.  <input checked="" type="checkbox"/> <input type="checkbox"/> Conversion of Public Housing to Project-Based Assistance under RAD.  <input checked="" type="checkbox"/> <input type="checkbox"/> Project Based Vouchers.  <input type="checkbox"/> <input checked="" type="checkbox"/> Units with Approved Vacancies for Modernization.  <input type="checkbox"/> <input checked="" type="checkbox"/> Other Capital Grant Programs (i.e., Capital Fund Community Facilities Grants or Emergency Safety and Security Grants).</p> <p>(b) If any of these activities are planned for the current Fiscal Year, describe the activities. For new demolition activities, describe any public housing development or portion thereof, owned by the PHA for which the PHA has applied or will apply for demolition and/or disposition approval under section 18 of the 1937 Act under the separate demolition/disposition approval process. If using Project-Based Vouchers (PBVs), provide the projected number of project based units and general locations, and describe how project basing would be consistent with the PHA Plan.</p> <p>This Fiscal Year, HACA converted its 72 remaining Public Housing units to Project-Based Vouchers under RAD. It currently has a total of 415 project-based units in addition to the RAD units. HACA is also project-basing 25 units in the city of Dublin and 25 in the city of Fremont in order to expand housing opportunities for homeless veterans in higher-cost opportunity areas. HACA is also project-basing 12 units in the city of Emeryville for families and possibly 15 units in the city of Hayward for families and 22 units in the city of Fremont for the elderly. HACA may project-base additional units in non-impacted census tracts, higher-cost opportunity areas and neighborhoods undergoing revitalization for persons with disabilities, the elderly and families. It has also applied for 50 replacement housing vouchers that it plans to project-base to replace 50 public housing units being disposed of by the City of Pleasanton Housing Authority (Kottinger Place).</p>
<b>B.3</b>	<p><b>Progress Report.</b></p> <p>Provide a description of the PHA's progress in meeting its Mission and Goals described in the PHA 5-Year Plan.</p> <p>Goal 5.2.1 Long-term financial viability of HACA's remaining 72 PH units - Accomplished by March 2016 RAD closing.</p> <p>Goal 5.2.2 Expand the supply of assisted housing - Continuing. See B.2 above for progress to date.</p> <p>Goal 5.2.3 Increase access to available assistance through implementation of cloud-based, always-open housing assistance application. Programming is complete; dependent on platform provider (Zoho Creator) correcting language translation limitations in platform.</p> <p>Goal 5.2.4. Validate the cost-effectiveness of the HACA Family Self-Sufficiency (FSS) Program - Ongoing as part of multi-year HUD national assesment with MDRC.</p> <p>Goal 5.2.5 Assist as many qualified families as possible - Ongoing.</p> <p>Goal 5.2.6 Fully implement the Violence Against Women Act - Fully implemented and ongoing.</p>

<b>B.4.</b>	<p><b>Most Recent Fiscal Year Audit.</b></p> <p>(a) Were there any findings in the most recent FY Audit?</p> <p>Y   N  <input checked="" type="checkbox"/> <input type="checkbox"/></p> <p>(b) If yes, please describe:</p> <p>The Independent Audit Report for FY 2013-2014 found that one file out of the sampling tested was one month late in its annual HQS inspection. The late inspection occurred due to a change to permitted biennial inspections. HACA implemented a corrective action plan and HUD closed the finding on July 30, 2015.</p>
<b>Other Document and/or Certification Requirements.</b>	
<b>C.1</b>	<p><b>Certification Listing Policies and Programs that the PHA has Revised since Submission of its Last Annual Plan</b></p> <p>Form 50077-ST-HCV-HP, <i>Certification of Compliance with PHA Plans and Related Regulations</i>, must be submitted by the PHA as an electronic attachment to the PHA Plan.</p>
<b>C.2</b>	<p><b>Civil Rights Certification.</b></p> <p>Form 50077-ST-HCV-HP, <i>Certification of Compliance with PHA Plans and Related Regulations</i>, must be submitted by the PHA as an electronic attachment to the PHA Plan.</p>
<b>C.3</b>	<p><b>Resident Advisory Board (RAB) Comments.</b></p> <p>(a) Did the RAB(s) provide comments to the PHA Plan?</p> <p>Y   N  <input type="checkbox"/> <input type="checkbox"/></p> <p>If yes, comments must be submitted by the PHA as an attachment to the PHA Plan. PHAs must also include a narrative describing their analysis of the RAB recommendations and the decisions made on these recommendations.</p> <p>(This Section will be completed after the RAB has reviewed this draft and before the final Annual Plan is presented to the HACA Housing Commission at its March meeting.)</p>
<b>C.4</b>	<p><b>Certification by State or Local Officials.</b></p> <p>Form HUD 50077-SL, <i>Certification by State or Local Officials of PHA Plans Consistency with the Consolidated Plan</i>, must be submitted by the PHA as an electronic attachment to the PHA Plan.</p>
<b>D</b>	<p><b>Statement of Capital Improvements.</b> Required in all years for all PHAs completing this form that administer public housing and receive funding from the Capital Fund Program (CFP).</p>
<b>D.1</b>	<p><b>Capital Improvements.</b> Include a reference here to the most recent HUD-approved 5-Year Action Plan (HUD-50075.2) and the date that it was approved by HUD.</p> <p>HACA will no longer administer public housing after March 2016 as it is converting its remaining 72 public housing units to the RAD program. See HUD Form 50075.2 approved by HUD on April 13, 2015.</p>

# Instructions for Preparation of Form HUD-50075-HP

## Annual Plan for High Performing PHAs

### A. PHA Information. All PHAs must complete this section.

- A.1** Include the full **PHA Name**, **PHA Code**, **PHA Type**, **PHA Fiscal Year Beginning** (MM/YYYY), **PHA Inventory**, **Number of Public Housing Units and or Housing Choice Vouchers (HCVs)**, **PHA Plan Submission Type**, and the **Availability of Information**, specific location(s) of all information relevant to the public hearing and proposed PHA Plan. ([24 CFR §903.23\(4\)\(e\)](#))

**PHA Consortia:** Check box if submitting a Joint PHA Plan and complete the table. ([24 CFR §943.128\(a\)](#))

### B. Annual Plan.

#### B.1 Revision of PHA Plan Elements. PHAs must:

Identify specifically which plan elements listed below that have been revised by the PHA. To specify which elements have been revised, mark the “yes” box. If an element has not been revised, mark “no.”

☐ **Statement of Housing Needs and Strategy for Addressing Housing Needs.** Provide a statement addressing the housing needs of low-income, very low-income and extremely low-income families and a brief description of the PHA’s strategy for addressing the housing needs of families who reside in the jurisdiction served by the PHA. The statement must identify the housing needs of (i) families with incomes below 30 percent of area median income (extremely low-income), (ii) elderly families and families with disabilities, and (iii) households of various races and ethnic groups residing in the jurisdiction or on the waiting list based on information provided by the applicable Consolidated Plan, information provided by HUD, and other generally available data. The identification of housing needs must address issues of affordability, supply, quality, accessibility, size of units, and location. For years in which the PHA’s 5-Year PHA Plan is also due, this information must be included only to the extent it pertains to the housing needs of families that are on the PHA’s public housing and Section 8 tenant-based assistance waiting lists. ([24 CFR §903.7\(a\)\(1\)](#)) and 24 CFR §903.12(b). Provide a description of the PHA’s strategy for addressing the housing needs of families in the jurisdiction and on the waiting list in the upcoming year. For years in which the PHA’s 5-Year PHA Plan is also due, this information must be included only to the extent it pertains to the housing needs of families that are on the PHA’s public housing and Section 8 tenant-based assistance waiting lists. ([24 CFR §903.7\(a\)\(2\)\(ii\)](#)) and 24 CFR §903.12(b).

☐ **Deconcentration and Other Policies that Govern Eligibility, Selection and Admissions.** Describe the PHA’s admissions policy for deconcentration of poverty and income mixing of lower-income families in public housing. The Deconcentration Policy must describe the PHA’s policy for bringing higher income tenants into lower income developments and lower income tenants into higher income developments. The deconcentration requirements apply to general occupancy and family public housing developments. Refer to 24 CFR §903.2(b)(2) for developments not subject to deconcentration of poverty and income mixing requirements. ([24 CFR §903.7\(b\)](#)) Describe the PHA’s procedures for maintaining waiting lists for admission to public housing and address any site-based waiting lists. ([24 CFR §903.7\(b\)](#)) A statement of the PHA’s policies that govern resident or tenant eligibility, selection and admission including admission preferences for both public housing and HCV. ([24 CFR §903.7\(b\)](#)) Describe the unit assignment policies for public housing. ([24 CFR §903.7\(b\)](#))

☐ **Financial Resources.** A statement of financial resources, including a listing by general categories, of the PHA’s anticipated resources, such as PHA operating, capital and other anticipated Federal resources available to the PHA, as well as tenant rents and other income available to support public housing or tenant-based assistance. The statement also should include the non-Federal sources of funds supporting each Federal program, and state the planned use for the resources. ([24 CFR §903.7\(c\)](#))

☐ **Rent Determination.** A statement of the policies of the PHA governing rents charged for public housing and HCV dwelling units, including applicable public housing flat rents, minimum rents, voucher family rent contributions, and payment standard policies. ([24 CFR §903.7\(d\)](#))

☐ **Homeownership Programs.** A description of any homeownership programs (including project number and unit count) administered by the agency or for which the PHA has applied or will apply for approval. For years in which the PHA’s 5-Year PHA Plan is also due, this information must be included only to the extent that the PHA participates in homeownership programs under section 8(y) of the 1937 Act. ([24 CFR §903.7\(k\)](#)) and 24 CFR §903.12(b).

☐ **Safety and Crime Prevention (VAWA).** A description of: **1)** Any activities, services, or programs provided or offered by an agency, either directly or in partnership with other service providers, to child or adult victims of domestic violence, dating violence, sexual assault, or stalking; **2)** Any activities, services, or programs provided or offered by a PHA that helps child and adult victims of domestic violence, dating violence, sexual assault, or stalking, to obtain or maintain housing; and **3)** Any activities, services, or programs provided or offered by a public housing agency to prevent domestic violence, dating violence, sexual assault, and stalking, or to enhance victim safety in assisted families. ([24 CFR §903.7\(m\)\(5\)](#))

☐ **Pet Policy.** Describe the PHA’s policies and requirements pertaining to the ownership of pets in public housing. ([24 CFR §903.7\(n\)](#))

☐ **Substantial Deviation.** PHA must provide its criteria for determining a “substantial deviation” to its 5-Year Plan. ([24 CFR §903.7\(r\)\(2\)\(i\)](#))

☐ **Significant Amendment/Modification.** PHA must provide its criteria for determining a “Significant Amendment or Modification” to its 5-Year and Annual Plan. Should the PHA fail to define ‘significant amendment/modification’, HUD will consider the following to be ‘significant amendments or modifications’: a) changes to rent or admissions policies or organization of the waiting list; b) additions of non-emergency public housing CFP work items (items not included in the current CFP Annual Statement or CFP 5-Year Action Plan); or c) any change with regard to demolition or disposition, designation, homeownership programs or conversion activities. See guidance on HUD’s website at: [Notice PIH 1999-51](#). ([24 CFR §903.7\(r\)\(2\)\(ii\)](#))

If any boxes are marked “yes”, describe the revision(s) to those element(s) in the space provided.

PHAs must submit a Deconcentration Policy for Field Office review. For additional guidance on what a PHA must do to deconcentrate poverty in its development and comply with fair housing requirements, see [24 CFR 903.2](#). ([24 CFR §903.23\(b\)](#))

**B.2 New Activities.** If the PHA intends to undertake any new activities related to these elements or discretionary policies in the current Fiscal Year, mark “yes” for those elements, and describe the activities to be undertaken in the space provided. If the PHA does not plan to undertake these activities, mark “no.”

☐ **Hope VI.** 1) A description of any housing (including project name, number (if known) and unit count) for which the PHA will apply for HOPE VI; and 2) A timetable for the submission of applications or proposals. The application and approval process for Hope VI is a separate process. See guidance on HUD’s website at: <http://www.hud.gov/offices/pih/programs/ph/hope6/index.cfm>. (Notice PIH 2010-30)

☐ **Mixed Finance Modernization or Development.** 1) A description of any housing (including name, project number (if known) and unit count) for which the PHA will apply for Mixed Finance Modernization or Development; and 2) A timetable for the submission of applications or proposals. The application and approval process for Mixed Finance Modernization or Development is a separate process. See guidance on HUD’s website at: <http://www.hud.gov/offices/pih/programs/ph/hope6/index.cfm>. (Notice PIH 2010-30)

☐ **Demolition and/or Disposition.** Describe any public housing projects owned by the PHA and subject to ACCs (including name, project number and unit numbers [or addresses]), and the number of affected units along with their sizes and accessibility features) for which the PHA will apply or is currently pending for demolition or disposition; and (2) A timetable for the demolition or disposition. This statement must be submitted to the extent that approved and/or pending demolition and/or disposition has changed. The application and approval process for demolition and/or disposition is a separate process. See guidance on HUD’s website at: [http://www.hud.gov/offices/pih/centers/sac/demo\\_dispo/index.cfm](http://www.hud.gov/offices/pih/centers/sac/demo_dispo/index.cfm). (24 CFR §903.7(h))

☐ **Conversion of Public Housing.** Describe any public housing building(s) (including project number and unit count) owned by the PHA that the PHA is required to convert or plans to voluntarily convert to tenant-based assistance; 2) An analysis of the projects or buildings required to be converted; and 3) A statement of the amount of assistance received to be used for rental assistance or other housing assistance in connection with such conversion. See guidance on HUD’s website at: <http://www.hud.gov/offices/pih/centers/sac/conversion.cfm>. (24 CFR §903.7(j))

☐ **Project-Based Vouchers.** Describe any plans to use HCVs for new project-based vouchers. (24 CFR §983.57(b)(1)) If using project-based vouchers, provide the projected number of project-based units and general locations, and describe how project-basing would be consistent with the PHA Plan.

☐ **Other Capital Grant Programs** (i.e., Capital Fund Community Facilities Grants or Emergency Safety and Security Grants).

**B.3 Progress Report.** For all Annual Plans following submission of the first Annual Plan, a PHA must include a brief statement of the PHA’s progress in meeting the mission and goals described in the 5-Year PHA Plan. (24 CFR §903.7(r)(1))

**B.4 Most Recent Fiscal Year Audit.** If the results of the most recent fiscal year audit for the PHA included any findings, mark “yes” and describe those findings in the space provided. (24 CFR §903.7(p))

## C. Other Document and/or Certification Requirements

**C.1 Certification Listing Policies and Programs that the PHA has Revised since Submission of its Last Annual Plan.** Provide a certification that the following plan elements have been revised, provided to the RAB for comment before implementation, approved by the PHA board, and made available for review and inspection by the public. This requirement is satisfied by completing and submitting form HUD-50077 SM-HP.

**C.2 Civil Rights Certification.** Form HUD-50077 SM-HP, *PHA Certifications of Compliance with the PHA Plans and Related Regulation*, must be submitted by the PHA as an electronic attachment to the PHA Plan. This includes all certifications relating to Civil Rights and related regulations. A PHA will be considered in compliance with the AFFH Certification if: it can document that it examines its programs and proposed programs to identify any impediments to fair housing choice within those programs; addresses those impediments in a reasonable fashion in view of the resources available; works with the local jurisdiction to implement any of the jurisdiction’s initiatives to affirmatively further fair housing; and assures that the annual plan is consistent with any applicable Consolidated Plan for its jurisdiction. (24 CFR §903.7(o))

**C.3 Resident Advisory Board (RAB) comments.** If the RAB provided comments to the annual plan, mark “yes,” submit the comments as an attachment to the Plan and describe the analysis of the comments and the PHA’s decision made on these recommendations. (24 CFR §903.13(c), 24 CFR §903.19)

**C.4 Certification by State or Local Officials.** Form HUD-50077-SL, *Certification by State or Local Officials of PHA Plans Consistency with the Consolidated Plan*, must be submitted by the PHA as an electronic attachment to the PHA Plan. (24 CFR §903.15)

**D. Statement of Capital Improvements.** PHAs that receive funding from the Capital Fund Program (CFP) must complete this section. (24 CFR 903.7 (g))

**D.1 Capital Improvements.** In order to comply with this requirement, the PHA must reference the most recent HUD approved Capital Fund 5 Year Action Plan. PHAs can reference the form by including the following language in Section C. 8.0 of the PHA Plan Template: “See HUD Form 50075.2 approved by HUD on XX/XX/XXXX.”

This information collection is authorized by Section 511 of the Quality Housing and Work Responsibility Act, which added a new section 5A to the U.S. Housing Act of 1937, as amended, which introduced the 5-Year and Annual PHA Plan. The 5-Year and Annual PHA Plans provide a ready source for interested parties to locate basic PHA policies, rules, and requirements concerning the PHA’s operations, programs, and services, and informs HUD, families served by the PHA, and members of the public of the PHA’s mission, goals and objectives for serving the needs of low- income, very low- income, and extremely low- income families.

Public reporting burden for this information collection is estimated to average 16.64 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. HUD may not collect this information, and respondents are not required to complete this form, unless it displays a currently valid OMB Control Number.

**Privacy Act Notice.** The United States Department of Housing and Urban Development is authorized to solicit the information requested in this form by virtue of Title 12, U.S. Code, Section 1701 et seq., and regulations promulgated thereunder at Title 12, Code of Federal Regulations. Responses to the collection of information are required to obtain a benefit or to retain a benefit. The information requested does not lend itself to confidentiality.

**HOUSING AUTHORITY OF THE COUNTY OF ALAMEDA**

**AGENDA STATEMENT**

Meeting: February 10, 2016

Subject: Disposition Agreement for Kottinger Gardens in Pleasanton

Exhibits Attached:                   - Resolution 03-16  
  - Attachment A: Disposition Agreement

Recommendation:               Approve the Resolution Authorizing the Executive Director to Execute  
  the Disposition Agreement on Behalf of HACA

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**BACKGROUND**

The City of Pleasanton and the Pleasanton Housing Authority (PHA) have been working diligently for many years to redevelop the Kottinger Place public housing project site. The current site has 50 public housing units for seniors. The plan is to assemble this site with a small adjacent parcel owned by the City and another site located across the street from Kottinger Place and develop a total of 131 units (130 units for seniors plus one manager's unit). All units will be affordable, low-income housing tax credit units and 50 will have Section 8 project based vouchers (PBV) provided by HACA. The City and PHA selected Mid-peninsula Housing to serve as the developer of this plan.

**DISCUSSION and ANALYSIS**

PHA does not operate a Section 8 voucher program; HACA operates the program in Pleasanton. Thus, PHA is not able to provide the 50 PBVs and asked HACA to do so. Your Commission approved resolution number 01-15 on January 14, 2015, authorizing HACA to apply to HUD for 50 replacement housing vouchers. That application was submitted and HUD has acknowledged its receipt.

As a part of its approval of the redevelopment plan, and due to HACA's role in providing the 50 PBVs, HUD is requiring that HACA be a party to the disposition agreement that is required for all public housing redevelopment projects (HACA and the Dublin Housing Authority entered into such an agreement for the 180-unit redevelopment of the former Arroyo Vista public housing project). HUD requires that the City of Pleasanton, PHA and Mid-peninsula Housing also be parties to the disposition agreement.

The form of disposition agreement is attached. It has been reviewed by Bob Mills, HACA's development counsel from the firm of Goldfarb & Lipman. The agreement is in substantially final form but is not final as HUD is still reviewing comments from us, PHA and Mid-peninsula Housing. Therefore, the resolution authorizes HACA's Executive Director to sign the agreement with any changes that HUD may require.

**HOUSING AUTHORITY OF THE COUNTY OF ALAMEDA**

**RESOLUTION NO. 03-16**

**RESOLUTION AUTHORIZING THE HOUSING AUTHORITY OF THE COUNTY OF ALAMEDA TO ENTER INTO A DISPOSITION AGREEMENT WITH HUD, THE CITY OF PLEASANTON, HOUSING AUTHORITY OF THE CITY OF PLEASANTON, AND KOTTINGER GARDENS PHASE 1 ASSOCIATES, L.P. IN CONNECTION WITH THE KOTTINGER PLACE PUBLIC HOUSING DISPOSITION AND REDEVELOPMENT (HUD PROJECT NO. CA081000001)**

**WHEREAS**, the Housing Authority of the City of Pleasanton (PHA) approved the submittal of a Disposition Application to the United States Department of Housing and Urban Development ("HUD") for the redevelopment of its 50-unit Kottinger Place public housing project (the "Disposition Property") at its October, 21, 2014 meeting; and

**WHEREAS**, HUD has, as documented in the letter from HUD to the PHA dated February 26, 2015, as amended on \_\_\_\_\_, 2016, (the "Approval Letter") agreed to such sale on the terms and conditions set forth in the Approval Letter, including the requirement that HUD, the City of Pleasanton (the "City"), the PHA, and the Housing Authority of the County of Alameda (HACA) execute a Disposition Agreement; and

**WHEREAS**, HACA operates the Housing Choice Voucher Program in the City of Pleasanton; and

**WHEREAS**, HUD has conditioned its approval for the transfer of the Disposition Property on the condition that fifty (50) of the 131 redeveloped units (the "**PBV Units**," or singularly, a "**PBV Unit**") will be developed and operated as assisted housing under HUD's Section 8 project-based voucher program in accordance with Section 8(o) of the Act, 24 C.F.R Part 983, and the applicable Housing Assistance Payments Contract (the "**HAP Contract**") for the duration of the thirty (30) year HUD Use Agreement's restricted period; and

**WHEREAS**, the households with a lease in effect at the Disposition Property at the time HUD's Declaration of Trust is released (the "Existing Public Housing Households") will remain in their units until such time that a Ground Lease between the City of Pleasanton (the "City") and Kottinger Gardens Phase 1 Associates, L.P. ("the Partnership") is recorded. Following recordation of the Ground Lease, the Partnership and City will be responsible for moving the Existing Public Housing Households off-site to temporary housing where such households will reside during the approximate twelve (12) month construction of the New Units; and

**WHEREAS**, in the event the Existing Public Housing Households are not able to move into the PBV Units by July 1, 2017, HACA will provide the Existing Public Housing Households with a Section 8 Housing Choice Voucher and the City shall use its best efforts to assist the Existing Public Housing Households to use the Section 8 Housing Choice Vouchers provided to them to find permanent replacement housing.

Housing Authority of the County of Alameda

Resolution No. 03-16: Resolution Authorizing the Housing Authority of the County of Alameda to enter into a Disposition Agreement with HUD, the City of Pleasanton, Housing Authority of the City of Pleasanton, and Kottinger Gardens Phase 1 Associates, L.P. in Connection with the Kottinger Place Public Housing Disposition and Redevelopment (HUD Project No. CA081000001)

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**NOW, THEREFORE, THE BOARD OF COMMISSIONERS OF THE HOUSING AUTHORITY OF THE COUNTY OF ALAMEDA RESOLVES AS FOLLOWS:**

Section 1: Approve entering into a Disposition Agreement substantially in the form attached and subject to final form approval by HUD that would commit HACA to provide a HAP Contract for a 30-Year Term for the 50 PBV Units or to offer a Section 8 Housing Choice Voucher to the Existing Households in the event they are not able to move into the PBV units by July 1, 2017.

Section 2: HACA's Executive Director or her designee is authorized to sign the attached documents on behalf of HACA, in addition to all other documents required by HUD to release the Declaration of Trust on the Disposition Property, and all other documents necessary to effectuate the transfer of the Disposition Property to the City.

**PASSED, APPROVED AND ADOPTED** by the Housing Commission of the Housing Authority of the County of Alameda on this 10<sup>th</sup> day of February 2016 by the following vote:

**AYES:**

**NOES:**

**ABSTAIN:**

**EXCUSED:**

**ABSENT:**

**APPROVED:**

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Don Biddle  
Housing Commission Chairperson

**ATTEST:**

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Christine Gouig  
Executive Director/Housing Commission Secretary

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



**HOUSING AUTHORITY OF THE COUNTY OF ALAMEDA**

**AGENDA STATEMENT**

Meeting: February 10, 2016

Subject: Services Agreement for Kottinger Gardens in Pleasanton

Exhibits Attached: Agreement Between the Housing Authority of the County of Alameda and the Pleasanton Housing Authority for the Performance of Services in Connection with the Redevelopment of Kottinger Place

Recommendation: Authorize the Executive Director to Execute the Agreement on Behalf of HACA

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**BACKGROUND**

The City of Pleasanton and the Pleasanton Housing Authority (PHA) have been working diligently for many years to redevelop the Kottinger Place public housing project site. The current site has 50 public housing units for seniors. The plan is to assemble this site with a small adjacent parcel owned by the City and another site located across the street from Kottinger Place and develop a total of 131 units (130 units for seniors plus one manager's unit). All units will be affordable, low-income housing tax credit units and 50 will have Section 8 project based vouchers (PBV) provided by HACA. The City and PHA selected Mid-peninsula Housing to serve as the developer of this plan.

**DISCUSSION and ANALYSIS**

HACA has provided certain services to PHA in connection with the Kottinger Place redevelopment and additional services may be required before the disposition of the property is complete. These are listed in the attached Agreement and include such items as review of the disposition application and relocation plan prior to their submittal to HUD, drafting various resolutions, responding to HUD questions and commenting on matters such as the Disposition Agreement (the subject of another item on your agenda today). HACA requested that PHA reimburse it for these services in the amount of \$40,000 and PHA has agreed to do so through Mid-peninsula Housing Corporation, the redeveloper of Kottinger Place.

PHA has executed the Agreement. HACA must now execute the Agreement after which it will invoice PHA for the full amount.

**AGREEMENT BETWEEN THE HOUSING AUTHORITY OF THE COUNTY OF ALAMEDA AND THE  
PLEASANTON HOUSING AUTHORITY FOR THE PERFORMANCE OF SERVICES IN CONNECTION WITH THE  
REDEVELOPMENT OF KOTTINGER PLACE**

This Agreement (the "Agreement") is made as of Dec. 31, 2015, by and between the HOUSING AUTHORITY OF THE COUNTY OF ALAMEDA ("HACA") and the PLEASANTON HOUSING AUTHORITY ("PHA").

**RECITALS**

WHEREAS, PHA owns property consisting of approximately 3.3 acres in the City of Pleasanton, which is developed with a 50-unit public housing residential complex for seniors known as Kottinger Place; and

WHEREAS, PHA has approved a master plan for the redevelopment of Kottinger Place, which will include the demolition of all existing units and appurtenant structures and the construction of 131 units, including the replacement of the 50 public housing units; and

WHEREAS, PHA requires approval from the U.S. Department of Housing and Urban Development ("HUD") under HUD's Section 18 program in order to carry out its redevelopment plan; and

WHEREAS, HACA has processed its own public housing units under the Section 18 program and thus has experience with HUD requirements; and

WHEREAS, HACA administers the Section 8 Housing Choice Voucher ("HCV") Program in the City of Pleasanton; and

WHEREAS, PHA and its developer partner, Mid-pen Housing Corp. ("Mid-pen"), require 50 HCVs to be project-based at the redeveloped Kottinger Place in order to provide replacement housing for the residents occupying the 50 public housing units; and

WHEREAS, PHA desires the assistance of HACA in the review of certain Section 18 documents and the application for 50 replacement housing vouchers;

NOW, THEREFORE, IN CONSIDERATION of the mutual agreements and representations contained herein PHA and HACA agree as follows:

A. Services. HACA will perform the following services:

1. review and comment on the disposition application prior to submittal;
2. review and comment on the relocation plan;
3. draft the resolution for consideration by the PHA Commission asking HACA to apply for vouchers;
4. prepare the staff report and resolution for HACA's Commission authorizing submittal of the voucher application;

**HACA AGENDA ITEM NO.: 4-3.**

5. analyze and process Mid-pen's Section 8 project-based voucher application, including making a site visit to Kottinger and the surrounding neighborhood to complete HUD's Site and Neighborhood Standards review;
6. issue a Section 8 project-based voucher commitment to Mid-pen for their TCAC application;
7. prepare and send the letter to HUD regarding use of the previously-submitted environmental review for HACA's project-based vouchers;
8. prepare and submit the application to HUD for the Section 8 vouchers;
9. respond to questions HUD may have regarding the application; make any changes required by HUD;
10. undertake other coordination tasks that may be necessary between the parties and provide information that may be required by other parties in order to finalize the redevelopment of the project.

B. Payment. In consideration of such services PHA will pay HACA the sum of Forty-thousand Dollars and No Cents (\$40,000.00). Payment shall be invoiced upon execution of this Agreement by the parties. PHA directs HACA to submit its invoice to its developer partner, Mid-pen Housing Corp., attention Abigail Goldware, at 303 Vintage Park Drive, Suite 250, Foster City, CA 94404.

C. Term. This Agreement shall terminate upon completion of the Services shown above.

D. Amendments. The Executive Directors of HACA and PHA shall have the authority to amend this Agreement to increase the number and type of services and payment therefor. Amendments must be made by mutual written agreement of the Executive Directors.

E. Notices. Any and all notices, writings, correspondence, etc. required by this Agreement shall be directed as follows:

HOUSING AUTHORITY OF THE COUNTY OF  
ALAMEDA  
Executive Director  
22941 Atherton Street  
Hayward, CA 94541

PLEASANTON HOUSING AUTHORITY  
Executive Director  
123 Main Street  
Pleasanton, CA 94566-0802

IN WITNESS WHEREOF, this Agreement has been executed as of the date first written above.

HOUSING AUTHORITY OF THE COUNTY OF  
ALAMEDA

PLEASANTON HOUSING AUTHORITY

\_\_\_\_\_  
Christine Gouig, Executive Director

\_\_\_\_\_  
Nelson Fialho, Executive Director

Approved as to Form:

Attest:

*for* Julie Harryman, Interim Authority Counsel

Karen Diaz, Secretary to the Board of Directors

**HOUSING AUTHORITY OF ALAMEDA COUNTY**

**AGENDA STATEMENT**

Meeting: February 10, 2016

Subject: Procurement Award Information

Exhibits Attached: None

Recommendation: Receive report

Financial Statement: As indicated below

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**BACKGROUND**

The information below is provided in accordance with the Housing Authority's Procurement Policy, which requires that procurement actions valued between \$25,000 and \$150,000 be brought to your Housing Commission as information.

**DISCUSSION AND ANALYSIS**

**Unit Remodeling Projects**

1. On October 20, 2015, staff issued Invitations for Bids to remodel three two-bedroom one-bath residences at the Emery Glen public housing project in Emeryville. The scope of work for each unit included a complete kitchen and bathroom remodel and the replacement of wall heaters, doors, windows, window coverings and light fixtures.

One unit (#5 below) also required the replacement of sheetrock due to mold, the removal of plywood, treatment of dry rot, re-routing of plumbing and re-installation of plywood.

The contract award results for the projects are shown below.

No.	Bid Release	Contractor	Property Location	Bedrooms / Bathrooms	Contract Award
1	October 20, 2015	B Bros Construction, Inc. San Leandro, CA	6200 Doyle St. #5 Emeryville, CA	2 / 1	\$32,406
2	October 20, 2015	Bay Cities Construction, Inc. Oakland, CA	6200 Doyle St. #27 and #28 Emeryville, CA	(2) 2 / 1	\$54,900

The funding source for all three units is the Public Housing budget.

**FINANCIAL STATUS REPORT**  
**July 1, 2015 through December 31, 2015**

**HOUSING AUTHORITY OF ALAMEDA COUNTY**  
**Financial Status Report**  
**July 1, 2015 through December 31, 2015**

	Low Rent Public Housing	Housing Choice Vouchers	Housing Development Fund	Park Terrace	Ocean Avenue	TOTAL
<b>Operating revenues</b>						
Rental revenue - tenants	\$ 206,607	\$ -	\$ 71,500	\$ 72,300	\$ 38,580	\$ 388,987
Other revenue	35,933	-	-	136	250	36,319
Total operating revenues	242,540	-	71,500	72,436	38,830	425,306
<b>Operating expenses</b>						
Administration	(221,140)	(3,816,417)	(47,755)	(18,619)	(12,718)	(4,116,650)
Tenant service	(300)	-	-	-	-	(300)
Utilities	(30,852)	-	(26,943)	-	(3,089)	(60,884)
Ordinary maintenance and operations	(216,824)	-	(83,975)	(21,603)	(9,936)	(332,338)
General expenses	(24,987)	(88,670)	(5,649)	(725)	(964)	(120,995)
Total operating expenses	(494,103)	(3,905,087)	(164,323)	(40,947)	(26,707)	(4,631,167)
<b>Non-operating revenues</b>						
HUD PHA grants	173,123	3,445,695	-	-	-	3,618,818
Capital Fund Grant	93,099	-	-	-	-	93,099
Other revenue	-	165,134	63,925	-	197	229,256
Investment income	537	262	6,466	460	69	7,793
Total non-operating revenues	266,759	3,611,091	70,391	460	266	3,948,966
<b>Unaudited Change in Net Position</b>	\$ 15,196	\$ (293,996)	\$ (22,432)	\$ 31,948	\$ 12,389	\$ (256,895)

<b>Capital purchases/improvements</b>	\$	\$	\$ (126,632)	\$	\$	\$ (126,632)
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<b>HAP Funding Received</b>	N/A	\$ 40,410,944	N/A	N/A	N/A	\$ 40,410,944
<b>Other Income (Fraud Recovery, FSS forfeitures)</b>	N/A	48,613	N/A	N/A	N/A	48,613
<b>HAP Expenses</b>	N/A	(40,100,409)	N/A	N/A	N/A	(40,100,409)
<b>Interest earned payable to HUD</b>	N/A	-	N/A	N/A	N/A	-
<b>Addition to/(Use of ) Net Restricted Position - restricted for HAP</b>		\$ 359,148				\$ 359,148

## NET POSITION Balance @ FYE 6/30/15:

<b>Net Investment in Capital Assets</b>	\$ 2,098,913	\$ 2,269	\$ 8,276,557	\$ 394,029	\$ 685,315	\$ 11,457,083
<b>Restricted for HAP (NRP)</b>	N/A	(127,169)	N/A	N/A	N/A	(127,169)
<b>Restricted (LRPH Eden Loan, security deposits held)</b>	11,581,116	N/A	N/A	N/A	N/A	11,581,116
<b>Unrestricted</b>	1,519,225	1,892,976	4,302,252	1,082,452	152,296	8,949,201
<b>TOTAL NET POSITION</b>	\$ 15,199,254	\$ 1,768,076	\$ 12,578,809	\$ 1,476,481	\$ 837,611	\$ 31,860,231

Program Reserves (for HAP- held by HUD) bal @ 12/31/15 (est.): \$ 10,439,702

# **PROGRAM ACTIVITY**

# **REPORT**

**HOUSING AUTHORITY OF THE COUNTY OF ALAMEDA**

**AGENDA STATEMENT**

Meeting: February 10, 2016

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 February 1, 2016, the Section 8 Housing Choice Voucher program had 6,001 units under contract. The fiscal year-to-date lease-up average is 96.66% units as of February 1, 2016. The budget authority use average through December 2015 is 103%.
- **Program Utilization:** As of February 1, 2016, the average HAP subsidy was \$1,110 and the average tenant-paid rent portion was \$479 for an average Contract Rent of \$1,591. Amounts vary by \$1 due to rounding.
  - ❖ As of February 1, 2016, HACA had 65 outgoing billed portability contracts (i.e., HACA voucher holders who are housed in another housing authority's jurisdiction).
  - ❖ As of February 1, 2016, HACA billed other housing authorities, primarily the Oakland Housing Authority, for 443 incoming portability contracts. The number is dropping as HACA absorbs older port-in contracts in order to increase its lease-up, which has been dropping due to skyrocketing rents in the county and the inability of tenants to locate affordable units.
- **Section 8 Contract Report:** A copy of the Contract Report is attached.
- **Fraud / Debt Recovery:** HACA retained \$5,308.76 for the month of December 2015. A total of \$28,182.46 was retained over the last six months.
- **Landlord Rental Listings:** As of February 1, 2016, there were 700 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 only 5 active properties listed as of February 1, 2016.



**FAMILY SELF SUFFICIENCY (FSS)**

In January, the FSS Department concentrated on auditing 169 participant files in order to gather information needed for its annual report to HUD. The FSS Department achieved some significant outcomes in 2015: nine participants met their educational milestones by obtaining their GED, high school diploma, AA degree or BA degree; 33 households increased their earned income; 50 FSS participants earned promotions or got new jobs; 31 individuals received employment counseling/preparation; 17 households successfully graduated from the FSS program with \$114,412 in escrow funds disbursed to those graduates; six households surrendered their Section 8 voucher because they had become self-sufficient and one FSS alumni purchased a home.

**PUBLIC HOUSING**

- **Occupancy:** As of February 1, 2016, the Public Housing program had 68 of 72 units leased. The program has a 94.10% fiscal year-to-date lease up rate as of February 1, 2016. Three of the unleased units are in the Emery Glen public housing project and are off-line due to water damage from the incomplete exterior siding project.

## HOUSING AUTHORITY OF THE COUNTY OF ALAMEDA

Section 8 Contract and HAP Report for the Month of January 2016

	Certificates		Vouchers		January 2016 TOTAL			
City	Number	HAP*	Number	HAP**	Number	HAP	January 2015	January 2014
Albany	0	\$0	28	\$30,940	28	\$30,940	28	33
Castro Valley	11	\$11,565	199	\$219,895	210	\$231,460	223	223
Dublin	3	\$3,154	351	\$387,855	354	\$391,009	356	360
Emeryville	6	\$6,308	125	\$138,125	131	\$144,433	121	111
Fremont	24	\$25,232	1,053	\$1,163,565	1,077	\$1,188,797	1,167	1,264
Hayward	118	\$124,058	1,920	\$2,121,600	2,038	\$2,245,658	2,257	2,425
Newark	3	\$3,154	220	\$243,100	223	\$246,254	240	255
Pleasanton	3	\$3,154	107	\$118,235	110	\$121,389	121	127
San Leandro	17	\$17,873	1,450	\$1,602,250	1,467	\$1,620,123	1,523	1,512
San Lorenzo	0	\$0	200	\$221,000	200	\$221,000	217	234
Union City	5	\$5,257	735	\$812,175	740	\$817,432	776	835
<b>TOTALS</b>	<b>190</b>	<b>\$199,755.00</b>	<b>6,388</b>	<b>\$7,058,740.00</b>	<b>6,578</b>	<b>\$7,258,495.00</b>	<b>7,029</b>	<b>7,379</b>

\*Based on an average January Housing Assistance Payment (HAP) of \$1051 per certificate contract

\*\*Based on an average January Housing Assistance Payment (HAP) of \$1105 per voucher contract

**HOUSING AUTHORITY OF THE COUNTY OF ALAMEDA**

**Section 8 Average Contract Rent Report for the Month of: January 2016**

<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	27	\$1,383	\$1,072	\$311	22%
Castro Valley	181	\$1,584	\$1,104	\$480	30%
Dublin	274	\$1,727	\$1,269	\$458	27%
Emeryville	119	\$1,384	\$941	\$442	32%
Fremont	997	\$1,788	\$1,256	\$532	30%
Hayward	1,895	\$1,524	\$1,052	\$473	31%
Newark	222	\$1,984	\$1,360	\$624	31%
Pleasanton	107	\$1,421	\$998	\$423	30%
San Leandro	1,450	\$1,506	\$1,034	\$472	31%
San Lorenzo	198	\$1,803	\$1,275	\$528	29%
Union City	550	\$1,844	\$1,296	\$549	30%

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

**DEBT COLLECTIONS**

2015-2016

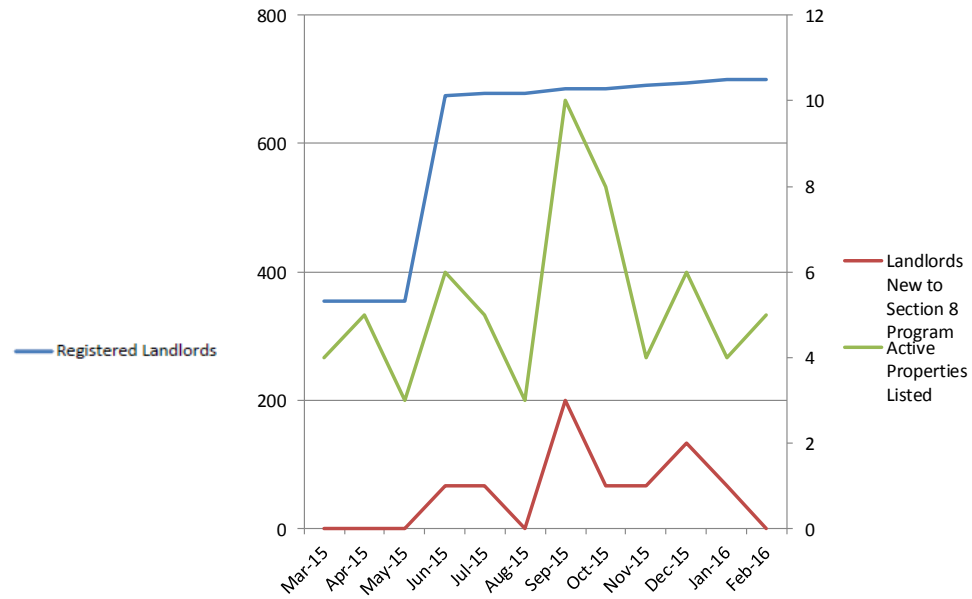
FYE 06/30/16

	JULY	AUGUST	SEPTEMBER*	OCTOBER	NOVEMBER	DECEMBER	JANUARY '16	FEBRUARY	MARCH	APRIL	MAY	JUNE	GRAND
													TOTALS
<i>DAMAGE CLAIMS</i>	\$200.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00							<b>\$200.00</b>
<i>FRAUD REPAYMENTS</i>	\$5,070.25	\$3,442.19	\$4,293.91	\$4,363.48	\$5,703.87	\$5,308.76							<b>\$28,182.46</b>
<b>TOTALS</b>	<b>\$5,270.25</b>	<b>\$3,442.19</b>	<b>\$4,293.91</b>	<b>\$4,363.48</b>	<b>\$5,703.87</b>	<b>\$5,308.76</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>\$28,382.46</b>

## Landlord Rental Listing Report

### Monthly

	3/2/2015	4/1/2015	5/1/2015	6/1/2015	7/1/2015	8/3/2015	9/1/2015	10/1/2015	11/2/2015	12/1/2015	1/4/2016	2/1/2016
Registered Landlords	354	355	355	675	678	678	685	686	691	694	699	700
Landlords New to Section 8 Program	0	0	0	1	1	0	3	1	1	2	1	0
Active Properties Listed	4	5	3	6	5	3	10	8	4	6	4	5





**To:** Christine Gouig, Executive Director  
**From:** Daniel Taylor, Special Programs Manager  
**Re:** **FSS Program Summary**  
**CC:** Ron Dion, Linda Evans, Phyllis Harrison, Mary Sturges, Eli Isaacs  
**Date:** January 28, 2016

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<b>Program Summary</b>	<b>January 2016</b>
Total Clients Under Contract:	148
MDRC:	100
Graduates:	0
Escrow Disbursed:	\$0
Ports In:	0
Ports Out:	0
Terminations:	2
New Contracts:	2

**FSS PROGRAM NEWS:**

**FSS Annual Program Report for January 2015 - December 2015**

The FSS team audited 169 participant files in preparation for our annual report to HUD. Listed below are some program highlights of services / activities and outcomes for 2015:

- 17 participants successfully graduated from the FSS program
- \$114,412 in escrow account funds were disbursed to graduates
- 1 FSS alumni purchased a home
- 6 households surrendered their voucher because they are now self-sufficient
- 33 households increased their earned income
- 50 participants earned promotions or secured a new job
- 31 persons received employment counseling / preparation
- 1 participant obtained a BA degree
- 1 participant obtained an AA degree
- 7 participants obtained their GED / High School Diploma

**Case Management Referrals = 25**

# **ATTACHMENT A**

## **DISPOSITION AGREEMENT**

This Disposition Agreement (this “**Agreement**”) dated as of [Date], 2016, is by and among the U.S. Department of Housing and Urban Development (“**HUD**”), with the address of 1 Sansome Street, 12<sup>th</sup> Floor, San Francisco, California, 94104, the Housing Authority of the City of Pleasanton, a public body corporate and politic organized under the laws of the State of California (“**PHA**”), with an address of 123 Main Street, Pleasanton, CA 94566, the City of Pleasanton, a municipal corporation organized under the laws of the State of California (“**Owner**”), with an address of 123 Main Street, Pleasanton, CA 94566, the Housing Authority of the County of Alameda, a public body corporate and politic organized under the laws of the State of California (“**HACA**”), with an address of 22941 Atherton Street, Hayward, CA 94541, and Kottinger Gardens Phase 1 Associates, L.P, a California limited partnership (“**Lessee**”), with an address of 303 Vintage Park Drive, Suite 250, Foster City, CA 94404.

### **RECITALS**

WHEREAS, PHA owned and operated one (1) non-dwelling building and eighteen (18) dwelling buildings containing fifty (50) dwelling units (collectively, the “**Existing Units**,” or singularly, an “**Existing Unit**”) and three and three tenths (3.3) acres of underlying land at Kottinger Place, CA081000001, more particularly described in that certain Declaration of Trust recorded in the official records of the County of Alameda (the “**Declaration of Trust**”), and as further described in Exhibit A, attached hereto and incorporated herein (the “**Disposition Property**”);

WHEREAS, PHA owned and operated the Disposition Property as low-rent public housing with financial assistance provided by HUD under the U.S. Housing Act of 1937, as amended, 42 U.S.C. 1437 et. seq. (the “**Act**”);

WHEREAS, construction and/or operation of the Disposition Property was financed in part by HUD;

WHEREAS, PHA requested HUD approval of the conveyance of the Disposition Property and HUD has, as documented in the letter from HUD to PHA dated February 26, 2015, as amended on \_\_\_\_\_, 2016 (as amended, the “**Approval Letter**”), attached hereto as Exhibit B and incorporated herein, agreed to such sale on the terms and conditions set forth in the Approval Letter, that certain Use Agreement dated concurrently herewith, and this Agreement (collectively, the “**HUD Disposition Approval**”);

WHEREAS, it is anticipated that PHA will ultimately be dissolved and that Owner will succeed certain of its responsibilities;

WHEREAS, HUD has approved the conveyance of the Disposition Property to Owner for the purchase price of One and No/100ths Dollar (\$1.00);



WHEREAS, upon conveyance of the Disposition Property to Owner, Owner will lease the Disposition Property to Lessee pursuant to the Ground Lease, a copy of which was submitted to HUD for review (the “**Ground Lease**”);

WHEREAS, HUD has conditioned its approval for the transfer of the Disposition Property as set forth in the HUD Disposition Approval and on the further condition that the Disposition Property be developed with one hundred thirty-one (131) housing units (collectively, the “**New Units**,” or singularly, a “**New Unit**”) and operated as affordable and reserved for households at or below eighty percent (80%) of Area Median Income for a minimum of thirty (30) years from the date Lessee receives a Certificate of Occupancy for all of the New Units (the “**Restricted Period**”);

WHEREAS, HUD has conditioned its approval for the transfer of the Disposition Property as set forth in the HUD Disposition Approval and on the further condition that fifty (50) of the New Units (the “**PBV Units**,” or singularly, a “**PBV Unit**”) will be developed and operated as assisted housing under HUD’s Section 8 project-based voucher program in accordance with Section 8(o) of the Act, 24 C.F.R Part 983, and the applicable Housing Assistance Payments Contract (the “**HAP Contract**”) for the duration of the Restricted Period; and

WHEREAS, in connection therewith and in accordance with the terms of the Ground Lease, Lessee will demolish the existing buildings located on the Disposition Property and construct the New Units, which will include the PBV Units.

### **AGREEMENT**

NOW, THEREFORE, in consideration of the promises and covenants herein set forth and other good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, the parties hereby agree as follows:

**1. Disposition of the Disposition Property.** PHA shall not convey, assign, transfer, sublease, pledge, hypothecate, encumber or otherwise dispose of the Disposition Property prior to HUD releasing the Declaration(s) of Trust encumbering the Disposition Property.

**2. Use of the Disposition Property.** PHA shall encumber, or cause to be encumbered, the Disposition Property with a use agreement among PHA, Owner, Lessee and HUD substantially in the form attached hereto and incorporated herein as Exhibit C (the “**Use Agreement**”). The Use Agreement shall be recorded against the Disposition Property in a first-lien position, with the exception of (i) property taxes and assessments not yet due and payable, (ii) easements for the establishment, operation and maintenance of public utilities, and (iii) encumbrances that do not constitute a lien or other security interest on the Disposition Property or grant any party the right to a lien or security interest on the Disposition Property.

**3. PBV Units Set-Aside for Public Housing Tenants.** The PBV Units initially will be set aside for any household with a lease in effect at the Disposition Property at the time the Declaration of Trust is released (the “**Existing Public Housing Households**”), to the extent

necessary to allow the Existing Public Housing Households who desire PBV Units to receive them.

**4. Relocation of Existing Public Housing Tenants.**

**A. Interim Period.** Following the recordation of the Use Agreement and HUD's release of the Declaration of Trust, the Owner will provide the Existing Public Housing Households the right to remain in their Existing Units until such time that the Owner enters into a Ground Lease (the "**Ground Lease**") with Kottinger Gardens Phase 1 Associates, L.P. (the "**Lessee**"). Once a memorandum of the Ground Lease is recorded, the Lessee will be responsible for moving the Existing Public Housing Households off-site to temporary housing where they will reside during construction of the New Units. The rent due from the Existing Public Housing Households after HUD releases its Declaration of Trust until they move off-site will be restricted to the amount of rent that would be due if the Existing Units were still being operated as public housing.

**B. Temporary Housing Units.** The Lessee will provide the Existing Public Housing Households with comparable temporary housing until such time that the PBV Units are constructed and ready for occupancy, which is projected to be less than twelve (12) months. The rent due from the Existing Public Housing Households for the temporary housing will be restricted to the amount of rent that would be due from the Existing Public Housing Households if they were still residing in the Existing Units and the Existing Units were being operated as public housing. Any rental amounts exceeding the Existing Public Housing Households' portion of the rent will be paid by the Lessee.

**C. Moving Expenses.** The Lessee will pay for all of the Existing Public Housing Households' moving expenses associated with their moves from the Existing Units to the temporary housing and from the temporary housing to the PBV Units. The Lessee will pay for the moving expenses associated with their moves from the temporary housing to permanent replacement housing if the PBV Units are not constructed as planned.

**D. Delivery of Housing Choice Vouchers to Public Housing Tenants.** HACA will provide the Existing Public Housing Households with a Section 8 Housing Choice Voucher, provided to HACA by HUD as replacement housing vouchers and not from HACA's existing voucher allocation, if the Existing Public Housing Households are not able to move into the PBV Units by July 1, 2017. The Owner shall use its best efforts to assist the Existing Public Housing Households to use the Section 8 Housing Choice Vouchers provided to them to find permanent replacement housing.

**5. Title Insurance.** Within ten (10) business days of recordation of the Use Agreement, PHA and/or Owner shall provide HUD with a conformed copy of a lender's and/or Owner's title insurance policy, evidencing that the Use Agreement has been recorded prior to any liens or encumbrances, excepting those items specifically excluded in paragraph 2.(i) through (iii) inclusive, above.

**6. Third Party Beneficiaries.** This agreement does not and is not intended to confer

any rights or remedies upon any person or entity other than the parties to this Agreement.

**7. Successors and Assigns.** Wherever referenced in this Agreement, the terms “HUD,” “PHA,” “Owner,” “Lessee,” and “HACA” shall include the respective successors and assigns of each party; provided, however, that in no event will successor owners of properties containing units to which the Disposition Proceeds are applied be deemed to be successors to PHA under this Agreement by virtue of such fact.

**8. Notices.** All notices and/or reporting under this Agreement shall be in writing and shall be served by (a) personal service or receipted courier service, (b) by registered or certified first class mail, return receipt requested, or (c) nationally-recognized overnight delivery service, addressed to HUD, PHA, Owner, Lessee, or HACA as appropriate, at the addresses for such parties set forth in the initial paragraph of this Agreement. Any notice or other communication sent pursuant to clause (a) hereof shall be deemed received upon such personal service, if sent pursuant to clause (b) shall be deemed received five (5) business days following deposit in the mail, and/or if sent pursuant to clause (c) shall be deemed received the next succeeding business day following deposit with such nationally recognized overnight delivery service. Any party may change its address by notice given in accordance with this Section 8.

**9. Business Day.** A business day is any calendar day other than a Saturday, Sunday or a holiday generally observed by banking institutions in the State of California. In the event the last day permitted for the performance of any act required or permitted under this Agreement falls on a day other than a business day, the time for such performance will be extended to the next succeeding business day. Each time period under this Agreement shall exclude the first day and include the last day of such time period.

**10. Amendments.** This Agreement may be amended only by a written instrument signed by the parties to this Agreement.

**11. Execution of Other Agreements.** PHA, Owner, Lessee, and HACA each covenant and agree that it has not and shall not execute any other agreement with provisions contradictory of, or in opposition to, the provisions of this Agreement, and that in any event, the provisions of this Agreement are paramount and controlling as to the rights and obligations set forth herein and supersede any conflicting requirements.

**12. Subsequent Statutory Amendments.** If revisions to the provisions of this Agreement are necessitated by subsequent statutory amendments, PHA, Owner, Lessee, and HACA each agree to execute modifications to this Agreement as necessary to conform to the statutory amendments. In the alternative, at HUD’s sole and absolute discretion, HUD may implement any such statutory amendment through rulemaking.

**13. Incorporation of Recitals.** The above recitals are incorporated herein by reference.

**14. Governing Law.** This Agreement shall be governed, construed and interpreted in accordance with the laws of the State of California and the laws of the United States of America.

**15. No Negotiation.** This Agreement is not subject to negotiation by PHA or any lender with a secured interest in the Disposition Property.

**16. Severability.** The invalidity or unenforceability of any clause, part or provision of this Agreement shall not affect the validity or enforceability of the remaining portions thereof.

**17. Counterpart Signatures.** This Agreement may be executed in any number of original counterparts, all of which evidence only one agreement, and only one of which need be produced for any purpose.

**18. Recordation of Agreement.** The parties agree not to record this Agreement or any memorandum of it.

**19. Attached Exhibits.** The following Exhibits are attached to this Agreement and incorporated herein:

Exhibit A – Legal Description of the Disposition Property

Exhibit B – Approval Letter

Exhibit C – Form of Use Agreement

[This space intentionally left blank.]

IN WITNESS WHEREOF, the parties hereto, by their respective duly authorized representatives, have each caused their names to be subscribed hereto, on the date first herein above written.

PHA, Owner, Lessee, and HACA each hereby certify that the statements and representations contained in this instrument and all supporting documentation are true, accurate, and complete and that each signatory has read and understands the terms of this Agreement. This instrument has been made, presented, and delivered for the purpose of influencing an official action of HUD, and may be relied upon by HUD as a true statement of facts contained therein.

**PHA:**

\_\_\_\_\_,  
a public body corporate and politic

By: \_\_\_\_\_

Its: \_\_\_\_\_

**OWNER:**

\_\_\_\_\_,  
a municipal corporation

By: \_\_\_\_\_

Its: \_\_\_\_\_

**HACA:**

**HOUSING AUTHORITY OF THE  
COUNTY OF ALAMEDA,**  
a public body corporate and politic

By: \_\_\_\_\_  
Christine Gouig  
Executive Director

**LESSEE:**

Kottinger Gardens Phase 1 Associates, L.P., a  
California limited partnership

By: Kottinger Gardens Phase 1 LLC, a  
California limited liability company,  
its general partner

By: MP Preservation, Inc., a  
California nonprofit public  
benefit corporation, its sole  
member

By: \_\_\_\_\_

Matthew O. Franklin,  
Assistant Secretary

**HUD:**

U.S. DEPARTMENT OF HOUSING AND  
URBAN DEVELOPMENT

By: \_\_\_\_\_  
Jesse Wu  
Its: Acting Director and Authorized  
Agent  
San Francisco Office of Public  
Housing

**Warning:**

**Any person who knowingly presents a false, fictitious, or fraudulent statement or claim in any matter within the jurisdiction of the U.S. Department of Housing and Urban Development is subject to criminal penalties, civil liability, and administrative sanctions.**

**EXHIBIT A**  
**DISPOSITION PROPERTY**

**Address:** [Insert Address]

**HUD Project No.:** [Insert HUD Project No.]

**HUD AMP No.:** [Insert HUD AMP No.]

Real property in the City of \_\_\_\_\_, County of \_\_\_\_\_, State of California,  
described as follows:

[INSERT LEGAL DESCRIPTION]

**EXHIBIT B**  
**APPROVAL LETTER**

[See Attached]



**EXHIBIT C**  
**FORM OF USE AGREEMENT**

[See Attached]