



**HOUSING COMMISSION AGENDA**

**Regular Meeting: April 9, 2014**

Time: 8:00 a.m.

Nidus Court Recreation Room, 2020 Nidus Court, Union City, CA 94587

*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, April 3, 2014** 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. CLOSED SESSION</b>	
<i>Conference with Legal Counsel – Anticipated Litigation</i>	
<i>Initiation of Litigation Pursuant to Subdivision (c) of Section 54956.9 (one case)</i>	
 <i>Contract Negotiations with SEIU Local 1021 and the Housing Authority of the County of Alameda</i>	
<i>Labor Negotiations Pursuant to Government Code 54957.6</i>	
<b>3. APPROVAL OF THE MINUTES OF THE FEBRUARY 19, 2014 MEETING</b>	<b>ACTION 2</b>
<b>4. PUBLIC COMMENT</b>	
On matters not on the Agenda	
<b>5. NEW BUSINESS</b>	
5-1. Resolution Approving a Memorandum of Understanding with SEIU Local 1021 for the Fiscal Years 2013-2014 and 2014-2015	<b>ACTION 8</b>
5-2. Resolution Approving HACA's Annual PHA Plan for Fiscal Year 2014	<b>ACTION 12</b>
5-3. Resolution Approving an Updated Utility Allowance Schedule	<b>ACTION 18</b>
5-4. Budget/Audit/Negotiating Committee Appointments	<b>ACTION 22</b>
5-5. Scholarship Committee Appointments	<b>ACTION 23</b>
5-6. Budget Status Report	<b>INFORMATION 24</b>
5-7. Program Activity Report	<b>INFORMATION 27</b>
<b>6. COMMITTEE REPORTS</b>	
<b>7. COMMISSIONER REPORTS</b>	
<b>8. COMMUNICATIONS</b>	
Report on the March 2014 NAHRO Legislative Conference	
<b>9. ADJOURNMENT</b>	

**MINUTES**  
**February 19, 2014**



**HOUSING COMMISSION MINUTES  
SPECIAL MEETING: FEBRUARY 19, 2014, 8:00 A.M.  
NIDUS RECREATION ROOM, 2020 NIDUS COURT, UNION CITY, CA 94587**

**SUMMARY ACTION MINUTES**

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

**Call to Order**

Chairperson Reed called the meeting to order at 8:13 a.m.

**Roll Call**

Present: Cmr. Apodaca, Biddle, Gacoscos, Gerry, Haddock, Natarajan, Peixoto, Reed and Steiner.

Excused: Cmr. Asher, Cashmere and Iosefa.

**2. EXECUTIVE SESSION**

*Contract Negotiations with SEIU Local 1021 and the Housing Authority of the County of Alameda  
Labor Negotiations Pursuant to Government Code 54957.6*

Chairperson Reed stated that the Executive Session would be called later in the meeting as HACA's negotiator was delayed. She moved onto the next item of business on the agenda.

**3. APPROVAL OF THE MINUTES OF THE DECEMBER 11, 2013 COMMISSION MEETING**

Recommendation: Approve the minutes of the December 11, 2013 meeting as presented.

Motion/Second: Steiner/Apodaca.

Ayes: All. Motion passed.

**APPROVED AS RECOMMENDED.**

**4. PUBLIC COMMENT - On matters not on the agenda.**

None.

**2. EXECUTIVE 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 Executive Session at 8:15 a.m. and reconvened in regular session at 8:51 a.m. Chairperson Reed reported that there were no reportable actions taken during Executive Session.

*Before moving on to New Business, Chairperson Reed and Christine Gouig, Executive Director, recognized Cmr. Haddock for her 12 years of service on the Housing Commission and announced that she is HACA's longest standing senior Commissioner. Chairperson Reed also announced that Cmr. Haddock celebrated her 90<sup>th</sup> birthday in January. Cmr. Haddock was presented with a certificate, flowers, and a birthday cake.*

*Chairperson Reed announced that she was going to allow members of the public a second opportunity to comment since the Public Comment item was heard out of agenda order. She called for public comment and hearing none moved on to New Business.*

5. **NEW BUSINESS**

5-1. **PUBLIC HEARING: DRAFT ANNUAL PHA PLAN FOR FISCAL YEAR 2014**

Ron Dion, Deputy Director for Programs, presented the staff report. Mr. Dion described the substantive changes in HACA's draft Annual PHA Plan for the 2014 fiscal year. He reported that staff will meet with HACA's Resident Advisory Board in March and then present the final draft of the Plan to the Commission at the April meeting for final approval. Mr. Dion recommended that the Commission conduct a public hearing to receive comments from the public on the draft Plan.

Chairperson Reed opened the public hearing at 8:59 a.m.

Commissioner Discussion: Cmr. Natarajan reported that she had heard that there is forthcoming legislation that will help to generate funding for veterans housing. Ms. Gouig shared some information about initiatives that are being put into place to generate funding for housing the homeless.

Public Comment: None.

Chairperson Reed closed the public hearing at 9:01 a.m.

5-2. **ACTION: REVISIONS TO HACA'S SECTION 8 ADMINISTRATIVE PLAN**

Ron Dion presented the staff report. Mr. Dion reported that staff is proposing to amend chapters 3, 5, 9, 10, 12, and 16 of HACA's Section 8 Administrative Plan (Admin Plan) in order to incorporate recent updates to the Violence Against Women Act (VAWA).

Recommendation: Approve the proposed revisions to HACA's Section 8 Administrative Plan as presented.

Motion/Second: Biddle/Apodaca.

Ayes: All Motion passed.

**APPROVED AS RECOMMENDED.**

5-3. **ACTION: ASSIGN A SALARY TO THE NEWLY CREATED CLASS OF PART-TIME PROPERTY AIDE**

Charla Freckmann, Human Resources Analyst, presented the staff report. Ms. Freckmann reported that the Personnel Committee considered and approved the creation of the new class of Part-time Property Aide. She outlined the duties assigned to this class and described the proposed compensation structure.

Recommendation: Approve the proposed compensation for the newly-created classification of Part-time Property Aide.

Commission Discussion: Cmr. Steiner asked about staff coverage in the event a property aide needs to take time off. Ms. Gouig stated that HACA's housing management staff is responsible for overall management of HACA's public housing and PACH units and can provide coverage if needed. Cmr. Gacoscos and Ms. Gouig discussed how the duties of the property aides differ from those of a conventional property manager. Cmr. Gerry and Ms. Gouig discussed the number of units at each of the properties that the property aides are assigned to. Nanci Scheevel, Housing Management Lead Worker, described some of the crucial tasks assigned to the property aides and noted the benefits of having them on-site at the properties.

Motion/Second: Steiner/Gerry.

Ayes: All. Motion passed.

**APPROVED AS RECOMMENDED.**

**5-4. INFORMATION: QUARTERLY INVESTMENT PORTFOLIO FOR THE QUARTER ENDED DECEMBER 31, 2013**

Cathy Leoncio, Finance Director, presented the staff report. Ms. Leoncio summarized HACA's investments for the quarter and described some of the factors that may cause fluctuations in HACA's investment returns.

Report received with no questions or comments from the Commission.

**5-5. INFORMATION: QUARTERLY BUDGET STATUS REPORT FOR THE QUARTER ENDED DECEMBER 31, 2013**

Cathy Leoncio, Finance Director, presented the staff report. Ms. Leoncio noted for the record that the amount of -\$296,022, that appears at the bottom of the third column in the Housing Choice Voucher Administrative Budget on page 22, should be corrected to read -\$67,154. She summarized the income and expenses for HACA's programs for the quarter and provided an update on the projected budget deficits.

Commission Discussion: Cmr. Steiner and Ms. Gouig discussed HUD's funding proration and how other housing authorities are dealing with the cuts. Ms. Gouig commented that the HUD funding levels may not return to the levels from previous years and indicated that staff will continue to work on identifying alternative sources of funding. Cmr. Steiner and Ms. Gouig discussed HACA's portability issue. Cmr. Natarajan described the response she received when she discussed HACA's portability issue at a conference that she had recently attended. Cmr. Steiner, Ms. Gouig and Mr. Dion discussed HACA's waitlist.

**5-6. INFORMATION: PROGRAM ACTIVITY REPORT**

Daniel Taylor, Special Programs Manager, presented the staff report. Mr. Taylor reported on the Family Self-Sufficiency (FSS) *Giving Connection* event that took place at the end of 2013. He also reported that the annual FSS report submitted to HUD showed outstanding results and shared these results with the Commission.

Commission Discussion: Ms. Gouig praised the FSS staff for their hard work and the FSS program's focus on education and employment. Cmr. Natarajan stated that it is important that staff gets the word out about the FSS program. Ms. Gouig indicated that press releases about HACA's FSS program have been issued in the past but not published by any news outlets. Chairperson Reed recommended that the Commissioners who sit on a city council report the FSS program results at their city council meetings.

**6. COMMITTEE REPORTS**

None.

**7. COMMISSIONER REPORTS**

None.

**8. COMMUNICATIONS**

An updated list of HACA’s acronyms was distributed to the Commission and to the public.

Ms. Gouig reported on the progress of the demolition work on HACA’s office at Atherton Street. Tom Makin, Acting Deputy Director of Operations, updated the Commission on the construction schedule and described the major work that has been completed so far.

Ms. Gouig informed the Commission that HACA is planning to apply for additional Veterans Affairs Supportive Housing (VASH) vouchers to project-base at the Laguna Commons project in Fremont.

Ms. Gouig announced that Cmr. Peixoto and Mr. Dion will be attending the 2014 NAHRO Legislative Conference in Washington, D.C. and shared the 3 key topics that delegates will discuss at the meetings with the various legislators.

Chairperson Reed and Ms. Gouig discussed future meeting dates. Ms. Gouig indicated that the March meeting is cancelled and the next Commission meeting will take place on April 9.

**9. ADJOURNMENT**

There being no further business, Cmr. Reed adjourned the meeting at 9:37 a.m.

Respectfully submitted,

Melissa Taesali  
Executive Assistant

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Christine Gouig  
Executive Director/Housing Commission Secretary

**Approved:**

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Ursula Reed  
Housing Commission Chairperson

# **NEW BUSINESS**

**April 9, 2014**

**HOUSING AUTHORITY OF ALAMEDA COUNTY**

**AGENDA STATEMENT**

Meeting: April 9, 2014

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

Exhibits Attached: Resolution No. 01-14

Recommendation: Approve Successor MOU

Financial Statement: The approximate net cost of implementing the COLA and step increases minus the furlough days for bargaining unit employees is \$125,000, which will be covered with Administrative Fee reserves.

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**BACKGROUND**

The current MOU between the Housing Authority of the County of Alameda (HACA) and SEIU Local 1021, which represents all full time, non-confidential, non-management, office and maintenance staff employees, expired on June 6, 2013. After several months of attempting to extend the current MOU, the parties commenced formal negotiations for a successor MOU in November 2013. After six bargaining sessions, the parties reached tentative agreement. On March 10, 2014, bargaining was concluded and the Union's negotiating team stated that it would submit HACA's final proposals to the Union membership for ratification. On March 27, 2014, the Union membership held an election and the proposed contract was ratified.

**DISCUSSION and ANALYSIS**

**Summary of HACA/Union Agreement**

Section 10.L.2. – Vacation Sell Back. Expand the current provision by increasing the number of times an employee can sell back unused vacation from two to three times per year. Changes the definition of “year” from calendar year to fiscal year.

Section 12.A.2. – Unpaid Furlough Days. Employees will take four unpaid furlough days over the balance of calendar year 2014 as follows:

- a. No floating holiday earned for 7/4/14 (normally would be earned because Independence Day is on a HACA non-work Friday).



- b. 9/8/14 will be an unpaid furlough day. This is the Monday before Admission Day, which creates a 4-day weekend.
- c. 10/13/14 (Columbus Day) will be an unpaid furlough day, creating a 4-day weekend, *unless* the employee schedules a floating unpaid furlough day with the employee's supervisor's approval by Monday 9/15/14.
- d. 12/26/14 will be an unpaid furlough day, creating a 4-day weekend.

Section 12.B. - Step Freezes. HACA advances the seven employees subject to the original wage freeze one salary step for their current job classification (if they qualify based on their service) beginning on the first full pay period after Commission adoption of the successor MOU.

On the first full pay period which begins six months after Commission adoption of the successor MOU, HACA advances the seven employees any additional steps necessary to place them at the step they would have occupied without the freeze.

Section 12.C. - COLA. 2% cost of living wage increase effective 6/7/14 and an additional 0.5% wage increase effective 12/5/14.

Section 12.D. - Freezing of One Administrative Clerk Position. Continue the hiring freeze for one administrative clerk position for the duration of this MOU term.

Section 12.E. - Reopener Clause. Reopener if Admin Fee falls below 75% or rises above 85%. Applies only to the term of this MOU and only to the current Housing Choice Voucher program funding formula.

Section 14.A. - Health Care Contributions. Continue the current cost sharing where HACA contributes 96% of the monthly premium amount for the Kaiser Health Service Plan for all eligible employees and their dependents. Employees shall pay any difference between the HACA contribution and the full amount of the premium of the plan and benefit level.

Section 14.C.2. - Vision Care. Extend the benefit to domestic partners, as long as such partners are registered with the State of California.

Section 26. - Notice of Layoffs. Remove the following language from Section 26:

*“The Authority shall not reduce staff size in the SEIU bargaining unit during the term of this MOU up to and including June 6, 2013.”*

Section 35. - Term. Two-year term from June 7, 2013 to June 4, 2015.

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**STAFF RECOMMENDATION**

Staff recommends your Commission approve the terms of the agreement with SEIU Local 1021 as reflected above and authorize the Executive Director to sign an MOU with such terms in it. In the event there is disagreement over the specific language of a changed provision such that it deviates substantively from the summary presented at this meeting, staff will return at your May meeting with the proposed language change.

It is possible that staff will have the exact language available to distribute at your April meeting. Both staff and SEIU are working to meet this deadline.

**HOUSING AUTHORITY OF THE COUNTY OF ALAMEDA**

**RESOLUTION NO. 14-01**

**RESOLUTION APPROVING A MEMORANDUM OF UNDERSTANDING (MOU) WITH SEIU LOCAL 1021  
FOR FISCAL YEARS 2013-2015**

**WHEREAS**, the Housing Authority of the County of Alameda (“Authority”) recognizes Service Employees International Union (SEIU) Local 1021 as the exclusive representative for the Authority’s general employees bargaining unit, the classifications for which are listed in Appendix A to the Parties’ Memorandum of Understanding (“MOU”) for fiscal years 2013-2015; and

**WHEREAS**, during the Fall of 2013, the Authority sought to begin formal labor negotiations for an MOU to replace the fiscal year 2012-2013 MOU which expired on June 6, 2013; and

**WHEREAS**, the Parties began negotiations on November 14, 2013; and

**WHEREAS**, the Parties had 6 formal bargaining sessions between November 14, 2013 and March 10, 2014; and

**WHEREAS**, the Parties have now come to agreement on an MOU for the 2013-2015 fiscal years;

**NOW, THEREFORE, BE IT RESOLVED**, by the Housing Commission of the Housing Authority of the County of Alameda that the Commission does hereby approve and authorize execution of a Memorandum of Understanding with SEIU Local 1021 for the 2013-2015 fiscal years on terms as presented at this meeting.

**PASSED, APPROVED AND ADOPTED** by the Housing Commission of the Housing Authority of the County of Alameda on this \_\_\_\_\_ day of \_\_\_\_\_ 2014 by the following vote:

**AYES:**

**NOES:**

**ABSTAIN:**

**EXCUSED:**

**ABSENT:**

\_\_\_\_\_  
Ursula Reed  
Housing Commission Chairperson

**Attest:**

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

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

## HOUSING AUTHORITY OF ALAMEDA COUNTY

### AGENDA STATEMENT

Meeting: April 9, 2014

Subject: Annual Plan for Fiscal Year 2014

Exhibits Attached: - Resolution No. 02-14  
- HUD Certifications  
- Attachment A: HACA's Annual Plan for Fiscal Year 2014

Recommendation: Authorize staff to submit the Plan to HUD

Financial Statement: None

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#### BACKGROUND

The HACA Annual Plan is a guide to HACA's policies, programs, operations, and strategies for meeting the local housing needs and goals set forth in HACA's 5-Year Plan for Fiscal Years 2010-2014. HUD regulations require that housing authorities update their Annual Plan each year. Staff brought the draft Annual Plan to you in February for your review and to provide for a public hearing. No members of the public asked to be heard.

Staff met with the Resident Advisory Board (RAB) on March 25, 2014. Minutes of the meeting along with staff responses are attached (Attachment "A"). No changes to the draft Plan are proposed in response to RAB input.

Staff has prepared the draft Annual Plan, using the template required by HUD. The Annual Plan is due at HUD by April 17. HUD has 75 days to approve it. It will then post the approved Annual Plan on the HUD website.

#### DISCUSSION and ANALYSIS

This iteration of the Annual Plan for Fiscal Year 2014 contains two changes to the one presented to your Commission at your February meeting:

- Forms HUD-50075.1 2014 and HUD-50075.1 2014 RHF have been revised to include Total Actual Costs; and
- Per recent HUD guidance, Section 8.0 of the PHA Plan Template has been updated to add the approval date of the most recent HUD approved Capital Fund 5 Year Action Plan.

As stated in the agenda of the draft Plan presented to your Commission at your February meeting, the main changes to the 2014 Plan are the following:

- Section 7 has been modified to reflect HACA's disposition of its Nidus and Dyer elderly public housing developments since the preparation of last year's Annual Plan.
- There are also changes to Section 7 that address HACA's application to HUD's Rental Assistance Demonstration (RAD) program; HACA's possible recourse to Section 18 Demolition and/or Disposition; and the project-basing of vouchers to several projects.
- Section 9.1 has been added regarding HACA's strategy for addressing public housing unit turnover time.
- Section 10 has been modified to reflect HACA's planned application in response to Notice PIH 2014-03 issued February 4, 2014, announcing the availability of set-aside funding for project-basing vouchers under the HUD-Veterans Affairs supportive housing (HUD-VASH) program.

As in recent years, total Capital Funds are shown as a transfer to operations rather than being separately budgeted for each project. This is allowed for housing authorities with fewer than 250 public housing units and that, like HACA, are, at a minimum, standard performers under the PHAS reporting system. Capital Fund allocations are determined by HUD formula.

Staff recommends that your Commission approve the Plan and authorize staff to submit it to HUD.

**HOUSING AUTHORITY OF THE COUNTY OF ALAMEDA**

**RESOLUTION NO. 02-14**

**RESOLUTION ADOPTING THE ANNUAL PUBLIC HOUSING AGENCY PLAN  
FOR THE JULY 1, 2014 – JUNE 30, 2015 FISCAL YEAR**

**WHEREAS**, the U.S. Department of Housing and Urban Development (“HUD”) requires that housing authorities submit an annual Public Housing Agency Plan (“PHA Plan”); and

**WHEREAS**, the Housing Authority of the County of Alameda (“HACA”) has developed its annual PHA Plan for the fiscal year beginning July 1, 2014; and

**WHEREAS**, the proposed PHA Plan was made available for public inspection, a public hearing to discuss the proposed PHA Plan was held, and the HACA Resident Advisory Board (“RAB”) was given the opportunity to review and comment on the proposed PHA Plan;

**NOW, THEREFORE, BE IT RESOLVED**, that the Housing Commission of the Housing Authority of the County of Alameda does hereby adopt the proposed annual PHA Plan as presented and authorizes the Executive Director or her designee to 1) sign and submit the annual PHA Plan to HUD and 2) sign and submit any other documents or information requested by HUD and 3) execute any and all documents that may be required to complete the annual PHA Plan approval process.

**PASSED, APPROVED, AND ADOPTED** by the Housing Commission of the Housing Authority of the County of Alameda on this \_\_\_\_\_ day of \_\_\_\_\_ 2014, by the following vote:

**AYES:**

**NAYS:**

**ABSTAIN:**

**EXCUSED:**

**ABSENT:**

\_\_\_\_\_  
Ursula Reed,  
Housing Commission Chairperson

**Attest:**

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

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

**PHA Certifications of Compliance  
with PHA Plans and Related  
R e g u l a t i o n s**

U.S. Department of Housing and Urban Development  
Office of Public and Indian Housing  
OMB No. 2577-0226  
Expires 08/30/2011

Board Resolution 02-14

**PHA Certifications of Compliance with the PHA Plans and Related Regulations:  
Board Resolution to Accompany the PHA 5-Year and Annual PHA Plan**

*Acting on behalf of the Board of Commissioners of the Public Housing Agency (PHA) listed below, as its Chairman or other authorized PHA official if there is no Board of Commissioners, I approve the submission of the \_\_\_ 5-Year and/or \_\_\_ Annual PHA Plan for the PHA fiscal year beginning, hereinafter referred to as "the Plan", of which this document is a part and make the following certifications and agreements with the Department of Housing and Urban Development (HUD) in connection with the submission of the Plan and implementation thereof:*

1. The Plan is consistent with the applicable comprehensive housing affordability strategy (or any plan incorporating such strategy) for the jurisdiction in which the PHA is located.
2. The Plan contains a certification by the appropriate State or local officials that the Plan is consistent with the applicable Consolidated Plan, which includes a certification that requires the preparation of an Analysis of Impediments to Fair Housing Choice, for the PHA's jurisdiction and a description of the manner in which the PHA Plan is consistent with the applicable Consolidated Plan.
3. The PHA certifies that there has been no change, significant or otherwise, to the Capital Fund Program (and Capital Fund Program/Replacement Housing Factor) Annual Statement(s), since submission of its last approved Annual Plan. The Capital Fund Program Annual Statement/Annual Statement/Performance and Evaluation Report must be submitted annually even if there is no change.
4. The PHA has established a Resident Advisory Board or Boards, the membership of which represents the residents assisted by the PHA, consulted with this Board or Boards in developing the Plan, and considered the recommendations of the Board or Boards (24 CFR 903.13). The PHA has included in the Plan submission a copy of the recommendations made by the Resident Advisory Board or Boards and a description of the manner in which the Plan addresses these recommendations.
5. The PHA made the proposed Plan and all information relevant to the public hearing available for public inspection at least 45 days before the hearing, published a notice that a hearing would be held and conducted a hearing to discuss the Plan and invited public comment.
6. The PHA certifies that it will carry out the Plan in conformity with Title VI of the Civil Rights Act of 1964, the Fair Housing Act, section 504 of the Rehabilitation Act of 1973, and title II of the Americans with Disabilities Act of 1990.
7. The PHA will affirmatively further fair housing by examining their programs or proposed programs, identify any impediments to fair housing choice within those programs, address those impediments in a reasonable fashion in view of the resources available and work with local jurisdictions to implement any of the jurisdiction's initiatives to affirmatively further fair housing that require the PHA's involvement and maintain records reflecting these analyses and actions.
8. For PHA Plan that includes a policy for site based waiting lists:
  - The PHA regularly submits required data to HUD's 50058 PIC/IMS Module in an accurate, complete and timely manner (as specified in PIH Notice 2006-24);
  - The system of site-based waiting lists provides for full disclosure to each applicant in the selection of the development in which to reside, including basic information about available sites; and an estimate of the period of time the applicant would likely have to wait to be admitted to units of different sizes and types at each site;
  - Adoption of site-based waiting list would not violate any court order or settlement agreement or be inconsistent with a pending complaint brought by HUD;
  - The PHA shall take reasonable measures to assure that such waiting list is consistent with affirmatively furthering fair housing;
  - The PHA provides for review of its site-based waiting list policy to determine if it is consistent with civil rights laws and certifications, as specified in 24 CFR part 903.7(c)(1).
9. The PHA will comply with the prohibitions against discrimination on the basis of age pursuant to the Age Discrimination Act of 1975.
10. The PHA will comply with the Architectural Barriers Act of 1968 and 24 CFR Part 41, Policies and Procedures for the Enforcement of Standards and Requirements for Accessibility by the Physically Handicapped.
11. The PHA will comply with the requirements of section 3 of the Housing and Urban Development Act of 1968, Employment Opportunities for Low-or Very-Low Income Persons, and with its implementing regulation at 24 CFR Part 135.
12. The PHA will comply with acquisition and relocation requirements of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 and implementing regulations at 49 CFR Part 24 as applicable.

13. The PHA will take appropriate affirmative action to award contracts to minority and women's business enterprises under 24 CFR 5.105(a).
14. The PHA will provide the responsible entity or HUD any documentation that the responsible entity or HUD needs to carry out its review under the National Environmental Policy Act and other related authorities in accordance with 24 CFR Part 58 or Part 50, respectively.
15. With respect to public housing the PHA will comply with Davis-Bacon or HUD determined wage rate requirements under Section 12 of the United States Housing Act of 1937 and the Contract Work Hours and Safety Standards Act.
16. The PHA will keep records in accordance with 24 CFR 85.20 and facilitate an effective audit to determine compliance with program requirements.
17. The PHA will comply with the Lead-Based Paint Poisoning Prevention Act, the Residential Lead-Based Paint Hazard Reduction Act of 1992, and 24 CFR Part 35.
18. The PHA will comply with the policies, guidelines, and requirements of OMB Circular No. A-87 (Cost Principles for State, Local and Indian Tribal Governments), 2 CFR Part 225, and 24 CFR Part 85 (Administrative Requirements for Grants and Cooperative Agreements to State, Local and Federally Recognized Indian Tribal Governments).
19. The PHA will undertake only activities and programs covered by the Plan in a manner consistent with its Plan and will utilize covered grant funds only for activities that are approvable under the regulations and included in its Plan.
20. All attachments to the Plan have been and will continue to be available at all times and all locations that the PHA Plan is available for public inspection. All required supporting documents have been made available for public inspection along with the Plan and additional requirements at the primary business office of the PHA and at all other times and locations identified by the PHA in its PHA Plan and will continue to be made available at least at the primary business office of the PHA.
21. The PHA provides assurance as part of this certification that:
  - (i) The Resident Advisory Board had an opportunity to review and comment on the changes to the policies and programs before implementation by the PHA;
  - (ii) The changes were duly approved by the PHA Board of Directors (or similar governing body); and
  - (iii) The revised policies and programs are available for review and inspection, at the principal office of the PHA during normal business hours.
22. The PHA certifies that it is in compliance with all applicable Federal statutory and regulatory requirements.

Housing Authority of the County of Alameda  
 PHA Name

CA067  
 PHA Number/HA Code

5-Year PHA Plan for Fiscal Years 20 - 20

Annual PHA Plan for Fiscal Years 20 14 20 15

Thereby certify that all the information stated herein, as well as any information provided in the accompaniment herewith, is true and accurate. Warning: HUD will prosecute false claims and statements. Conviction may result in criminal and/or civil penalties. (18 U.S.C. 1001, 1010, 1012, 31 U.S.C. 3729, 3802)

Name of Authorized Official	Title
Ursula Reed	Housing Commission Chairperson
Signature	Date
	April 9, 2014



**Civil Rights Certification**

U.S. Department of Housing and Urban Development  
Office of Public and Indian Housing  
Expires 08/30/2011

**Civil Rights Certification**

**Annual Certification and Board Resolution**

*Acting on behalf of the Board of Commissioners of the Public Housing Agency (PHA) listed below, as its Chairman or other authorized PHA official if there is no Board of Commissioner, I approve the submission of the Plan for the PHA of which this document is a part and make the following certification and agreement with the Department of Housing and Urban Development (HUD) in connection with the submission of the Plan and implementation thereof:*

The PHA certifies that it will carry out the public housing program of the agency in conformity with title VI of the Civil Rights Act of 1964, the Fair Housing Act, section 504 of the Rehabilitation Act of 1973, and title II of the Americans with Disabilities Act of 1990, and will affirmatively further fair housing.

Housing Authority of the County of Alameda  
PHA Name

CA 067  
PHA Number/HA Code

<small>I hereby certify that all the information stated herein, as well as any information provided in the accompaniment herewith, is true and accurate. Warning: HUD will prosecute false claims and statements. Conviction may result in criminal and/or civil penalties. (18 U.S.C. 1001, 1010, 1012, 31 U.S.C. 3729, 3802)</small>	
Name of Authorized Official Ursula Reed	Title Housing Commission Chairperson
Signature	Date April 9, 2014

form HUD-50077-CR (1/2009)

OMB Approval No. 2577-0226

## HOUSING AUTHORITY OF THE COUNTY OF ALAMEDA

### AGENDA STATEMENT

Meeting: April 9, 2014

Subject:	Utility Allowance Schedule
Exhibits Attached:	<ul style="list-style-type: none"><li>- Proposed 07/01/2014 Utility Allowance Schedule</li><li>- Resolution No. 03-14</li></ul>
Recommendation:	Adopt the attached Resolution
Financial Statement:	Estimated \$414,384 increase in Section 8 program costs for FY 2015 and subsequent fiscal years.  Estimated \$0 change for the Public Housing Program for FY 2015 and subsequent fiscal years.

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#### BACKGROUND

HACA's Section 8 Program and Public Housing Program subsidies are applied against the family's rent and any utilities paid for by the family. The amount of the HACA utility subsidy is determined by our utility allowance schedule. The utility allowance schedule is based on the typical cost of essential utilities and services paid for by energy-conserving households that occupy housing of similar size and type in HACA's jurisdiction. It is not meant to be an exact reimbursement of a household's actual utility costs.

HUD requires that housing authorities review their utility allowance schedules at least annually and revise them if utility rates have changed, either up or down, by 10% or more. As rates have changed by more than this amount, staff has developed a revised utility allowance schedule for your approval.

#### DISCUSSION AND ANALYSIS

The utility allowances for gas and electric service are based on the PG&E *California Alternate Rates for Energy* (CARE) program. Targeted to very low income families, the CARE program reduces typical PG&E rates by almost 20%. In order to obtain the CARE rates, families must submit a simple one-page form to PG&E. HACA was a Community Outreach Contractor for PG&E, and still provides information, applications and assistance to Section 8 households and the public wishing to apply for the CARE program. In 2009, HACA surveyed its Section 8 participants to determine if they are participating in the CARE program. Seventy-percent (70%) of participants responded and we found that nearly 90% of them were participating. (Another 10% indicated the gas and electric bill for their unit was paid by the landlord or someone else so they

weren't eligible for the CARE program.) As of February 2013, PG&E is reporting that 98% of the households eligible for the CARE program in Alameda County are enrolled in the program.

The underlying methodology for analyzing gas and electric rates follows that of an outside consultant retained by HACA in 2001, 2002 and 2004 except as otherwise noted.

**Gas:** In the past, a snapshot of the gas rates at a fixed point in time was used to set the annual utility allowance schedule. However, since rates fluctuate from month to month and year to year, HACA began incorporating a floating 12-month rate average in 2006 and continues this method for 2014. This year, gas rates increased by 6%. Consequently, the current HACA allowances for gas are not changed on the schedule.

**Electricity:** Rates increased in November 2004 and have not changed until March 2014 when they increased by 3%. Consequently, the current HACA allowances for electricity are not changed on the schedule.

**Water:** Water rates increased by 8-28% this year. The proposed utility allowance schedule reflects increases from \$0-\$24.

**Sewer:** Sewer rates for single family homes increased by 9% and sewer rates for attached homes increased by 2%. The proposed utility allowance schedule reflects increases from \$0 to \$5.

**Garbage:** Garbage rates increased by 2-4% this year. Last year, garbage rates increased by 2-4%. In 2012, garbage rates increased by 3-5%. The proposed utility allowance schedule reflects increases from \$0-\$3.

**Tenant-Supplied Stove or Refrigerator:** No increase is proposed over the current \$2 per month allowance.

**Housing Authority of Alameda County**  
**Section 8 Utility Allowance Schedule**  
**Effective 07/01/2014 for Re-examinations and Move-Ins Effective 07/01/2014 or Later**

<b>Single Family Homes</b>	<b>Studio</b>	<b>1 Bedroom</b>	<b>2 Bedrooms</b>	<b>3 Bedrooms</b>	<b>4 Bedrooms</b>	<b>5 Bedrooms</b>
Electric Heating	10	10	18	23	41	44
Gas Heating	12	16	20	24	27	33
Electric Cooking	1	2	3	3	3	3
Gas Cooking	2	2	2	2	2	2
Electric Hot Water	10	11	19	25	26	26
Gas Hot Water	7	9	11	15	17	19
Refrigerator (If tenant-supplied)	2	2	2	2	2	2
Stove (If tenant-supplied)	2	2	2	2	2	2
Water	28	39	50	61	78	89
Sewer	23	23	23	23	23	23
Trash	25	25	25	38	38	66
Other Electric	11	14	20	24	28	31

<b>Attached Homes</b>	<b>Studio</b>	<b>1 Bedroom</b>	<b>2 Bedrooms</b>	<b>3 Bedrooms</b>	<b>4 Bedrooms</b>	<b>5 Bedrooms</b>
Electric Heating	8	8	11	14	17	25
Gas Heating	10	12	14	16	19	19
Electric Cooking	1	2	3	3	3	3
Gas Cooking	2	2	2	2	2	2
Electric Hot Water	10	11	20	25	26	26
Gas Hot Water	7	9	11	15	18	19
Refrigerator (If tenant-supplied)	2	2	2	2	2	2
Stove (If tenant-supplied)	2	2	2	2	2	2
Water	22	34	40	49	68	72
Sewer	21	21	21	21	21	21
Trash	25	25	25	38	38	66
Other Electric	11	14	20	24	28	31

**HOUSING AUTHORITY OF THE COUNTY OF ALAMEDA**

**RESOLUTION NO. 03-14**

**APPROVING UPDATE TO THE UTILITY ALLOWANCE SCHEDULE**

**WHEREAS**, the U. S. Department of Housing and Urban Development (“HUD”) requires that housing authorities review their utility allowance schedules at least annually and revise them if utility rates have changed by 10% or more; and

**WHEREAS**, rates for some utilities have changed by at least 10%;

**NOW, THEREFORE, BE IT RESOLVED**, that the Housing Commission of the Housing Authority of the County of Alameda does hereby adopt the utility allowance schedule presented at this meeting with an effective date of July 1, 2014 for annual re-examinations and move-ins with an effective date of July 1, 2014 or later.

**PASSED, APPROVED, AND ADOPTED** by the Housing Commission of the Housing Authority of the County of Alameda on this \_\_\_\_\_ day of \_\_\_\_\_ 2014 by the following vote:

**AYES:**

**NOES:**

**ABSTAIN:**

**EXCUSED:**

**ABSENT:**

\_\_\_\_\_  
Ursula Reed  
Commission Chairperson

**Attest:**

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

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

**HOUSING AUTHORITY OF THE COUNTY OF ALAMEDA**

**AGENDA STATEMENT**

Meeting: April 9, 2014

Subject: Budget/Audit/Negotiations Committee

Exhibits Attached: None

Recommendation: Appoint Committee Members

Financial Statement: None

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**DISCUSSION**

In February 2011, your Commission combined the Budget/Audit Committee with the Negotiations Committee since the outcomes of the budget and the negotiations processes are so closely linked to one another.

The duties of the Budget/Audit/Negotiations Committee include:

- Reviewing the draft budget prepared by staff and communicating to the Commission its recommendations related to the budget;
- Meeting and consulting with management during the labor negotiating process as it relates to the memorandum of understanding (MOU) between HACA and SEIU 1021;
- Overseeing the independence and performance of the independent auditors;
- Providing an avenue of communication among the independent auditors, staff, and the Commissioners; and
- Representing and providing assistance to the Commission in fulfilling its fiduciary obligations with respect to matters involving the accounting, auditing, and financial reporting functions of the Housing Authority.

Your Commission needs to appoint a Budget/Audit/Negotiations Committee for the Fiscal Year 2014-2015. Commissioners Don Biddle, Mark Gerry and Christine Steiner comprised the Committee last year. These Commissioners can be appointed to this year's Committee, if they wish to serve again, or your Commission may appoint new members.

**HOUSING AUTHORITY OF THE COUNTY OF ALAMEDA**

**AGENDA STATEMENT**

Meeting: April 9, 2014

Subject: Scholarship Committee Appointments

Exhibits Attached: None

Recommendation: Appoint Committee Members

Financial Statement: None

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**DISCUSSION**

Each year, the HACA Scholarship Program provides an opportunity for residents of the Public Housing program and participants of the Family Self-Sufficiency (FSS) program to apply for a scholarship that can be used to pay for eligible expenses related to their education. Scholarships, not to exceed \$15,000 in total, are awarded each year by the Scholarship Committee.

Your Commission needs to appoint a Scholarship Committee for 2014 to work with staff on reviewing this year's scholarship applications and making award recommendations to the Commission for final approval. The Scholarship Committee usually has one meeting.

Commissioners Ana Apodaca, Jac Asher, Ruth Cashmere and Pat Gacoscos comprised the Committee last year. These Commissioners can be appointed to this year's Committee, if they wish to serve again, or your Commission may appoint new members.

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



**Housing Authority of Alameda County**  
**HOUSING CHOICE VOUCHER**  
**Administrative Budget Status Report FYE 2013-2014**  
**February 2014**

<b>FY 2014 - HCV OPERATING BUDGET</b>	<b>Budgeted @ 2/28/2014</b>	<b>Actual @ 2/28/2014</b>	<b>OVER (UNDER)</b>	<b>PROJECTED TO 6/30/14</b>	<b>SCH. NO.</b>	<b>2013 BUDGET</b>	<b>2014 BUDGET</b>	<b>DIFFERENCE</b>
<b>INCOME</b>								
Investment Income	2,400	1,369	(1,031)	2,053	A1	3,600	<b>3,600</b>	0
Misc. Income	230,667	236,859	6,192	335,095	A1	208,000	<b>346,000</b>	138,000
Administrative Fee Income	4,388,620	4,193,730	(194,891)	6,402,549	A	6,905,311	<b>6,582,930</b>	(322,381)
<b>TOTAL INCOME</b>	<b>4,621,687</b>	<b>4,431,958</b>	<b>(189,729)</b>	<b>6,739,697</b>		<b>7,116,911</b>	<b>6,932,530</b>	<b>(184,381)</b>
<b>EXPENSES</b>								
<b>Administration</b>								
Salaries	(2,571,663)	(2,513,503)	58,160	(3,630,615)	B-1& 2	(4,362,145)	<b>(3,857,494)</b>	504,651
Other Admin.	(875,666)	(766,872)	108,794	(1,150,308)	C-1&2	(1,161,477)	<b>(1,313,499)</b>	(152,022)
<b>Total</b>	<b>(3,447,328)</b>	<b>(3,280,375)</b>	<b>166,954</b>	<b>(4,780,923)</b>		<b>(5,523,622)</b>	<b>(5,170,993)</b>	<b>352,629</b>
<b>General</b>								
Insurance	(121,560)	(94,241)	27,319	(141,361)	E	(201,590)	<b>(182,340)</b>	19,250
Employee Benefits	(1,337,265)	(1,430,333)	(93,068)	(2,145,500)		(2,224,694)	<b>(2,005,897)</b>	218,797
Miscellaneous	0	0	0	0		0	<b>0</b>	0
<b>Total</b>	<b>(1,458,824)</b>	<b>(1,524,574)</b>	<b>(65,749)</b>	<b>(2,286,861)</b>		<b>(2,426,284)</b>	<b>(2,188,237)</b>	<b>238,047</b>
<b>Total Routine Expenses</b>	<b>(4,906,153)</b>	<b>(4,804,948)</b>	<b>101,205</b>	<b>(7,067,783)</b>		<b>(7,949,906)</b>	<b>(7,359,229)</b>	<b>590,676</b>
<b>Capital Expenditures</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	D2	<b>0</b>	<b>0</b>	<b>0</b>
<b>TOTAL EXPENSES</b>	<b>(4,906,153)</b>	<b>(4,804,948)</b>	<b>101,205</b>	<b>(7,067,783)</b>		<b>(7,949,906)</b>	<b>(7,359,229)</b>	<b>590,676</b>
Income (Deficit) Unfunded 2012 FSS (1/2 year) - Use of Reserve						<b>(158,607)</b>		
Income (Deficit) UNSPECIFIED BUDGET REDUCTION						<b>(674,387)</b>	<b>(426,699)</b>	
<b>NET INCOME (DEFICIT)</b>	<b>(284,466)</b>	<b>(372,991)</b>	<b>(88,525)</b>	<b>(328,087)</b>		<b>(832,994)</b>	<b>(426,699)</b>	<b>406,295</b>

Unrestricted Net Assets @ 6/30/13  
Projected Income (Deficit) @ 6/30/14  
Projected Unrestricted Net Assets @ 6/30/14

\$2,478,875  
**(328,087)**  
\$2,150,788

**Housing Authority of Alameda County  
PUBLIC HOUSING  
Budget Status Report FYE 2013-2014  
February 2014**

FY 2014 - PH OPERATING BUDGET	YTD BUDGET 2/28/2014	YTD ACTUALS 2/28/14	OVER/ (UNDER) BUDGET	Projected to 6/30/14	SCH. NO.	2013 BUDGET	2014 BUDGET	Difference
<b>INCOME</b>								
Dwelling Rentals	260,364	215,062	(45,302)	322,593	A-1	533,610	390,545	(143,065)
Office Rental (Mission Blvd-net)	31,125	0	(31,125)	0	A	0	46,688	46,688
Investment Income	1,467	1,053	(413)	1,580	A	2,200	2,200	0
Misc. Income	47,500	50,500	3,000	75,750	A-1	135,764	71,250	(64,514)
Transfer of Reserves from Ocean Ave				0		500,000		(500,000)
Operating Subsidy	137,316	345,464	208,146	205,974	A-1	380,579	205,974	(174,605)
Asset Reposition Fee	123,491	0	(123,491)	185,237	A-1	199,020	185,237	(13,783)
Capital Grant	19,706	0	(19,706)	29,559	A-1	258,378	29,559	(228,819)
<b>TOTAL INCOME</b>	<b>620,970</b>	<b>612,079</b>	<b>(8,891)</b>	820,693		2,009,551	931,454	(1,078,096)
<b>EXPENSES</b>								
<b>Administration</b>								
Salaries	(150,811)	(152,682)	(1,871)	(220,541)	B-1&2	(233,093)	(226,217)	6,876
Other Admin.	(19,220)	(26,878)	(7,659)	(40,318)	C-1	(116,368)	(28,830)	87,538
<b>Total</b>	<b>(170,031)</b>	<b>(179,561)</b>	<b>(9,530)</b>	<b>(260,859)</b>		<b>(349,461)</b>	<b>(255,047)</b>	94,414
<b>Tenant Services</b>								
Resident Managers	(3,667)	(950)	2,717	(5,500)		(5,500)	(5,500)	0
Recreation	(5,000)	0	5,000	(7,500)		(7,500)	(7,500)	0
<b>Total</b>	<b>(8,667)</b>	<b>(950)</b>	<b>7,717</b>	<b>(13,000)</b>		<b>(13,000)</b>	<b>(13,000)</b>	0
<b>Utilities</b>								
Water	(33,387)	(23,873)	9,515	(35,809)		(74,000)	(50,081)	23,919
Electricity	(12,667)	(9,079)	3,587	(13,619)		(19,000)	(19,000)	0
Gas	(933)	(298)	637	(446)		(2,600)	(1,400)	1,200
Sewage	(17,600)	(9,839)	7,761	(14,759)		(47,600)	(26,400)	21,200
<b>Total</b>	<b>(64,587)</b>	<b>(43,088)</b>	<b>21,501</b>	<b>(64,633)</b>		<b>(143,199)</b>	<b>(96,881)</b>	46,318
<b>Maintenance</b>								
Salaries	(46,656)	(49,862)	(3,207)	(72,023)	B-2	(69,983)	(69,983)	(0)
Materials	(34,628)	(16,725)	17,903	(25,088)	D	(63,960)	(51,942)	12,018
Contract Costs	(245,879)	(335,363)	(89,484)	(353,044)	D	(594,158)	(368,818)	225,340
<b>Total</b>	<b>(327,162)</b>	<b>(401,950)</b>	<b>(74,788)</b>	<b>(450,155)</b>		<b>(728,101)</b>	<b>(490,743)</b>	237,357
<b>General</b>								
Insurance	(27,388)	(21,956)	5,433	(32,933)	E	(80,712)	(41,081)	39,631
Tax-In Lieu Of	(19,578)	(19,577)	1	(29,366)		(39,041)	(29,366)	9,675
Employee Benefits	(102,683)	(61,316)	41,367	(91,974)		(154,569)	(154,024)	545
Collection Loss	(667)	0	667	0		(1,000)	(1,000)	0
Miscellaneous	(667)	0	667	0		(1,000)	(1,000)	0
<b>Total</b>	<b>(150,981)</b>	<b>(102,848)</b>	<b>48,134</b>	<b>(154,272)</b>		<b>(276,322)</b>	<b>(226,472)</b>	49,850
<b>Total Routine Expenses</b>	<b>(721,429)</b>	<b>(728,398)</b>	<b>(6,967)</b>	<b>(942,919)</b>		<b>(1,510,083)</b>	<b>(1,082,143)</b>	427,940
Capital Expenditure-exterior renovation of Emery Glen						(500,000)		500,000
<b>TOTAL EXPENSES</b>	<b>(721,429)</b>	<b>(728,398)</b>	<b>(6,967)</b>	<b>(942,919)</b>		<b>(2,010,083)</b>	<b>(1,082,143)</b>	927,940
<b>NET INCOME (DEFICIT)</b>	<b>(100,459)</b>	<b>(116,318)</b>	<b>(15,858)</b>	<b>(122,225)</b>		<b>(533)</b>	<b>(150,689)</b>	<b>(150,156)</b>

Unrestricted Net Assets @ 6/30/13  
 Projected Income/(Deficit) @ 6/30/14  
 Projected Unrestricted Net Assets @ 6/30/14

\$1,378,834  
(122,225)  
\$1,256,608

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

**HOUSING AUTHORITY OF THE COUNTY OF ALAMEDA**

**AGENDA STATEMENT**

Meeting: April 9, 2014

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 March 1, 2014, the Section 8 Housing Choice Voucher program had 6,236 units under contract and 6,169 units under contract as of April 1, 2014. The fiscal year-to-date lease-up average is 99.19% units for March 1, 2014 and 99.27% for April 1, 2014. The budget authority use average through January 2014 is 108.9%.
- **Program Utilization:** As of March 1, 2014, the average HAP subsidy was \$1,040 and the average tenant-paid rent portion was \$417 for an average Contract Rent of \$1,457. As of April 1, 2014, the average HAP subsidy is \$1,040 and the average tenant-paid rent portion is \$418 for an average Contract Rent of \$1,458.
  - ❖ As of March 1, 2014, HACA had 185 outgoing billed portability contracts and 180 as of April 1, 2014 (i.e., HACA voucher holders who are housed in another housing authority's jurisdiction).
  - ❖ As of March 1, 2014, HACA billed other housing authorities, primarily the Oakland Housing Authority, for 1,128 incoming portability contracts and 1,167 as of April 1, 2014. HACA receives only 80% of the HUD-authorized Administrative Fee for billed incoming portability contracts.
- **Section 8 Contract Report:** Copies of the Contract Reports for February 2014 and March 2014 are attached.
- **Fraud / Debt Recovery:** HACA retained \$5,094.28 in fraud and debt recovery payments for the month of February 2014. A total of \$38,492.91 was retained over the last six months.
- **Landlord Rental Listings:** As of March 3, 2014, there were 1,625 landlords with properties in HACA's jurisdiction utilizing the *GoSection8* rental listing service and 1,628 as of April 1, 2014. There were two new landlords added to the Section 8 program last month and two this month. There were 20 active properties listed as of March 3, 2014 and 10 as of April 1, 2014.

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

FSS staff continues to work towards its HUD FSS study goal of enrolling 200 participants in the study by October 2014. Currently there are 73 participants enrolled. FSS staff will continue to schedule orientations in order to solicit the interest of participants in joining the study.

It's time again to process applications for HACA's scholarship program. FSS staff mailed applications to Public Housing residents and active FSS participants and also held a workshop designed to inform applicants how to create strong applications.

FSS staff also hosted a financial empowerment workshop presented by Rubicon Programs that provided many good tips and practices. The workshop was very well received.

### **PUBLIC HOUSING**

- **Occupancy:** As of March 1, 2014, the Public Housing program had 65 of 72 units leased and had a 92.44% fiscal year-to-date lease up rate. As of April 1, 2014, the Public Housing program had 67 of 72 units leased and has a 92.50% fiscal year-to-date lease up rate.

HOUSING AUTHORITY OF THE COUNTY OF ALAMEDA

Section 8 Contract and HAP Report for the month of: February 2014

City	Certificates		Vouchers		February 2014 TOTAL		February 2013	February 2012
	Number	HAP*	Number	HAP**	Number	HAP		
Albany	0	\$0	33	\$34,287	33	\$34,287	36	39
Castro Valley	12	\$10,572	213	\$221,307	225	\$231,879	240	244
Dublin	2	\$1,762	360	\$374,040	362	\$375,802	296	302
Emeryville	5	\$4,405	112	\$116,368	117	\$120,773	110	112
Fremont	28	\$24,668	1,244	\$1,292,516	1,272	\$1,317,184	1,344	1,425
Hayward	113	\$99,553	2,315	\$2,405,285	2,428	\$2,504,838	2,567	2,562
Newark	3	\$2,643	250	\$259,750	253	\$262,393	282	287
Pleasanton	4	\$3,524	123	\$127,797	127	\$131,321	138	164
San Leandro	18	\$15,858	1,506	\$1,564,734	1,524	\$1,580,592	1,453	1,426
San Lorenzo	2	\$1,762	228	\$236,892	230	\$238,654	232	217
Union City	5	\$4,405	829	\$861,331	834	\$865,736	859	774
<b>TOTALS</b>	<b>192</b>	<b>\$169,152</b>	<b>7,213</b>	<b>\$7,494,307</b>	<b>7,405</b>	<b>\$7,663,459</b>	<b>7,557</b>	<b>7,552</b>

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

\*\*Based on an average February Housing Assistance Payment (HAP) of \$1039 per voucher contract.

HOUSING AUTHORITY OF THE COUNTY OF ALAMEDA

Section 8 Contract and HAP Report for the month of: March 2014

City	Certificates		Vouchers		March 2014 TOTAL		March 2013	March 2012
	Number	HAP*	Number	HAP**	Number	HAP		
Albany	0	\$0	31	\$32,240	31	\$32,240	35	39
Castro Valley	11	\$9,691	215	\$223,600	226	\$233,291	240	247
Dublin	2	\$1,762	358	\$372,320	360	\$374,082	324	300
Emeryville	3	\$2,643	113	\$117,520	116	\$120,163	111	112
Fremont	28	\$24,668	1,231	\$1,280,240	1,259	\$1,304,908	1,331	1,420
Hayward	114	\$100,434	2,302	\$2,394,080	2,416	\$2,494,514	2,566	2,572
Newark	3	\$2,643	251	\$261,040	254	\$263,683	277	282
Pleasanton	4	\$3,524	122	\$126,880	126	\$130,404	134	159
San Leandro	18	\$15,858	1,492	\$1,551,680	1,510	\$1,567,538	1,457	1,419
San Lorenzo	2	\$1,762	228	\$237,120	230	\$238,882	234	219
Union City	5	\$4,405	819	\$851,760	824	\$856,165	854	768
<b>TOTALS</b>	<b>190</b>	<b>\$167,390</b>	<b>7,162</b>	<b>\$7,448,480</b>	<b>7,352</b>	<b>\$7,615,870</b>	<b>7,563</b>	<b>7,537</b>

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

\*\*Based on an average March Housing Assistance Payment (HAP) of \$1040 per voucher contract.

**HOUSING AUTHORITY OF THE COUNTY OF ALAMEDA**  
**Section 8 Average Contract Rent Report for the Month of: February 2014**

<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	33	\$1,307	\$997	\$310	24%
Castro Valley	211	\$1,380	\$961	\$418	30%
Dublin	358	\$1,609	\$1,227	\$382	24%
Emeryville	106	\$1,248	\$869	\$379	30%
Fremont	1,236	\$1,591	\$1,123	\$467	29%
Hayward	2,314	\$1,378	\$980	\$397	29%
Newark	252	\$1,825	\$1,290	\$536	29%
Pleasanton	122	\$1,388	\$977	\$410	30%
San Leandro	1,494	\$1,370	\$980	\$391	29%
San Lorenzo	232	\$1,693	\$1,247	\$445	26%
Union City	745	\$1,647	\$1,172	\$476	29%

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



**HOUSING AUTHORITY OF THE COUNTY OF ALAMEDA**  
**Section 8 Average Contract Rent Report for the Month of: March 2014**

<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	33	\$1,307	\$995	\$312	24%
Castro Valley	212	\$1,383	\$966	\$417	30%
Dublin	358	\$1,614	\$1,230	\$384	24%
Emeryville	108	\$1,238	\$871	\$367	30%
Fremont	1,238	\$1,591	\$1,123	\$468	29%
Hayward	2,306	\$1,380	\$980	\$399	29%
Newark	250	\$1,826	\$1,294	\$532	29%
Pleasanton	120	\$1,378	\$969	\$408	30%
San Leandro	1,497	\$1,374	\$984	\$390	28%
San Lorenzo	228	\$1,695	\$1,246	\$450	27%
Union City	743	\$1,651	\$1,170	\$480	29%

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

**DEBT COLLECTIONS**

2013-2014

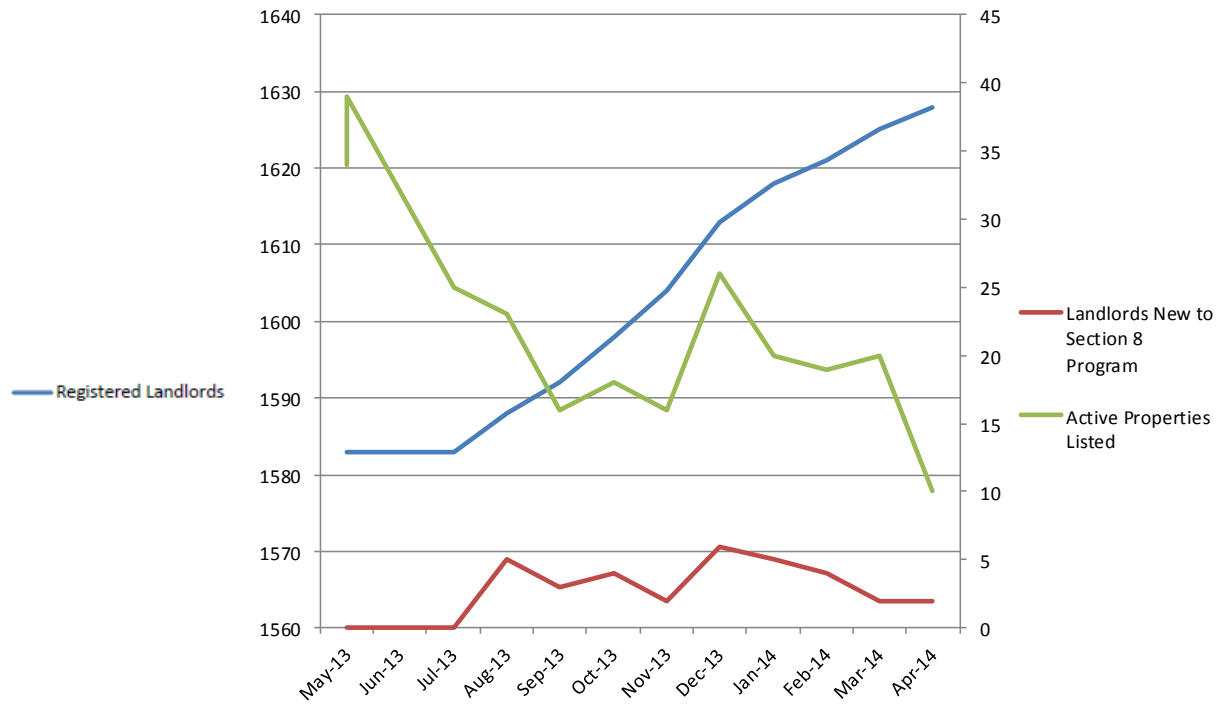
FYE 06/30/14

	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	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00				\$0.00
<i>FRAUD REPAYMENTS</i>	\$1,738.00	\$2,321.84	\$555.05	\$27,855.45	\$1,145.16	\$2,273.22	\$1,569.75	\$5,094.28					\$42,552.75
<b>TOTALS</b>	<b>\$1,738.00</b>	<b>\$2,321.84</b>	<b>\$555.05</b>	<b>\$27,855.45</b>	<b>\$1,145.16</b>	<b>\$2,273.22</b>	<b>\$1,569.75</b>	<b>\$5,094.28</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$42,552.75</b>

# Landlord Rental Listing Report

## Monthly

	5/1/2013	5/31/2013	7/1/2013	8/5/2013	9/3/2013	10/1/2013	11/1/2013	12/2/2013	1/2/2014	2/3/2014	3/3/2014	4/1/2014
<b>Registered Landlords</b>	1583	1583	1583	1588	1592	1598	1604	1613	1618	1621	1625	1628
<b>Landlords New to Section 8 Program</b>	0	0	0	5	3	4	2	6	5	4	2	2
<b>Active Properties Listed</b>	34	39	25	23	16	18	16	26	20	19	20	10





**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:** March 25, 2014

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<b>Program Summary</b>	<b>March 2014</b>
Total Clients Under Contract:	130
Graduates:	0
Escrow Disbursed:	\$0
Ports In:	0
Ports Out:	0
Terminations:	0
New Contracts:	4

### **FSS PROGRAM NEWS:**

#### **MDRC FSS Study**

FSS staff is progressing toward the participant study goal of 200 by October 2014. The current results of the random assignment are as follows:

FSS Group: 37  
Control Group: 36  
**Total: 73**

#### **Workshops**

The FSS team mailed HACA Scholarship applications to Public Housing residents and active FSS participants. The mailing included an invitation to attend a scholarship workshop held on Thursday, March 13, 2014 at our Nidus senior housing recreation room. Daniel Taylor gave a presentation that covered the following topics:

- Household eligibility
- Application completion
- The importance of submitting references and a personal essay
- Scholarship disbursement amounts
- Requirements for obtaining the second half of the award
- Eligible purchase items

- Application deadline

On Saturday, March 22, 2014, Rubicon Programs presented a financial empowerment workshop at our Nidus senior housing recreation room. Topics included:

- Assessing wants versus needs
- Money fears
- Assets & liabilities
- S.M.A.R.T goals
- Paying yourself first (PYF)
- Cost-cutting tips

Participants were highly engaged throughout the entire workshop and gave excellent reviews on the material and presenter.

### **Next FSS Orientations**

- Wednesday, March 26, 2014  
10:00 a.m. to 12:00 p.m.
- Thursday, March 27, 2014  
6:00 p.m. to 8:00 p.m.

**Referrals=** Case Management = 55

# **ATTACHMENT A**

<b>PHA 5-Year and Annual Plan</b>	<b>U.S. Department of Housing and Urban Development Office of Public and Indian Housing</b>	<b>OMB No. 2577-0226 Expires 4/30/2011</b>
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1.0	<b>PHA Information</b> PHA Name: Housing Authority of the County of Alameda PHA Code: CA067 PHA Type: <input type="checkbox"/> Small <input checked="" type="checkbox"/> High Performing Standard <input type="checkbox"/> HCV (Section 8) PHA Fiscal Year Beginning: (MM/YYYY): 07/2014				
2.0	<b>Inventory (based on ACC units at time of FY beginning in 1.0 above)</b> Number of PH units: 72 Number of HCV units: 6161				
3.0	<b>Submission Type</b> <input type="checkbox"/> 5-Year and Annual Plan <input checked="" type="checkbox"/> Annual Plan Only <input type="checkbox"/> 5-Year Plan Only				
4.0	<b>PHA Consortia</b> <input type="checkbox"/> PHA Consortia: (Check box if submitting a joint Plan and complete table below.)				
	Participating PHAs	PHA Code	Program(s) Included in the Consortia	Programs Not in the Consortia	No. of Units in Each Program PH HCV
	PHA 1:				
	PHA 2:				
	PHA 3:				
5.0	5-Year Plan. Complete items 5.1 and 5.2 only at 5-Year Plan update.				
5.1	<b>Mission.</b> State the PHA's Mission for serving the needs of low-income, very low-income, and extremely low income families in the PHA's jurisdiction for the next five years.				
5.2	<b>Goals and Objectives.</b> Identify the PHA's quantifiable goals and objectives that will enable the PHA to serve the needs of low-income and very low-income, and extremely low-income families for the next five years. Include a report on the progress the PHA has made in meeting the goals and objectives described in the previous 5-Year Plan.				
6.0	<b>PHA Plan Update</b> (a) Identify all PHA Plan elements that have been revised by the PHA since its last Annual Plan submission. (b) Identify the specific location(s) where the public may obtain copies of the 5-Year and Annual PHA Plan. For a complete list of PHA Plan elements, see Section 6.0 of the instructions. <u>See Annual Plan Attachment.</u>				
7.0	<b>Hope VI, Mixed Finance Modernization or Development, Demolition and/or Disposition, Conversion of Public Housing, Homeownership Program, and Project-based Vouchers.</b> Include statements related to these programs as applicable. <u>See Annual Plan Attachment.</u>				
8.0	<b>Capital Improvements.</b> Please complete Parts 8.1 through 8.3, as applicable. <u>See Annual Plan Attachment.</u>				
8.1	<b>Capital Fund Program Annual Statement/Performance and Evaluation Report.</b> As part of the PHA 5-Year and Annual Plan, annually complete and submit the <i>Capital Fund Program Annual Statement/Performance and Evaluation Report</i> , form HUD-50075.1, for each current and open CFP grant and CFFP financing. <u>See Annual Plan Attachment.</u>				
8.2	<b>Capital Fund Program Five-Year Action Plan.</b> As part of the submission of the Annual Plan, PHAs must complete and submit the <i>Capital Fund Program Five-Year Action Plan</i> , form HUD-50075.2, and subsequent annual updates (on a rolling basis, e.g., drop current year, and add latest year for a five year period). Large capital items must be included in the Five-Year Action Plan. <u>See Annual Plan Attachment.</u>				
8.3	<b>Capital Fund Financing Program (CFFP).</b> <input type="checkbox"/> Check if the PHA proposes to use any portion of its Capital Fund Program (CFP)/Replacement Housing Factor (RHF) to repay debt incurred to finance capital improvements.				
9.0	<b>Housing Needs.</b> Based on information provided by the applicable Consolidated Plan, information provided by HUD, and other generally available data, make a reasonable effort to identify the housing needs of the low-income, very low-income, and extremely low-income families who reside in the jurisdiction served by the PHA, including elderly families, families with disabilities, and households of various races and ethnic groups, and other families who are on the public housing and Section 8 tenant-based assistance waiting lists. The identification of housing needs must address issues of affordability, supply, quality, accessibility, size of units, and location. <u>See Annual Plan Attachment.</u>				
9.1	<b>Strategy for Addressing Housing Needs.</b> Provide a brief 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. Note: Small, Section 8 only, and High Performing PHAs complete only for Annual Plan submission with the 5-Year Plan.				

10.0	<p><b>Additional Information.</b> Describe the following, as well as any additional information HUD has requested.</p> <p>(a) <b>Progress in Meeting Mission and Goals.</b> Provide a brief statement of the PHA's progress in meeting the mission and goals described in the 5-Year Plan. See <b>Annual Plan Attachment</b>.</p> <p>(b) <b>Significant Amendment and Substantial Deviation/Modification.</b> Provide the PHA's definition of "significant amendment" and "substantial deviation/modification." None</p>
11.0	<p><b>Required Submission for HUD Field Office Review.</b> In addition to the PHA Plan template (HUD-50075), PHAs must submit the following documents. Items (a) through (g) may be submitted with signature by mail or electronically with scanned signatures, but electronic submission is encouraged. Items (h) through (i) must be attached electronically with the PHA Plan. Note: <b>Faxed</b> copies of these documents will not be accepted by the Field Office.</p> <p>(a) Form HUD-50077, <i>PHA Certifications of Compliance with the PHA Plans and Related Regulations</i> (which includes all certifications relating to Civil Rights)</p> <p>(b) Form HUD-50070, <i>Certification for a Drug-Free Workplace</i> (PHAs receiving CFP grants only)</p> <p>(c) Form HUD-50071, <i>Certification of Payments to Influence Federal Transactions</i> (PHAs receiving CFP grants only)</p> <p>(d) Form SF-LLL, <i>Disclosure of Lobbying Activities</i> (PHAs receiving CFP grants only)</p> <p>(e) Form SF-LLL-A, <i>Disclosure of Lobbying Activities Continuation Sheet</i> (PHAs receiving CFP grants only)</p> <p>(f) Resident Advisory Board (RAB) comments. Comments received from the RAB must be submitted by the PHA as an attachment to the PHA Plan. PHAs must also include a narrative describing their analysis of the recommendations and the decisions made on these recommendations.</p> <p>(g) Challenged Elements</p> <p>(h) Form HUD-50075.1, <i>Capital Fund Program Annual Statement/Performance and Evaluation Report</i> (PHAs receiving CFP grants only)</p> <p>(i) Form HUD-50075.2, <i>Capital Fund Program Five-Year Action Plan</i> (PHAs receiving CFP grants only)</p>



## **HUD-50075 Annual Plan Attachment Fiscal Year Beginning: 07/2014**

### **6.0 The following PHA Plan elements have been revised since HACA's last Annual Plan submission:**

- 6.1.1 Element #1: Eligibility, Selection and Admission Policies, including Deconcentration and Wait List Procedures;
- 6.1.2 Element #2: Financial Resources;
- 6.1.3 Element #4: Operation and Management; and
- 6.1.4 Element #11: Fiscal Year Audit.

This completed form HUD-50075 with attachments is available at the PHA's Business Office, 1489 Salmon Way, Hayward, CA 94544. It's also available on the HACA website at <http://www.haca.net/index.php/phdownloads/category/9-section-8-housing-choice-voucher-program>.

### **7.0 Hope VI, Mixed Finance Modernization or Development, Demolition and/or Disposition, Conversion of Public Housing, Homeownership Programs, and Project-based Vouchers.**

#### **7.1 Hope VI, Mixed Finance Modernization or Development.**

- 7.1.1 Effective March 1, 2011, HACA consolidated with the Dublin Housing Authority (DHA) subsequent to DHA's disposal of the 150-unit Arroyo Vista, its sole public housing project. (DHA did not administer any Section 8 housing or any other federal, state, or local housing program.) HACA now has access to the modest HUD Replacement Housing Factor (RHF) funds from Arroyo Vista and may have access to remaining development funds from DHA, which it may use to create additional public housing units in either a stand-alone or mixed finance project. Were HACA to develop a mixed-finance project, it would seek to partner with an experienced non-profit or for-profit developer to secure a percentage of units as public housing units in a project(s) developed by such developer.
- 7.1.2 HACA may also use the RHF funds resulting from the Arroyo Vista disposition along with RHF funds from disposition of certain of its own public housing units to purchase existing units for conversion to public housing or to develop new units using modular housing.
- 7.1.3 HACA may also use the RHF funds resulting from the Arroyo Vista disposition along with RHF funds from disposition of certain of its own public housing units to support the renovation of its existing public housing units after such units are converted under HUD's Rental Assistance Demonstration (RAD) program for which HACA applied in November 2013.

**7.2 Demolition and/or Disposition.**

- 7.2.1 Because the combination of tenant rents and fees, HUD Operating Subsidy, and Capital Fund funding is inadequate to finance the long-term viability of HACA's Public Housing units, HACA has disposed of all but 72 units of Public Housing. Should the Rental Assistance Demonstration (RAD) program not be expanded and should HUD open its Section 18 Demolition and/or Disposition program, HACA will apply to dispose of these 72 units pursuant to Section 18.
- 7.2.2 Disposition Timetable for remaining 72 Public Housing units (36 units at the Mission View site and 36 units at the Emery Glen site):  
HACA has applied to HUD for approval to include its remaining 72 units of Public Housing in the Rental Assistance Demonstration (RAD) program and is now on the HUD consideration wait list.

**7.3 Conversion of Public Housing (to tenant-based assistance). N/A**

**7.4 Homeownership. N/A**

**7.5 Project-Based Vouchers.**

- 7.5.1 HACA anticipates project-basing up to 555 units. The cities of Emeryville, Dublin, Fremont, Hayward, San Leandro, and Union City as well as the unincorporated areas of Castro Valley and San Lorenzo are currently-identified locations. Additional locations in Alameda County, such as (but not limited to) Albany, Newark, and Pleasanton are possible.
- 7.5.2 HACA is planning to project-base up to 50 units in non-impacted census tracts in Dublin and/or Fremont in order to expand housing opportunities for homeless veterans in higher cost areas. HACA will apply to HUD and the VA to project base up to 45 VASH vouchers in the project(s) to replace some or all of HACA's regular project based vouchers so as to ensure the veterans in the project receive the supportive services provided under VASH.
- 7.5.3 HACA is planning to project-base up to eight units in central and southern Alameda County to serve the disabled population. It is working with Alameda County and the Neighborhood Stabilization Program on this project.
- 7.5.4 HACA is planning to project-base up to 20 units in the City of Emeryville to support the development of housing for families.

**8.0 Capital Improvements**

HACA will use 100 percent of funds from the Capital Fund program for activities that are eligible under the Operating Fund, including capital improvements. See HUD Form 50075.2 approved by HUD on 06/01/2010.

- 8.1 Form HUD-50075.1, *Capital Fund Program Annual Statement/Performance and Evaluation Report* has been completed as required and is enclosed.
- 8.2 Form HUD-50075.2, *Capital Fund Program Five-Year Action Plan* has been completed as required and is enclosed.
- 8.3 HACA does not propose to pledge any portion of its CPF/RHF funds to repay debt incurred to finance capital improvements.

**9.0 Housing Needs**

Housing needs for renters in HACA's jurisdiction are set forth in Part I of the Alameda County HOME Consortium's FY10-14 Consolidated Plan as follows:

**Housing Problems of Renter Households**

Low, very low and extremely low income households face a broad range of housing problems. At one end are the homeless households living in shelters or those who are in and out of temporary housing. Moving toward the middle of the range are those who have a place to call home, but who have tentative housing situations. These households often live from pay check to pay check and cannot afford to pay for both their housing and other basic necessities, such as food and clothing. They often do not have access to housing near work which is affordable and may face discrimination in finding affordable housing. Given the above factors, the housing they may find may be overcrowded, unsafe or rundown.

*Nature and Extent of Renter Housing Problems*

Fifty-one percent (51 %) of all renters in the Consortium had housing cost burdens; of those with cost burdens, 15% had severe cost burdens (paying over 50% of income for rent) and another 36% had moderate cost burdens (paying 30-50% of income) (2000 Census).

Sixty-four percent (64%) of extremely low income households (18,262) are renters. Small related households are the predominant family type among extremely low income renters (35%), followed by elderly one and two member households (27%). Eleven percent (11 %) of the extremely low income renters are in large related households; the remaining 27% are other household types.

Of renters in the Consortium who have housing problems (49%), the extremely low income households have the highest percentage of housing problems. Eighty-one percent (81 %) of extremely low income renters have

housing problems. More than 78% of the extremely low income renters spend more than 30% of their incomes on housing, i.e. are "cost-burdened." Sixty-six percent (66%) of the extremely low income renter households spend in excess of 50% of their incomes on housing (severe cost burden). Large related extremely low income renter households have the highest percentage of housing problems (95%).

Low-income renter households (with incomes between 50-80% of median) also have acute housing problems. Fully 88% of these low income renters had severe or moderate housing problems; 33% had severe cost burdens and 80% had moderate cost burdens. According to the National Low Income Housing Coalition, these figures make it clear that creating subsidized housing for renters with incomes above 50% of median will do very little to reduce the number of households with severe problems. Most renters with severe problems were either in Other Not Related Households (48%), in Small Related Households (31 %), or Elderly (38%).

## **9.1 Strategy for Addressing Housing Needs**

- 9.1.1 In addition to the initiatives outlined in Sections 7.5 above and 10.1.2 below, HACA anticipates deploying a continuously open applicant-accessible waiting list on its website, [www.haca.net](http://www.haca.net). With such a waiting list anyone needing housing can apply anytime rather than waiting until the list reopens. HACA is also redoubling its efforts to reduce vacancy loss in its 72-unit public housing program to maximize availability of occupied unit-months. It will do this by changing its procurement of contractors that do unit turnover work from a unit-by-unit procurement to a unit-type procurement through which a contractor eligibility list will be created and units assigned as they become vacant.

## **10.0 Additional Information**

### **10.1 Progress in Meeting Mission and Goals**

- 10.1.1 **Mission:** HACA's success in meeting its mission is reflected in its High Performing SEMAP designation and its PHAS Standard Performer designation.
- 10.1.2 **Goal:** Expand the supply of assisted housing  
**Objectives:** Apply for additional rental vouchers; and, depending on

available funding, utilize Section 8 HCV project-basing to increase housing opportunities for special needs populations.

**Progress:** HACA will submit an application in response to [Notice PIH 2014-03](#) issued February 4, 2014, announcing the availability of set-aside funding for project-basing vouchers under the HUD-Veterans Affairs (VA) supportive housing (HUD-VASH) program.

Re: utilizing Section 8 HCV project-basing to increase housing opportunities for special needs populations, HACA has leased up 32 project-based units at Main Street Village, a Fremont project providing housing and services to the homeless and mentally ill; has leased 5 project-based units at Magnolia Terrace, an Emeryville project providing housing and services to the disabled; has leased 3 project based units at FESCO, a Hayward project providing housing and services to homeless families with children; and has leased 98 project based units at Nidus Court and Dyer Street, HACA's former Union City Public Housing developments for the elderly.

HACA is planning to project base up to 45 VASH units in non-impacted census tracts in Dublin and/or Fremont in order to expand housing opportunities for homeless veterans.

Additionally, HACA is planning to project base 20 or more units in the north-county city of Emeryville in order to expand housing opportunities for families and up to 8 units in central and southern Alameda County for the disabled.

#### 10.1.3 Goal: Improve the quality of assisted housing

**Objectives:** Maintain Public Housing Assessment System (PHAS) and Section Eight Management Assessment Program (SEMAP) scores of 90 or higher; transition to a computerized inspection system and inspections conducted by census tract; and modernize up to fifty (50) public housing units.

HACA has a small public housing program that currently consists of 72 units. Because HACA's public housing program is so small and fully leased except for turnover, HACA does not have vacancies into which to float existing tenants while modernizing their unit. Consequently, HACA modernizes units as they become vacant.

HACA understands that units undergoing modernization improvements are those that require the unit to become or remain vacant to accomplish the improvements. HACA's modernization efforts will include, but not be



limited to, Asbestos Containing Material abatement activities, interior upgrades including sink and countertop replacements, installing energy efficient appliances, cabinet replacement, window and/or door replacement, 504/ADA reasonable accommodations, accessibility modifications, heating, electrical and plumbing upgrades, concrete restoration, roofing, siding, paving repairs, mold abatement, interior and exterior painting, common area improvements and completion of comprehensive and individual modernization activities funded through CFP.

HACA's public housing portfolio is shown on the following table. HACA will schedule the modernization of up to 15 of these units as they become available due to vacancy, casualty loss, and court litigation or due to changes in market conditions beyond HACA's control.

<b>Address</b>	<b>Unit Designation</b>	<b>Unit Status Type</b>
4125 Dyer Street #1	General Occupancy	Initial Approval Completed
4125 Dyer Street #10	General Occupancy	Initial Approval Completed
4125 Dyer Street #11	General Occupancy	Initial Approval Completed
4125 Dyer Street #12	General Occupancy	Initial Approval Completed
4125 Dyer Street #13	General Occupancy	Initial Approval Completed
4125 Dyer Street #14	General Occupancy	Initial Approval Completed
4125 Dyer Street #15	General Occupancy	Initial Approval Completed
4125 Dyer Street #16	General Occupancy	Initial Approval Completed
4125 Dyer Street #17	General Occupancy	Initial Approval Completed
4125 Dyer Street #18	General Occupancy	Initial Approval Completed
4125 Dyer Street #19	General Occupancy	Initial Approval Completed
4125 Dyer Street #2	General Occupancy	Initial Approval Completed
4125 Dyer Street #20	General Occupancy	Initial Approval Completed
4125 Dyer Street #21	General Occupancy	Initial Approval Completed
4125 Dyer Street #22	General Occupancy	Initial Approval Completed
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4125 Dyer Street #26	General Occupancy	Initial Approval Completed
4125 Dyer Street #27	General Occupancy	Initial Approval Completed
4125 Dyer Street #28	General Occupancy	Initial Approval Completed
4125 Dyer Street #29	General Occupancy	Initial Approval Completed
4125 Dyer Street #3	General Occupancy	Initial Approval Completed
4125 Dyer Street #30	General Occupancy	Initial Approval Completed
4125 Dyer Street #31	General Occupancy	Initial Approval Completed
4125 Dyer Street #32	General Occupancy	Initial Approval Completed
4125 Dyer Street #33	General Occupancy	Initial Approval Completed
4125 Dyer Street #34	General Occupancy	Initial Approval Completed
4125 Dyer Street #35	General Occupancy	Initial Approval Completed
4125 Dyer Street #36	General Occupancy	Initial Approval Completed

4125 Dyer Street #4	General Occupancy	Initial Approval Completed
4125 Dyer Street #5	General Occupancy	Initial Approval Completed
4125 Dyer Street #6	General Occupancy	Initial Approval Completed
4125 Dyer Street #7	General Occupancy	Initial Approval Completed
4125 Dyer Street #8	General Occupancy	Initial Approval Completed
4125 Dyer Street #9	General Occupancy	Initial Approval Completed
6200 Doyle Street # 10	General Occupancy	Initial Approval Completed
6200 Doyle Street #1	General Occupancy	Initial Approval Completed
6200 Doyle Street #11	General Occupancy	Initial Approval Completed
6200 Doyle Street #12	General Occupancy	Initial Approval Completed
6200 Doyle Street #13	General Occupancy	Initial Approval Completed
6200 Doyle Street #14	General Occupancy	Initial Approval Completed
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6200 Doyle Street #6	General Occupancy	Initial Approval Completed
6200 Doyle Street #7	General Occupancy	Initial Approval Completed
6200 Doyle Street #8	General Occupancy	Initial Approval Completed
6200 Doyle Street #9	General Occupancy	Initial Approval Completed

**Performance:** In the past fiscal year, HACA remained a High Performer under SEMAP and was rated a Standard Performer under PHAS.

HACA's transition to a mobile HQS inspection system has been delayed as HACA prepares to issue an RFP for new enterprise housing software before the end of the current fiscal year.

As of January 31, 2014, HACA extensively renovated and improved 11 Public Housing units in the current fiscal year.

**10.1.4 Goal: Increase assisted housing choices**

**Objectives:** Conduct outreach efforts to potential voucher landlords; monitor voucher success and utilization rates and assess adequacy of payment standards; and continue promoting homeownership activities and assisting participants to become homeowners.

**Progress:** In the current fiscal year, HACA has continued to promote the HCVP in publications of the Rental Housing Association of Southern Alameda County (RHA). HACA assessed the adequacy of its payment standards relative to voucher success rates, gross rents, and budgeted funds and modified the standards accordingly. HACA also broadened eligibility to its homeownership program from Family Self Sufficiency (FSS) participants to all HCVP participants. Regardless, as a result of increasing sales prices and tight lending practices, only three participants (two of which were FSS participants) were able to purchase a home last fiscal year.

**10.1.5 Goal: Provide an improved living environment**

**Objectives:** Work proactively with local governments to foster understanding and support of HACA and its assisted housing programs.

**Progress:** In recent fiscal years, HACA staff has participated in ongoing Alameda County Department of Housing and Community Development (HCD) forums as part of a continuous effort to provide information and support for HACA's assisted housing programs. HACA staff has participated in the Point in Time count of the homeless as administered by Alameda County HCD.

**10.1.6 Goal: Promote self-sufficiency and asset development of assisted households**

**Objectives:** Provide or attract supportive services to improve employability.



**Progress:** In 2013, HACA's FSS program focused on employability and provided referrals and job leads to over 168 (households) participants. Sixty-five participants were employed full time and 42 part-time; 50 families increased their income an average of \$11,769 over the previous year.

10.1.7 **Goal:** Ensure equal opportunity and affirmatively further fair housing

**Objectives:** Undertake affirmative measures to ensure access to assisted housing, and a suitable living environment for families living in assisted housing, regardless of race, color, sex, religion, familial status, age, disability, national origin, marital status, sexual orientation, source of income or ancestry.

**Progress:** HACA has continued to administer a Section 504 Grievance Procedure (discrimination on the basis of handicap) and to provide hard-copy weekly rental listings that include units designated for the disabled. As a public service, HACA also lists privately owned subsidized developments in its jurisdiction, including those with accessibility features, regardless of whether the developments accept Housing Choice Vouchers.

HACA continued to administer a Language Assistance Plan for serving Limited English Proficiency populations in its jurisdiction; a Public Housing Affirmative Fair Housing Marketing Plan; and a Transition Plan in order to reach compliance with Uniform Federal Accessibility Standards requirements.

Annual Statement/Performance and Evaluation Report  
 Capital Fund Program, Capital Fund Program Replacement Housing Factor and  
 Capital Fund Financing Program

U.S. Department of Housing and Urban Development  
 Office of Public and Indian Housing  
 OMB No. 2577-0226  
 Expires 4/30/2011

Part I: Summary					
PHA Name: Housing Authority of Alameda County		Grant Type and Number Capital Fund Program Grant No: CA3906750114      Replacement Housing Factor Grant No: Date of CFFP: _____		FFY of Grant: 2014 FFY of Grant Approval: 2014	
Type of Grant <input checked="" type="checkbox"/> Original Annual Statement <input type="checkbox"/> Reserve for Disasters/Emergencies <input type="checkbox"/> Revised Annual Statement (revision no: ) <input type="checkbox"/> Performance and Evaluation Report for Period Ending: <input type="checkbox"/> Final Performance and Evaluation Report					
Line	Summary by Development Account	Total Estimated Cost		Total Actual Cost <sup>1</sup>	
		Original	Revised <sup>2</sup>	Obligated	Expended
1	Total non-CFP Funds				
2	1406 Operations (may not exceed 20% of line 21) <sup>3</sup>	\$182,630		\$182,630	
3	1408 Management Improvements				
4	1410 Administration (may not exceed 10% of line 21)				
5	1411 Audit				
6	1415 Liquidated Damages				
7	1430 Fees and Costs				
8	1440 Site Acquisition				
9	1450 Site Improvement				
10	1460 Dwelling Structures				
11	1465.1 Dwelling Equipment—Nonexpendable				
12	1470 Non-dwelling Structures				
13	1475 Non-dwelling Equipment				
14	1485 Demolition				
15	1492 Moving to Work Demonstration				
16	1495.1 Relocation Costs				
17	1499 Development Activities <sup>4</sup>				
18a	1501 Collateralization or Debt Service paid by the PHA				
18ba	9000 Collateralization or Debt Service paid Via System of Direct Payment				
19	1502 Contingency (may not exceed 8% of line 20)				
20	Amount of Annual Grant: (sum of lines 2 – 19)	\$182,630		\$182,630	
21	Amount of line 20 Related to LBP Activities				
22	Amount of line 20 Related to Section 504 Activities				
23	Amount of line 20 Related to Security – Soft Costs				
24	Amount of line 20 Related to Security – Hard Costs				
25	Amount of line 20 Related to Energy Conservation Measures				

<sup>1</sup> To be completed for the Performance and Evaluation Report.

<sup>2</sup> To be completed for the Performance and Evaluation Report or a Revised Annual Statement.

<sup>3</sup> PHAs with under 250 units in management may use 100% of CFP Grants for operations.

<sup>4</sup> RHF funds shall be included here.

<b>Part I: Summary</b>				
PHA Name: Housing Authority of Alameda County		Grant Type and Number Capital Fund Program Grant No: CA3908750114      Replacement Housing Factor Grant No: Date of CFFP: _____		FFY of Grant: 2014 FFY of Grant Approval: 2014
Type of Grant <input checked="" type="checkbox"/> Original Annual Statement <input type="checkbox"/> Reserve for Disasters/Emergencies <input type="checkbox"/> Revised Annual Statement (revision no: ) <input type="checkbox"/> Performance and Evaluation Report for Period Ending: <input type="checkbox"/> Final Performance and Evaluation Report				
Line	Summary by Development Account	Total Estimated Cost		Total Actual Cost <sup>1</sup>
		Original	Revised <sup>2</sup>	Obligated      Expended
Signature of Executive Director		Date	Signature of Public Housing Director	Date

Part II: Supporting Pages								
PHA Name: Housing Authority of Alameda County		Grant Type and Number Capital Fund Program Grant No: CA3906750114 CFFP (Yes/No): NO Replacement Housing Factor Grant No:			Federal FFY of Grant: 2014			
Development Number Name/PHA-Wide Activities	General Description of Major Work Categories	Development Account No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised <sup>1</sup>	Funds Obligated <sup>2</sup>	Funds Expended <sup>2</sup>	
CAL 67-12/13 PHA-wide	Operations	1406		\$182,630		\$182,630		

<sup>1</sup> To be completed for the Performance and Evaluation Report or a Revised Annual Statement.  
<sup>2</sup> To be completed for the Performance and Evaluation Report.

Part II: Supporting Pages								
PHA Name:		Grant Type and Number			CFPP (Yes/ No):		Federal FFY of Grant:	
		Capital Fund Program Grant No:						
		Replacement Housing Factor Grant No:						
Development Number Name/PHA-Wide Activities	General Description of Major Work Categories	Development Account No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised <sup>1</sup>	Funds Obligated <sub>2</sub>	Funds Expended <sup>2</sup>	

<sup>1</sup> To be completed for the Performance and Evaluation Report or a Revised Annual Statement.  
<sup>2</sup> To be completed for the Performance and Evaluation Report.

Part III: Implementation Schedule for Capital Fund Financing Program					
PHA Name: Housing Authority of Alameda County					Federal FFY of Grant: 2014
Development Number Name/PHA-Wide Activities	All Fund Obligated (Quarter Ending Date)		All Funds Expended (Quarter Ending Date)		Reasons for Revised Target Dates <sup>1</sup>
	Original Obligation End Date	Actual Obligation End Date	Original Expenditure End Date	Actual Expenditure End Date	
CAL 67-12/13 PHA-wide	05/12/16		05/12/18		

<sup>1</sup> Obligation and expenditure end dated can only be revised with HUD approval pursuant to Section 9j of the U.S. Housing Act of 1937, as amended.

Part III: Implementation Schedule for Capital Fund Financing Program					
PHA Name:					Federal FFY of Grant:
Development Number Name/PHA-Wide Activities	All Fund Obligated (Quarter Ending Date)		All Funds Expended (Quarter Ending Date)		Reasons for Revised Target Dates <sup>1</sup>
	Original Obligation End Date	Actual Obligation End Date	Original Expenditure End Date	Actual Expenditure End Date	

<sup>1</sup> Obligation and expenditure end dated can only be revised with HUD approval pursuant to Section 9j of the U.S. Housing Act of 1937, as amended.

Annual Statement/Performance and Evaluation Report  
 Capital Fund Program, Capital Fund Program Replacement Housing Factor and  
 Capital Fund Financing Program

U.S. Department of Housing and Urban Development  
 Office of Public and Indian Housing  
 OMB No. 2577-0226  
 Expires 4/30/2011

Part I: Summary					
PHA Name: Housing Authority of Alameda County		Grant Type and Number Capital Fund Program Grant No: _____ Date of CFFP: _____		Replacement Housing Factor Grant No: CA39R087501 <sup>4,4</sup>	
				FFY of Grant: 2014 FFY of Grant Approval: 2014	
Type of Grant <input checked="" type="checkbox"/> Original Annual Statement <input type="checkbox"/> Reserve for Disasters/Emergencies <input type="checkbox"/> Revised Annual Statement (revision no: ) <input type="checkbox"/> Performance and Evaluation Report for Period Ending: <input type="checkbox"/> Final Performance and Evaluation Report					
Line	Summary by Development Account	Total Estimated Cost		Total Actual Cost <sup>1</sup>	
		Original	Revised <sup>2</sup>	Obligated	Expended
1	Total non-CFP Funds				
2	1406 Operations (may not exceed 20% of line 21) <sup>3</sup>				
3	1408 Management Improvements				
4	1410 Administration (may not exceed 10% of line 21)				
5	1411 Audit				
6	1415 Liquidated Damages				
7	1430 Fees and Costs				
8	1440 Site Acquisition				
9	1450 Site Improvement				
10	1460 Dwelling Structures				
11	1465.1 Dwelling Equipment—Nonexpendable				
12	1470 Non-dwelling Structures				
13	1475 Non-dwelling Equipment				
14	1485 Demolition				
15	1492 Moving to Work Demonstration				
16	1495.1 Relocation Costs				
17	1499 Development Activities <sup>4</sup>		\$237,792	\$237,792	
18a	1501 Collateralization or Debt Service paid by the PHA				
18ba	9000 Collateralization or Debt Service paid Via System of Direct Payment				
19	1502 Contingency (may not exceed 8% of line 20)				
20	Amount of Annual Grant: (sum of lines 2 - 19)	\$237,792		\$237,792	
21	Amount of line 20 Related to LBP Activities				
22	Amount of line 20 Related to Section 504 Activities				
23	Amount of line 20 Related to Security - Soft Costs				
24	Amount of line 20 Related to Security - Hard Costs				
25	Amount of line 20 Related to Energy Conservation Measures				

<sup>1</sup> To be completed for the Performance and Evaluation Report.  
<sup>2</sup> To be completed for the Performance and Evaluation Report or a Revised Annual Statement.  
<sup>3</sup> PHAs with under 250 units in management may use 100% of CFP Grants for operations.  
<sup>4</sup> RHF funds shall be included here.



<b>Part I: Summary</b>				
PHA Name: Housing Authority of Alameda County		Grant Type and Number Capital Fund Program Grant No: Date of CFFP: _____		Replacement Housing Factor Grant No: UA39H06/BU FFY of Grant: 2014 FFY of Grant Approval: 2014
Type of Grant <input checked="" type="checkbox"/> Original Annual Statement <input type="checkbox"/> Reserve for Disasters/Emergencies <input type="checkbox"/> Revised Annual Statement (revision no: ) <input type="checkbox"/> Performance and Evaluation Report for Period Ending: <input type="checkbox"/> Final Performance and Evaluation Report				
Line	Summary by Development Account	Total Estimated Cost		Total Actual Cost <sup>1</sup>
		Original	Revised <sup>2</sup>	Obligated      Expended
Signature of Executive Director		Date	Signature of Public Housing Director	Date

Part II: Supporting Pages								
PHA Name: Housing Authority of Alameda County		Grant Type and Number Capital Fund Program Grant No: Replacement Housing Factor Grant No: CA39R08750114			CFFP (Yes/No): NO		Federal FFY of Grant: 2014	
Development Number Name/PHA-Wide Activities	General Description of Major Work Categories	Development Account No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised <sup>1</sup>	Funds Obligated <sup>2</sup>	Funds Expended <sup>2</sup>	
CAL 067	Development activities per RHF plan	1499		\$237,792		\$237,792		
	Acquire a site and develop new public housing units							
	Support renovation of existing units after conversion under HUD's RAD program							

<sup>1</sup> To be completed for the Performance and Evaluation Report or a Revised Annual Statement.  
<sup>2</sup> To be completed for the Performance and Evaluation Report.

<b>Part II: Supporting Pages</b>								
PHA Name:		Grant Type and Number Capital Fund Program Grant No: CFFP (Yes/ No): Replacement Housing Factor Grant No: CAR08750114			Federal FFY of Grant:			
Development Number Name/PHA-Wide Activities	General Description of Major Work Categories	Development Account No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised <sup>1</sup>	Funds Obligated <sub>2</sub>	Funds Expended <sup>2</sup>	

<sup>1</sup> To be completed for the Performance and Evaluation Report or a Revised Annual Statement.  
<sup>2</sup> To be completed for the Performance and Evaluation Report.

<b>Part III: Implementation Schedule for Capital Fund Financing Program</b>					
PHA Name: Housing Authority of Alameda County					Federal FFY of Grant: 2013
Development Number Name/PHA-Wide Activities	All Fund Obligated (Quarter Ending Date)		All Funds Expended (Quarter Ending Date)		Reasons for Revised Target Dates <sup>1</sup>
	Original Obligation End Date	Actual Obligation End Date	Original Expenditure End Date	Actual Expenditure End Date	
CA39-067	03/12/2012		10/29/2018		

<sup>1</sup> Obligation and expenditure end dated can only be revised with HUD approval pursuant to Section 9j of the U.S. Housing Act of 1937, as amended.

Part III: Implementation Schedule for Capital Fund Financing Program					
PHA Name:					Federal FFY of Grant:
Development Number Name/PHA-Wide Activities	All Fund Obligated (Quarter Ending Date)		All Funds Expended (Quarter Ending Date)		Reasons for Revised Target Dates <sup>1</sup>
	Original Obligation End Date	Actual Obligation End Date	Original Expenditure End Date	Actual Expenditure End Date	

<sup>1</sup> Obligation and expenditure end dated can only be revised with HUD approval pursuant to Section 9j of the U.S. Housing Act of 1937, as amended.

## **RESIDENT ADVISORY BOARD**

**Housing Authority of the County of Alameda (HACA)  
Resident Advisory Board (RAB) Meeting  
March 25, 2014, 6:00 P.M.  
Summary**

<b>Resident Advisory Board Members Present:</b>	<b>Staff Present:</b>
Maxine Haddock	Chris Gouig, Executive Director
Goljan Zamani	Jennifer Cado, Senior Analyst
<b>Absent:</b>	
Tonya Fuller-Bryant	
Helen Iosefa	
Sherett Lawrence	
Swameka Martin	

The RAB met by conference call at 6:00 PM, at which time Jennifer Cado described the Agency Plan (Plan) requirements to the participants and the process that HACA followed in developing the Plan, namely:

- staff development of the draft Plan;
- submission of the draft Plan to the HACA Housing Commission for information and comments;
- review of the draft Plan with the RAB for information and comments;
- submission of the proposed Plan to the HACA Housing Commission for approval along with any comments from the RAB and staff responses to the comments; and
- submission of the Plan approved by the Housing Commission to HUD by the April 17, 2014 deadline.

RAB members had been mailed the draft Plan prior to the conference call. Both RAB members on the call indicated that they had received the draft Plan.

Ms. Cado and Ms. Gouig described the substantive changes that have been made to the Plan to reflect activity that has taken place since last year's submission to HUD, namely:

- Section 7 has been modified to reflect HACA's disposition of its Nidus and Dyer elderly public housing developments. Changes to Section 7 also include HACA's application to HUD for participation in the Rental Assistance Demonstration (RAD) program, the possibility of applying

to HUD for Section 18 disposition approval if the RAD program is not expanded, and the project-basing of vouchers to several projects.

- Section 9.1 has been added regarding HACA's strategy for addressing public housing unit turnover time.
- Section 10 has been modified to reflect HACA's planned application in response to Notice PIH 2014-03 issued February 4, 2014, announcing the availability of set-aside funding for project-basing VASH vouchers.

#### Questions and Comments from the RAB:

1. RAB members asked if under the RAD program the former public housing units would remain affordable to very low income households. Ms. Gouig explained that they would, that HUD requires the same households be served as in public housing.
2. Members also asked what "Section 18" meant and Ms. Gouig explained that it is HUD's public housing disposition program. As with RAD, RAB members asked if the housing units would remain affordable to very low income households and Ms. Cado stated that they would and that HACA would retain control of the units and not sell them.
3. In response to a question for clarification, Ms. Gouig described HACA's strategy for expediting unit turnover by obtaining bids from contractors and placing them on a list that would be used whenever a unit becomes vacant rather than bidding out vacancy repairs unit by unit.
4. In response to a question for further information, Ms. Gouig described the Laguna Commons project in the city of Fremont that will house up to 25 veterans in VASH units should HACA's application be approved by HUD. HACA is partnering with Mid-Peninsula Housing on this project.

RAB members indicated they understood and were satisfied with the responses. No change to the HACA 2014-2015 Annual Plan is recommended in response to RAB input.

Ms. Cado and Ms. Gouig thanked the RAB participants for their participation and invited them to attend the April 9 Housing Commission meeting at which time the Commission would act on the Plan.

The meeting adjourned at 6:20 PM.