



HOUSING COMMISSION AGENDA
Regular Meeting: April 14, 2010

Time: 8:00 a.m.

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

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

To allow the opportunity for all to speak, a time limit of 3 minutes has been set for public speakers wishing to address the Housing Commission.

The Housing Commission Secretary of the Housing Authority of the County of Alameda has, on Thursday, April 8, 2010, duly distributed this Agenda to the Clerk of the Board of Supervisors for posting in the office of the Alameda County Administration Building and has posted it on the bulletin board of the Housing Authority of the County of Alameda.

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

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MINUTES
March 10, 2010



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

SUMMARY ACTION MINUTES

1. CALL TO ORDER/ROLL CALL

Call to Order

Vice Chairperson Medina called the meeting to order at 8:03 a.m.

Roll Call

Present: Cmr. Cashmere, Dutra-
Vernaci, Gerry, Haddock, Lockhart,
Medina, and Steiner

Excused: Cmr. Natarajan

Entered after Roll Call: Cmr. Atkin,
May, and Reed

2. APPROVAL OF MINUTES OF THE FEBRUARY 10, 2010 MEETING

Recommendation: Approve the minutes as presented.

Motion/Second: Haddock/Lockhart.

Ayes: All **APPROVED AS RECOMMENDED.**

3. PUBLIC COMMENT

Daniel Taylor commented on a petition that was circulated following the Leasing Services Leadworker recruitment. Bernard Morton also commented on the petition that was circulated following the Leasing Services Leadworker recruitment and on the meeting minutes of the January 13, 2010 Commission meeting. Pamela Holmes-Morton commented on the meeting minutes of the January 13, 2010 Commission meeting and submitted documents for distribution to the Housing Commission. Cheryl Keeling submitted a public comment card but when recognized by Vice Chairperson Medina stated that she had no comment.

4. NEW BUSINESS

4-1. DISCUSSION OF THE MINUTES OF THE NOVEMBER 10, 2009 MEETING

Recommendation: Approve the amended minutes of the November 10, 2009 meeting as presented.

Motion/Second: Lockhart/Reed.

Comments from the Public:

Pamela Holmes-Morton read several statements regarding the minutes of the November 10, 2009 Housing Commission meeting that she wanted on record.

Bernard Morton commented on the minutes of the November 10, 2009 Housing Commission meeting.

Ayes: All **APPROVED AS RECOMMENDED.**

4-2. FORMAT OF MEETING MINUTES AND SPEAKER TIME LIMITS

Recommendation: Discuss adoption of a time limit for public speakers and a change to the format of the meeting minutes.

Motion/Second: To set a 3-minute time limit for public speakers and to use a summary action form of minutes. Dutra-Vernaci/Atkin.

Comments from the Public:

Bernard Morton proposed that the Commission consider establishing a 5-minute time limit for public speakers.

Ayes: All **APPROVED AS RECOMMENDED.**

4-3. RESOLUTION NO. 06-10: APPROVING HACA'S 5-YEAR PLAN FOR FISCAL YEARS 2010-2014 AND ANNUAL PLAN FOR FISCAL YEAR 2010

Recommendation: Adopt Resolution No. 06-10 as presented.

Public Hearing:

Vice Chairperson Medina opened the public hearing at 8:34 a.m. No public comments were received and Vice Chairperson Medina closed the public hearing at 8:35 a.m.

Commission Discussion:

Comr. May discussed fraud recovery efforts. Comr. Lockhart suggested that staff prepare a presentation on fraud to help the Commission understand how HACA handles fraud cases and the fraud recovery process.

Motion/Second: Atkin/Dutra-Vernaci.

Ayes: All **ADOPTED RESOLUTION NO. 06-10 AS RECOMMENDED.**

4-4. AUDIT FOR THE FISCAL YEAR ENDING JUNE 30, 2009

Recommendation: Accept audit reports for the fiscal year ending June 30, 2009.

Motion/Second: Reed/Gerry.

Ayes: All **APPROVED AS RECOMMENDED.**

4-5. AWARD CONTRACT FOR TEMPORARY EMPLOYMENT SERVICES

Recommendation: Award contract to Howroyd-Wright Employment Services dba AppleOne.

Motion/Second: Reed/Atkin.

Comments from the Public:

Pamela Holmes-Morton commented on the temporary employees that are currently being contracted by HACA.

Commission Discussion:

Comr. Lockhart asked if there is a need to permanently staff the positions that are currently being filled by temporary employees. Tom Makin, Deputy Director for Operations, stated that some of these positions are filled with temps while the HACA employees that are assigned to them are out on long-term disability.

Ayes: All **APPROVED AS RECOMMENDED.**

4-6. APPOINT SCHOLARSHIP COMMITTEE

Recommendation: Appoint a Scholarship Committee.

Motion/Second: Appoint Cmr. Gerry, May, and Reed to the Scholarship Committee. Lockhart/Haddock.

Ayes: All **APPROVED AS RECOMMENDED.**

4-7. BUDGET STATUS REPORTS (INFORMATION): Report received.

4-8. PROGRAMS ACTIVITY REPORTS (INFORMATION): Report received.

5. COMMITTEE REPORTS: None.

6. COMMISSIONER REPORTS

Comr. Dutra-Vernaci commented on the current Tenant Commissioner vacancy.

7. COMMUNICATIONS

Christine Gouig, Executive Director, indicated that a letter from a member of the public was included in the agenda packets that were mailed to the Housing Commissioners.

8. ADJOURNMENT

There being no further business, Vice Chairperson Medina adjourned the meeting at 9:15 a.m.

Respectfully submitted,

Melissa Taesali
Executive Assistant

Christine Gouig
Executive Director

Approved: _____

Anu Natarajan
Commission Chairperson

NEW BUSINESS

April 14, 2010

HOUSING AUTHORITY OF ALAMEDA COUNTY

AGENDA STATEMENT

Meeting: April 14, 2010

Subject: Employee of the Quarter

Exhibits Attached: None

Recommendation: Recognize Megan MacMahon as Employee of the Quarter

Financial Statement: None

BACKGROUND

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

Nominations for the quarter April through June 2010 were received and a sub-committee reviewed them and selected Megan MacMahon. At an All-Staff meeting held on March 24, 2010, the Committee announced Megan's selection. Megan is an Administrative Clerk currently working out of class in an Eligibility Technician position. Megan works in the Housing Assistance and Family Services Department. Her supervisor is Sharon DeCray. Megan has worked for the Housing Authority since September 2008.

Megan was nominated by several employees for her high energy and terrific efficiency. Some of the comments received include the following:

"Megan has been an excellent co-worker from the first day she started at our agency. She is very knowledgeable regarding the operations of the Housing Authority and is always willing to share what she knows and learns with others. She has a way of making everyone feel important."

"Megan is always willing to take on new projects in addition to her normal job duties. For example, she adopted the Section 8 and Public Housing waitlists as her own and assisted applicants when they came into the office with questions. Additionally, she set up a designated day of the week to make herself available to meet applicants one-on-one to provide information and discuss other resources that might be available to them."

"Megan has a wonderful work ethic and is always more than happy to help out her co-workers in her department as well as any staff member

throughout the agency. She is always cheerful and has a great sense of humor."

Megan is an asset to the Housing Authority and the Communications Committee is pleased to recognize her hard work, dedication and wonderful spirit.

Employees of the Quarter receive acknowledgement at all-staff meeting and Commission meeting, one day off, a designated parking space for the quarter, and a car wash. In addition, their photo is displayed on a plaque in the lobby.

HOUSING AUTHORITY OF ALAMEDA COUNTY

AGENDA STATEMENT

Meeting: April 14, 2010

Subject: Assign a salary to the newly created class of Maintenance and Modernization Manager

Exhibits Attached: – Survey
– Maintenance and Modernization Manager classification specification

Recommendation: Approve salary for new classification

Financial Statement: Cost offset by salary savings from the retirement of the Administrative Services Assistant

BACKGROUND

At today's Personnel Committee meeting the Committee considered the creation of the new class of Maintenance and Modernization Manager and the reallocation of the current Contracts Manager to the new classification.

The Administrative Services Assistant has retired after 42 years, including 36 years with the Housing Authority. This position covered a wide range of responsibilities. The new class of Maintenance and Modernization Manager will combine the duties of the previous class of Contracts Manager, who is responsible for the Housing Authority's capital improvement projects, with the day-to-day supervision of the Maintenance department activities and staff, which was previously handled by the Administrative Services Assistant.

Staff surveyed the housing authorities in the HACA comparability pool to see if they had a comparable position and to determine a relevant salary. The survey results are attached.

DISCUSSION AND ANALYSIS

The survey results did not provide sufficient data to provide a salary correlation. The current position of Contracts Manager is assigned to range 28 in the Housing Authority Management Pay Range System. The control point for this salary is \$7,499 per month. Staff recommends assigning the Maintenance and Modernization Manager classification to range 32, an increase of 4 ranges or approximately 10% in salary, to compensate for the additional management and supervisory duties. The control point for the recommended range is \$8,275. The additional salary cost will be offset by the savings from not filling the vacant Administrative Services Assistant classification.

HOUSING AUTHORITY	COMPARABLE CLASS	MONTHLY SALARY
Marin County	Director of Housing Dev. and Community Revitalization	\$8,774
City of Alameda	Maintenance and Facilities Manager	\$8,641
Contra Costa County	No comparable class	
City of Oakland	No comparable class	
County of Santa Clara	No comparable class	
County of San Mateo	No comparable class	

**HOUSING AUTHORITY OF ALAMEDA COUNTY
MAINTENANCE AND MODERNIZATION MANAGER**

EXEMPT: YES **JOB CODE: 3695M**
DEPARTMENT: ADMINISTRATIVE SERVICES
REPORTS TO: DEPUTY DIRECTOR OF OPERATIONS

DEFINITION/PURPOSE

To plan, manage and direct the activities of the Housing Authority's Capital Fund program; to plan, manage, coordinate and direct residential and commercial property maintenance activities; to assist in contract operations related to property maintenance and renovation activities; to assist in the development of affordable housing; to coordinate assigned activities with other Housing Authority departments and outside agencies and to provide technical support to the Deputy Director for Operations, Executive Director and other department managers.

DISTINGUISHING FEATURES

This single position management classification is located in the Administrative Services Department and receives general direction from the Deputy Director for Operations. It is distinguished from other positions at the Housing Authority by having responsibility for property maintenance, major construction, remodeling and development projects funded from the Capital Fund and other sources.

SUPERVISION RECEIVED AND EXERCISED

Receive general direction from the Deputy Director for Operations.

Exercise lead direction over assigned clerical staff.

Exercise direct supervision over maintenance staff.

ESSENTIAL JOB FUNCTIONS

Direct, plan organize and review operational plans of the activities of the Maintenance Services Department, including the development of routine, special and preventative maintenance work schedules and allocation of maintenance resources.

Assist in the development of the Maintenance Services budget, providing statistical data, analysis of past budget performance, administration of special projects, grants and work items.

Conduct daily meetings with maintenance staff for follow-up of completed work orders and pending work assignments.

Develop architectural, engineering, and landscape design plans and specifications to maintain Housing Authority-owned housing.

Analyze resources and project budgets to determine feasibility.

Develop cost estimates and project schedules for project implementation.

Provide value engineering and constructability analyses for design and construction projects.

Oversee the architect/engineer and contractor selection processes.

Develop prospective bidders' list; advertise and receive proposals and bids; analyze and evaluate Bids and Proposals; schedule interviews; make recommendations for selection.

Create and distribute scopes of work to contractors for rehab work in vacant and occupied Housing Authority properties. Award contracts and manage progress through to completion. Assure compliance with Housing Authority procurement rules and HUD rules including procurement and prevailing wages.

Monitor the progress and performance of architects, engineers, consultants and contractors involved in design, construction and remodeling activities.

Conduct wage rate interviews.

Review and approve consultants and contractor's payment requests, RFI, change order requests and product submittals.

Audit payments to contractors and maintenance vendors, Determine proper accounts to be charged.

Participate in the process of obtaining energy management services and funding from local agencies and programs.

Participate in the process of obtaining funds from insurance organizations for compensation for damages to Housing Authority properties.

Assist in completion of grant and funding applications, providing information and assessments.

Conduct cost benefit analyses of processes, supplies and activities associated with the design, maintenance and upgrade of Housing Authority properties.

Assist in the formulation of formal bid specifications.

Independently develop formal bid specifications for construction projects.

Monitor compliance with relevant federal, state and local rules as they pertain to the construction process.

OTHER JOB FUNCTIONS

May work on special operational or technical study groups/task force.

Conduct regular meetings with maintenance staff and property management staff.

Perform other related duties as assigned.

REQUIREMENTS

Knowledge of :

Principles and practices of architecture, civil engineering and urban planning and construction and construction management, cost estimating, and project scheduling.

Principles of accepted procurement practices and contract and construction management activities.

Residential and commercial construction related terms, processes and methods.

Business and office management principles and techniques.

Federal, state, local and HUD regulations related to public construction management activities.

Record keeping and reporting procedures.

The HUD Capital Fund and HUD modernization laws and rules.

Principles of supervision.

Principles and techniques of residential and commercial property maintenance.

Ability to:

Supervise maintenance personnel.

Analyze problems, identify solutions, project consequences of proposed actions and implement recommendations in support of objectives.

Read and develop design and construction plans and specifications.

Understand and learn Uniform Building Code requirements.

Develop and monitor departmental and project budgets.

Give clear, concise and informative oral and written instructions.

Coordinate staff functions with contractors and vendors.

Conduct studies and make recommendations and reports.

Develop, recommend and administer procedures.

Organize work and establish priorities.

Prepare clear and concise reports.

Work independently.

Establish and maintain a professional demeanor and cooperative relationships with those contacted in the course of work.

LICENSE AND CERTIFICATIONS

Possession of a valid California Drivers License.

MINIMUM REQUIREMENTS

Any combination of education and experience that would likely produce the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Either I

Four years of increasingly responsible professional administrative experience that included urban planning, architectural, engineering, construction, property maintenance and /or contract management activities with a minimum two years of progressive experience developing architectural and engineering plans and specifications and performing project and construction management. Possession of a Bachelor's degree from an accredited college or university with major course work in public or business administration, architecture, engineering may be substituted for two years of the required experience. An Associate degree may be substituted for one year of experience.

Or II

Some acceptable combination of education and experience.

QUALIFICATION REQUIREMENTS

To perform this job successfully, an individual must be able to perform each essential job function satisfactorily. The requirements listed above are representative of the knowledge, skills and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential job functions of this job.

While performing the duties of this job, the employee is frequently required to stand, walk, sit, and be mobile within and outside of the workplace, including the ability to drive an automobile. Manual dexterity is required in order to operate computer and office equipment. Good eyesight is required to read, write and to inspect designs and construction work. Good hearing and speech is required to communicate with the supervisor, other managers, staff and the public. Mobility to move through and about construction and redevelopment sites, including climbing stairs, is required. Strength and flexibility is required to bend, reach, stoop and lift; must be able to lift at least 25 pounds. Must be able to handle stressful and ambiguous situations. Regular attendance is required.

Adopted by the Housing Authority Personnel Committee JUNE 7, 2000
Adopted by the Housing Authority Personnel Committee AUGUST 12, 2009
TM LB OB: bz 6/7/00 Rev. TM/CG: bz 5/10/06
MAINTENANCE AND MODERNIZATION MANAGER JOB DESCRIPTION

HOUSING AUTHORITY OF ALAMEDA COUNTY

AGENDA STATEMENT

Meeting: April 14, 2010

Subject: HACA's Program Integrity Assurance Program

Exhibits Attached:

- Attachment #1: Eligibility Evaluation history
- Attachment #2: *Report Fraud* page from HACA's website
- Attachments #3-5: PIO reports
- Attachment #6: EIV brochure

Recommendation: Receive (Information Only)

Financial Statement: None

BACKGROUND

In response to comments raised by Housing Commissioners at the end of last month's meeting, staff stated that it would present information about HACA's Program Integrity Assurance Program at the April meeting. This is that report.

HACA's Program Integrity Assurance Program seeks to:

- **Criminal History:** Insure that applicants and participants don't constitute a threat to the health and safety of other residents by virtue of their criminal background;
- **Fraud:** Prevent, minimize, and uncover fraud by Section 8 Voucher holders, public housing tenants, and Section 8 landlords; and
- **Otherwise** ensure compliance with the Section 8 program regulations.

HACA's Integrity Assurance efforts are executed by HACA's Program Integrity Officer (PIO) and by HACA Housing Specialists and Eligibility Technicians. In 2001, HACA contracted with the Alameda County District Attorney's Office (DA's Office) for the half-time services of a DA's Office Inspector to serve as HACA's PIO. The position became full-time in October, 2007.

DISCUSSION

Criminal History: In order to insure that applicants and participants don't constitute a threat to health or safety, the PIO conducts criminal background checks. In doing so, the PIO reviews computerized criminal history databases. The results of the PIO's investigation are reviewed by the appropriate Programs department staff. The applicant/Voucher holder is determined to be eligible or not, and the file documented. (Attachment #1,

Eligibility Evaluation – Criminal Justice System Contact & Federal Housing Assistance History.)

Fraud: The PIO receives and investigates fraud leads from a variety of sources, primarily staff and the public, but also from local police departments and agencies like the Alameda County Social Services Department. Leads from the public (reported both anonymously and not) come in by phone to HACA's fraud hotline, from HACA's "Report Fraud Form" accessible from the "Report Fraud. It Matters" page of the HACA website (Attachment #2)¹, and, sometimes, by mail.

The "Report Fraud. It Matters" webpage lists the most common types of fraud. Once the PIO's investigation is complete, the case is forwarded to the Housing Specialist for disposition. This can include demanding immediate repayment, entering into a repayment agreement, and/or terminating assistance. Depending on the specifics of the case and the recovery potential, the case might be forwarded to the District Attorney for charging and prosecution. Conversely, if the investigation does not surface enough evidence or develops exculpatory evidence, the case will be closed.

The Deputy Director for Programs currently uses the enclosed spreadsheet and pre-formatted narrative reports (Attachments #3-5) to oversee monthly results.

Note: Fraud Recoveries – Staff's practice of reporting monetary fraud recoveries as part of its monthly Programs Activity Report to your Commission has served to focus, and in retrospect, overly focus on one part only of HACA's overall Program Integrity Assurance Program. Recoveries are a by-product of two elements of HACA's broader fraud prevention efforts—under-reporting of participant/tenant income, and overpayment of Housing Assistance Payments as a result of fraud by landlords. Staff has no evidence to suggest that more than a small percentage of participants and landlords are engaged in fraud.

HACA increasingly has more fraud prevention tools at its disposal. In addition to effective, accretive refinements in HACA's Program Integrity Assurance Program, HUD, in recent years, has introduced and continuously refined a computerized national database of wage and unemployment benefits for all federal housing program participants. The availability of that database and HACA's efforts to publicize its existence (Attachment #6) has had a salutary impact on fraud and attempted fraud. It is staff's observation that in light of these better tools and their visibility, fraud is being exposed earlier and less fraud is being attempted. As a consequence, in the short run, monthly fraud recoveries may well be volatile—up one month and down another—while the long term trend is, in all probability, down.

¹ HACA's "Report Fraud. It Matters" page on haca.net, actually, works rather too well. A recent Google search for the words "report housing fraud" produced over 27 million results. HACA's "Report Fraud. It Matters" page was the **second** listed result, immediately after the HUD "Fraud, Waste, and Abuse Complaints" page. As a result, although the page title clearly states "HACA's Jurisdiction ONLY", we routinely get fraud leads from across the country.

BUDGET STATUS **REPORTS**

**Housing Authority of Alameda County
HOUSING CHOICE VOUCHER
Budget Status Report FYE 2009-2010
February 2010**

FY 2010 OPERATING BUDGET	Budgeted @ 2/28/2010	Actual @ 2/28/2010	OVER (UNDER)	PROJECTED TO 6/30/10	SCH. NO.	2009 BUDGET	2010 BUDGET	DIFFERENCE
INCOME								
Investment Income	22,667	936	(21,730)	1,405	A1	39,500	34,000	(5,500)
Misc. Income	232,000	229,885	(2,115)	344,827	A1	450,300	348,000	(102,300)
(Fees)	5,005,419	4,753,834	(251,585)	7,130,751	A	6,987,776	7,508,129	520,354
TOTAL INCOME	5,260,086	4,984,655	(275,431)	7,476,983		7,477,576	7,890,129	412,554
EXPENSES								
Administration								
Salaries	2,933,580	2,689,131	(244,449)	4,033,697	B-1&2	4,191,398	4,400,371	208,973
Other Admin.	737,290	848,503	111,213	1,272,754	C-1&2	986,473	1,105,936	119,463
Total	3,670,871	3,537,634	(133,237)	5,306,451		5,177,871	5,506,306	328,436
General								
Insurance	113,871	98,820	(15,051)	148,230	E	155,433	170,807	15,374
Employee Benefits	1,466,790	1,278,607	(188,183)	1,917,911		2,095,699	2,200,185	104,486
Miscellaneous	0	0	0	0		0	0	0
Total	1,580,661	1,377,427	(203,234)	2,066,141		2,251,132	2,370,992	119,860
Total Routine Expenses	5,251,532	4,915,061	(336,471)	7,372,592		7,429,003	7,877,298	448,296
Capital Expenditures	0	0	0	0	D2	33,700	0	(33,700)
TOTAL EXPENSES	5,251,532	4,915,061	(336,471)	7,372,592		7,462,703	7,877,298	414,596
NET INCOME (DEFICIT)	8,554	69,594	61,040	104,391		14,873	12,831	(2,042)

Unrestricted Net Assets-AF @ 6/30/08
Income/(Deficit) @ 6/30/09
Projected Unrestricted Net Assets @ 6/30/09
Budgeted Income/(Deficit) @ 6/30/10
Budgeted Unrestricted Net Assets-AF @ 6/30/10

\$ 2,633,795
344,413
\$ 2,978,208
12,831
\$ 2,991,039

**Housing Authority of Alameda County
PUBLIC HOUSING
Budget Status Report FYE 2009-2010
February 2010**

FY 2010 OPERATING BUDGET	YTD BUDGET 2/28/2010	YTD ACTUALS 2/28/10	OVER/(UNDER) BUDGET	Projected to 6/30/10	SCH. NO.	2009 BUDGET	2010 BUDGET	Difference
INCOME								
Dwelling Rentals	741,280	672,002	(69,278)	1,008,003		1,111,920	1,111,920	0
Investment Income	6,250	522	(5,728)	783	A	18,400	9,375	(9,025)
Misc. Income	114,442	113,704	(738)	170,556		82,905	171,663	88,758
Operating Subsidy (HUD form 52723)	273,992	263,962	(10,031)	395,943	**	334,582	410,989	76,407
Capital Grant (salaries/benefits)	100,848	0	(100,848)	0		105,923	151,272	45,349
TOTAL INCOME	1,236,812	1,050,190	(186,623)	1,575,284		1,653,730	1,855,218	201,488
EXPENSES								
Administration								
Salaries	256,630	228,963	(27,667)	343,444	B-1 & 2	406,827	384,945	(21,882)
Other Admin.	39,631	41,208	1,577	61,811	C-1	51,853	59,446	7,593
Total	296,261	270,170	(26,090)	405,256		458,680	444,391	(14,289)
Tenant Services								
Resident Managers	3,667	1,800	(1,867)	2,700		5,500	5,500	0
Recreation	5,000	7,068	2,068	7,500		7,500	7,500	0
Total	8,667	8,868	201	10,200		13,000	13,000	0
Utilities								
Water	60,030	46,724	(13,306)	70,086		90,045	90,045	0
Electricity	13,240	11,952	(1,288)	17,928		19,860	19,860	0
Gas	3,795	1,613	(2,181)	2,420		5,693	5,693	0
Sewage	30,000	30,190	190	45,286		40,156	45,000	4,844
Total	107,065	90,480	(16,584)	135,719		155,754	160,598	4,844
Maintenance								
Salaries	81,616	81,529	(87)	122,293	B-2	118,296	122,424	4,128
Materials	83,641	50,692	(32,949)	76,037	D	76,997	125,461	48,464
Capital Fund Grants	(70,923)	0	70,923	0	D	(175,786)	(106,385)	69,402
Contract Costs	510,374	388,657	(121,717)	582,986		677,715	765,562	87,847
Total	604,708	520,878	(83,831)	781,316		697,222	907,062	209,840
General								
Insurance	43,261	37,765	(5,495)	56,647	E	67,553	64,891	(2,662)
Tax-In Lieu Of	63,421	63,421	(0)	95,132		95,617	95,132	(485)
Employee Benefits	169,123	120,194	(48,929)	180,291		262,561	253,685	(8,876)
Collection Loss	667	0	(667)	1,000		1,000	1,000	0
Miscellaneous	667	0	(667)	1,000		1,000	1,000	0
Total	277,139	221,379	(55,758)	334,069		427,731	415,708	(12,023)
Total Routine Expenses	1,293,839	1,111,775	(182,062)	1,666,561		1,752,386	1,940,759	188,373
Capital Expenditure						0	0	0
TOTAL EXPENSES	1,293,839	1,111,775	(182,062)	1,666,561		1,752,386	1,940,759	188,373
NET INCOME (DEFICIT)	(57,028)	(61,586)	(4,561)	(91,276)		(98,656)	(85,541)	13,115

Net Assets, @ 7/1/08	455,550
Net Deficit @ 6/30/09	(171,697)
Net Assets, 6/30/09	\$ 283,853
Budgeted Net Loss @ 6/30/10	(85,541)
Budgeted Net Assets, 6/30/10	<u>\$ 198,311</u>

PROGRAM ACTIVITY **REPORTS**

HOUSING AUTHORITY OF THE COUNTY OF ALAMEDA

AGENDA STATEMENT

Meeting: April 14, 2010

Subject: Programs Activity Report

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

Recommendation: Receive Report

Financial Statement: None

SECTION 8 HOUSING CHOICE VOUCHERS

- **Lease-Up:** As of April 1, 2010 the Section 8 Housing Choice Voucher program had 5,529 units under contract. The 4-month lease-up average for the 2010 calendar year is 98.72%.
- **Program Utilization:** As of April 1, 2010 the average HAP subsidy is \$1,068 and the average tenant-paid rent portion is \$358 for an average Contract Rent of \$1,426.
 - ❖ As of April 1, 2010 HACA has 73 outgoing billed portability contracts (i.e., HACA voucher holders who are housed in another housing authority's jurisdiction).
 - ❖ As of April 1, 2010 HACA billed other housing authorities, primarily the Oakland Housing Authority, for 1,512 incoming portability contracts. HACA receives only 80% of the HUD-authorized Administrative Fee for billed incoming portability contracts.
- **Section 8 Contract Report:** A copy of the Contract Report is attached.
- **Fraud / Debt Recovery:** HACA retained \$6,037.31 in fraud and debt recovery payments for the month of March 2010. A total of \$33,299.60 was retained over the last six months.

HACA retained \$557.00 in Housing Assistance Payment (HAP) overpayments for the month of March 2010. A total of \$3,603.20 was retained over the last six months.

- **Landlord Rental Listings:** As of April 5, 2010 there are 1,139 landlords with properties in HACA's jurisdiction utilizing the *GoSection8* rental listing service. Of those, 44 are new to the Section 8 program this month. There were 235 active properties listed.

FAMILY SELF SUFFICIENCY

FSS held three successful workshops in March; *Creating A Successful Plan for Life, Living on Purpose With Passion While Creating Optimum Balance In Your Life* (parts 1 and 2) and *Teaching Children About Money*. The workshops were well received.

Staff also continued to mail out information concerning employment leads.

PUBLIC HOUSING

- **Occupancy:** As of April 1, 2010 the Public Housing program had 222 of 230 units leased and has a 96.91% fiscal year-to-date lease up rate.

**HOUSING AUTHORITY OF THE COUNTY OF ALAMEDA
Section 8 Contract and HAP Report for the month of MARCH 2010**

City	Certificates		Vouchers		MARCH 2010 TOTAL		MARCH 2009	MARCH 2008
	Number	HAP*	Number	HAP**	Number	HAP		
Albany	-	\$ -	43	\$ 61,275	43	\$ 61,275	43	43
Castro Valley	13	\$ 11,453	239	\$ 340,575	252	\$ 352,028	250	256
Dublin	2	\$ 1,762	237	\$ 337,725	239	\$ 339,487	204	174
Emeryville	6	\$ 5,286	90	\$ 128,250	96	\$ 133,536	99	104
Fremont	28	\$ 24,668	1,413	\$ 2,013,525	1,441	\$ 2,038,193	1,366	1,427
Hayward	111	\$ 97,791	2,278	\$ 3,246,150	2,389	\$ 3,343,941	2,411	2,423
Newark	3	\$ 2,643	293	\$ 417,525	296	\$ 420,168	294	295
Pleasanton	3	\$ 2,643	147	\$ 209,475	150	\$ 212,118	146	145
San Leandro	20	\$ 17,620	1,312	\$ 1,869,600	1,332	\$ 1,887,220	1,284	1,284
San Lorenzo	2	\$ 1,762	193	\$ 275,025	195	\$ 276,787	181	185
Union City	3	\$ 2,643	703	\$ 1,001,775	706	\$ 1,004,418	694	724
TOTALS	191	\$168,271.00	6,948	\$9,900,900.00	7,139	\$10,069,171.00	6,972	7,060

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

**based on an average March Housing Assistance Payment (HAP) of \$1425 per voucher contract

09-10

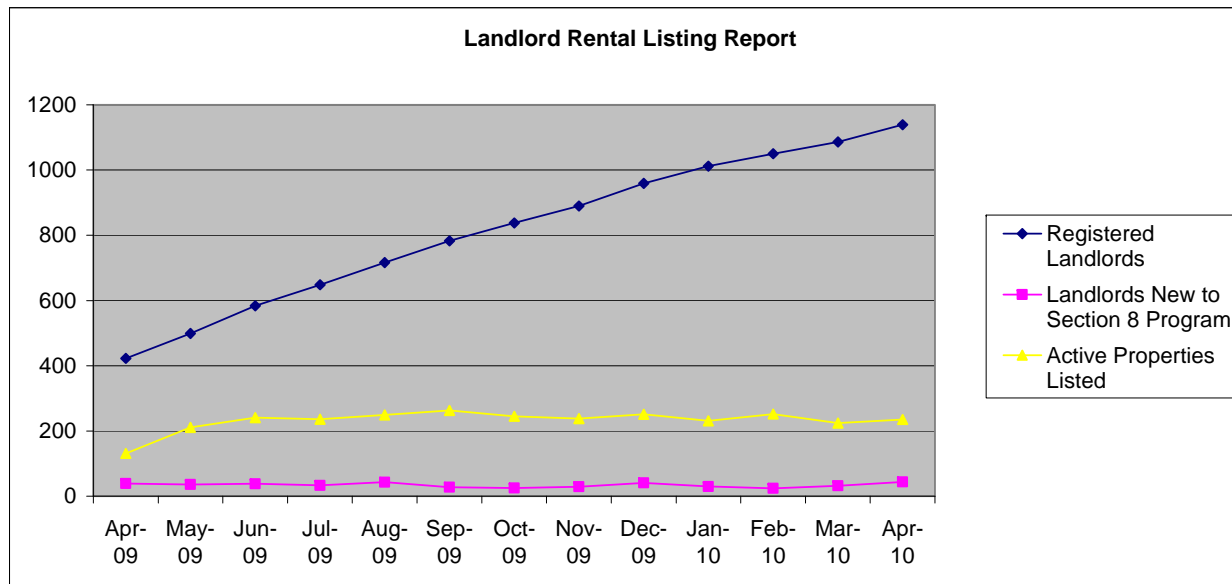
DEBT COLLECTIONS
FYE 6/30/10

	JULY	AUGUST	SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER	JANUARY	FEBRUARY	MARCH	APRIL	MAY	JUNE	GRAND TOTALS
<i>DAMAGE CLAIMS</i>	\$0.00	\$0.00	\$0.00	\$50.00	\$0.00	\$0.00	\$65.00	\$0.00	\$50.00				\$165.00
<i>FRAUD REPAYMENTS</i>	\$15,456.33	\$8,002.83	\$6,044.44	\$5,083.96	\$4,735.92	\$4,452.94	\$6,236.99	\$6,752.48	\$6,037.31				\$62,803.20
<i>HAP OVERPAYMENTS</i>	\$686.50	\$538.00	\$691.50	\$570.00	\$501.00	\$576.70	\$613.50	\$785.00	\$557.00				\$5,519.20
TOTALS	\$16,142.83	\$8,540.83	\$6,735.94	\$5,703.96	\$5,236.92	\$5,029.64	\$6,915.49	\$7,537.48	\$6,644.31	\$0.00	\$0.00	\$0.00	\$68,487.40

Landlord Rental Listing Report

Monthly

	4/1/09	5/1/09	6/1/09	7/1/09	8/1/09	9/1/09	10/1/09	11/2/09	12/1/09	1/4/10	2/1/10	3/1/10	4/5/10
Registered Landlords	423	499	584	648	716	783	838	890	959	1012	1050	1086	1139
Landlords New to Section 8 Program	39	36	38	33	43	28	25	29	41	30	24	32	44
Active Properties Listed	131	211	241	236	249	263	245	238	251	231	252	224	235





To: Christine Gouig, Executive Director
From: Sharon DeCray, HAFS Manager
Re: **FSS Program Summary**
CC: Ron Dion, Phyllis Harrison, Linda Evans
Date: March 30, 2010

Program Summary	March 2010
Total Clients under Contract:	199
Graduates:	0
Escrow Disbursed:	\$0
Ports In:	2
Ports Out:	2
Terminations:	2
New Contracts:	2

FSS Program News:

Workshops

On Thursday March 4, FSS collaborated with Life Coach/ Facilitator Gloria Brown and presented a workshop called *Creating A Successful Plan for Life, Living on Purpose With Passion While Creating Optimum Balance In Your Life* (part 1). The workshop focused on coping with everyday issues by keeping an eye on one's self-sufficiency goals while going through challenges and obstacles in life. Fifteen participants enrolled; 12 attended.

Based on the enthusiasm and interest from the group attending the March 4 workshop, the facilitator agreed to add a second session. On Wednesday March 18, we held part two of the workshop. Fifteen participants enrolled; 8 attended.

The evaluation feedback from the participants that attended the workshop was excellent. In addition, staff received the following e-mail, "Good Morning.... I would like to thank you for letting me know about the class yesterday with Gloria Brown. Even though I left early I did learn something, which was listening to the other women I found out that I am not the only one. I would like to know when Mrs. Brown will be back for her second session, I would like to attend. I just wanted to say thank you for yesterday. I'm glad I came."

Saturday March 27, 2010 we collaborated with Consumer Credit Counseling Services of the East Bay and held a *Teaching Children About Money* workshop. There were two groups; "Money Bunny Takes a Vacation" for children ages 6-11 where they learned why saving for what you really want is important and how to set priorities. The second was "Hands on Banking" for children ages 11-18 where they learned how budgets allow you to balance expenses with income, how to identify the steps of making good financial decisions and how to manage a bank account. Each child received a "piggy bank" to begin their new money habits. The parents of the children sat in the audience and observed. Feedback from the children and parents was positive. Seventeen enrolled; 9 attended.

Referrals = 19 Case Management referrals

3 mass mailings to each of our 199 participant households concerning employment leads.

- City of Oakland Parks and Recreation Center
- Census 2010 Employment Opportunities
- Eden Area One Stop Job Fair on April 8, 2010

ATTACHMENT # 1

Eligibility Evaluation - Criminal Justice System Contact & Federal Housing Assistance History

Purpose:

This form, in conjunction with relevant supporting exhibits, scores the background information:

1. of a(n):
 - a. applicant;
 - b. prospective additional occupant (PAO) (i.e., any proposed additional occupant other than a child added by birth, adoption or court-awarded custody);
 - c. prospective live-in aid (PLIA); or
 - d. participant or PH tenant.
2. set forth in one or more of:
 - a. the HACA *Certification of Criminal Background Check* Form;
 - b. the HACA *Personal Declaration* Form;
 - c. the HACA *Additional Applicant Background Information* Form; or
 - d. any other source of relevant criminal justice system contact information or Federal housing assistance history pertaining to persons set forth in Section 1 above.
3. in order to determine if, for valid grounds set forth in applicable statutes or HUD regulations, a person:
 - a. should be prevented from obtaining housing assistance; or
 - b. have his or her Section 8 assistance or PH tenancy terminated.

Instructions:

1. **If** the person being scored answered “**Yes**” to any background information question in either:
 - a. Section VI, Criminal Background, of the *Personal Declaration*; or
 - b. the *Additional Applicant Background Information* Form);
2. **And/Or** the HACA Program Integrity Officer (IO) discovered relevant criminal justice system contact information;
3. The **Eligibility Technician (ET), Housing Specialist (HS), or Housing Manager (HM)**, as appropriate:
 - a. checks the box below next to each *Personal Declaration* and/or *Additional Applicant Background Information* Form screening question to which the applicant answered “**Yes**” and/or about which the IO discovered relevant information; and
 - b. consults with the Unit Manager about the person’s scoring.
4. Based on:
 - a. the information provided by the person and/or the IO; and
 - b. the evaluation standards listed below;
 - c. For each checked issue, **the Manager:**

- i. determines the person “**Eligible**” or “**Deny/Terminate**”;
 - ii. indicates why in “Comments”, as appropriate;
 - iii. signs and dates the form; and
 - iv. places a copy of the “Eligibility Evaluation Issues” page and the relevant “Determination” page(s) in the applicant, participant, or tenant file, as appropriate.
- d. If **the Manager** rates the person “**Deny/Terminate**”, **the Manager**:
- i. so advises the applicant, participant, or tenant in writing; and
 - ii. if the person is so rated because of criminal activity as shown by a criminal record:
 - a. provides **both** the subject of the record **and** the applicant, participant, or tenant with a copy of the criminal record; and
 - b. if the person so rated is:
 - a. a **Section 8 Applicant, Participant, PAO, or PLIA**:
 - i. advises the applicant, or participant, and the subject of the record that they can dispute the accuracy and relevance of that record in the informal review process set forth in HACA’s Administrative Plan; and, subsequently,
 - ii. **(Section 8 Participant only)** if not successfully disputed, initiates termination of assistance.
 - b. a **PH Applicant, Tenant, PAO, or PLIA**:
 - i. promptly notifies the applicant, or tenant, and the subject of the record of the basis for such determination, and provides them, upon request, within a reasonable time after the determination is made, with an opportunity for an informal hearing on such determination as set forth in HACA’s ACOP; and, subsequently,
 - ii. **(PH Tenant only)** if not successfully appealed, initiates eviction proceedings.

Note: California Penal Code Section 11105.03 identifies the state criminal history information that is authorized for release to PHAs. Some of this information is from the California Law Enforcement Telecommunications System (CLETS). Section 11105.03(f) requires that any CLETS information made available to a PHA “be destroyed not more than 30 days after the authority’s final decision whether to act on the housing status of the individual to whom the information relates.”

To insure that the Program Integrity Officer (IO) doesn’t destroy information prematurely, **the Manager** should alert the IO if rendering HACA’s final decision is going to exceed 30 days.

(ET, HS, or HM: Complete this page whenever one or more of the following criminal justice system contact issues, or federal housing assistance history issues, arises.)

Name: _____ Date: _____
Status: Applicant PAO PLIA Participant or Tenant
Street Address: _____
City & Zip: _____

Eligibility Evaluation Issue:

Applicants; PAOs; PLIAs; Participants

1. A (prospective) household member had **contact** (warrant, arrest or conviction) **with the criminal justice system** (police or courts) **in the past five (5) years** involving drugs, violence, alcohol, or any other criminal activity.
2. A (prospective) household member has been convicted of an offense involving **methamphetamine** (speed) one or more times.
3. A (prospective) household member is currently engaged in **illegal use of a drug (controlled substance or prescription drug) or abuse of alcohol.**

Applicants; PAOs; and PLIAs Only

4. A prospective household member is subject to lifetime registration requirement under a state **sex offender** registration program.
5. A prospective household member has received one or more **Eviction Notice/Notice of Eviction** from federally assisted housing or a **Termination Notice/Notice of Termination** from a federal housing assistance program.
6. A prospective household member has committed **fraud, bribery, or any other corrupt or criminal act** one or more times in connection with any Federal housing program.
7. A prospective household member currently **owes rent or other amounts** (including any amounts included in a repayment agreement) to HACA or any other Housing Authority in connection with Section 8 or public housing.

1. A (prospective) household member had contact (warrant, arrest or conviction) with the criminal justice system (police or courts) in the past five (5) years involving drugs, violence, alcohol, or any other criminal activity.

Evaluation:

a. **Fleeing or Violating Probation or Parole:**

Determine: If any household member:

- i. is fleeing to avoid prosecution, custody, or confinement after conviction, for a crime or attempt to commit a crime that is a felony; (In New Jersey, the term for a felony is “high misdemeanor.”); or
- ii. is violating a condition of probation or parole imposed under federal or state law;

If so, check the appropriate box above and select “Deny/ Terminate” below. Enter any additional explanatory comments, as appropriate.

b. **Illegal Drug Use:**

Determine:

- i. If HACA has “**reasonable cause to believe**” that any household member is “**currently engaged**” in, or, within one year before this background scoring, was engaged in, illegal use of (a) drug(s) (controlled substance or prescription drug);
or
- ii. Whether HACA has “**reasonable cause to believe**” that a household member’s illegal drug use or pattern of illegal drug use may threaten the health, safety, or right to peaceful enjoyment of the premises by other residents.

If so, check the appropriate box above and select “Deny/ Terminate” below. Enter any additional explanatory comments, as appropriate.

(As set forth in 24 CFR Section 982.553(c), based on a preponderance of the evidence, HACA may determine, and, hence have “**reasonable cause to believe**” that the household member engaged in the activity **regardless of whether the household member has been arrested or convicted for such activity**. A household member is “**currently engaged**” in illegal use of a drug, if the person’s illegal use of a drug is recent enough to justify a reasonable belief that the illegal use of a drug is current.)

Note #1: In determining whether to deny admission, **consider all relevant circumstances** such as the seriousness of the illegal drug use; the extent of participation or culpability of individual family members; mitigating circumstances related to the disability of a family member; and the effects of denial of assistance on other family members who were not involved. Note that per 24 CFR Section 5.582(a), you may also take into consideration the demand for assisted housing by families who will adhere to lease responsibilities, and the effect of HACA’s action on the integrity of the program.

Note #2: Consider denial of only the household member(s) who participated in or was/were responsible for the illegal drug use.

Note #3: Do **not** deny assistance for such use or possession by a family member if the family member can demonstrate that he or she:

1. has an addiction to a controlled substance, has a record of such an impairment or is regarded as having such an impairment; and
2. is recovering, or has recovered from, such an addiction and does not currently use or possess controlled substances. (The family member must submit evidence of participation in, or successful completion of, a treatment program as a condition to being allowed to reside in the unit.)

Note #4: If the household member is no longer engaged in the illegal use of drugs, consider whether the individual is participating in or has successfully completed a supervised drug rehabilitation program or has otherwise been rehabilitated successfully.

c. **Abuse of Alcohol:**

Determine whether HACA has “**reasonable cause to believe**” that a household member’s abuse or pattern of abuse of alcohol may threaten the health, safety, or right to peaceful enjoyment of the premises by other residents.

If so, check the appropriate box above and select “Deny/ Terminate” below. Enter any additional explanatory comments, as appropriate.

(As set forth in 24 CFR Section 982.553(c), based on a preponderance of the evidence, HACA may determine, and, hence have “**reasonable cause to believe**” that the household member engaged in the activity **regardless of whether the household member has been arrested or convicted for such activity.**)

Note #1: In determining whether to deny admission, **consider all relevant circumstances** such as the seriousness of the abuse of alcohol; the extent of participation or culpability of individual family members; mitigating circumstances related to the disability of a family member; and the effects of denial of assistance on other family members who were not involved. Note that per 24 CFR Section 5.582(a), you may also take into consideration the demand for assisted housing by families who will adhere to lease responsibilities, and the effect of HACA’s action on the integrity of the program.

Note #2: Consider denial of only the household member(s) who participated in or was/were responsible for the abuse.

Note #3: If the household member is no longer engaged in the abuse of alcohol, consider whether the individual is participating in or has successfully completed a supervised alcohol rehabilitation program or has otherwise been rehabilitated successfully.

d. **Drug-related criminal activity; or violent criminal activity:**

Determine whether HACA has “**reasonable cause to believe**” that any household member is “**currently engaged**” in, or, within one year before this background scoring, was engaged in:

- i. drug-related criminal activity; or
- ii. violent criminal activity.

If so, check the appropriate box above and select “Deny/ Terminate” below. Enter any additional explanatory comments, as appropriate.

(As set forth in 24 CFR Section 982.553(c), based on a preponderance of the evidence, HACA may determine, and, hence have “**reasonable cause to believe**” that the household member engaged in the activity **regardless of whether the household member has been arrested or convicted for such activity.**)

“**Drug-related criminal activity**” means the illegal manufacture, sale, distribution, or use of a drug, or the possession of a drug with intent to manufacture, sell, distribute, or use the drug.

“**Violent criminal activity**” means any criminal activity that has as one of its elements the use, attempted use, or threatened use of physical force substantial enough to cause, or be reasonably likely to cause, serious bodily injury or property damage.

Note #1: In determining whether to deny admission, **consider all relevant circumstances** such as the seriousness of the criminal activity; the extent of participation or culpability of individual family members; mitigating circumstances related to the disability of a family member; and the effects of denial of assistance on other family members who were not involved. Note that per 24 CFR Section 5.582(a), you may also take into consideration the demand for assisted housing by families who will adhere to lease responsibilities, and the effect of HACA’s action on the integrity of the program.

Note #2: Consider denial of only the household member(s) who participated in or was/were responsible for the illegal drug use.

Note #3 (Applicant; PAO; PLIA only): If HACA **previously denied admission** to an applicant/PAO/PLIA because a member of the household engaged in criminal activity, HACA may reconsider the person if there is “**sufficient evidence**” that the household member is not currently engaged in, and has not engaged in, such criminal activity **within the last three years**.

(HACA would have “**sufficient evidence**” if the household member:

- i. submitted a certification that she or he is not currently engaged in, and has not engaged in, such criminal activity within the last three years; and

- ii. providing that adequate supporting information from such sources as a probation officer, a landlord, neighbors, social service agency workers and criminal records:
 1. is available; and
 2. HACA has verified it.)

e. **Other criminal activity:**

Determine whether HACA has “**reasonable cause to believe**” that a household member’s criminal activity may threaten the:

- i. health, safety, or right to peaceful enjoyment of the premises by other residents; or
- ii. health, safety of the owner, property management staff, or persons performing a contract administration function or responsibility on behalf of HACA (including a HACA employee, contractor, subcontractor or agent).

If so, check the appropriate box above and select “Deny/ Terminate” below. Enter any additional explanatory comments, as appropriate.

(As set forth in 24 CFR Section 982.553(c), based on a preponderance of the evidence, HACA may determine, and, hence have “**reasonable cause to believe**” that the household member engaged in the activity **regardless of whether the household member has been arrested or convicted for such activity.**)

Note #1: In determining whether to deny admission, **consider all relevant circumstances** such as the seriousness of the criminal activity; the extent of participation or culpability of individual family members; mitigating circumstances related to the disability of a family member; and the effects of denial of assistance on other family members who were not involved. Note that per 24 CFR Section 5.582(a), you may also take into consideration the demand for assisted housing by families who will adhere to lease responsibilities, and the effect of HACA’s action on the integrity of the program.

Note #2: Consider denial of only the household member(s) who participated in or was/were responsible for the illegal drug use.

Note #3 (Applicant; PAO; PLIA only): If HACA **previously denied admission** to an applicant/PAO/PLIA because a member of the household engaged in criminal activity, HACA may reconsider the person if there is “**sufficient evidence**” that the household member is not currently engaged in, and has not engaged in, such criminal activity **within the last three years.**

(HACA would have “**sufficient evidence**” if the household member:

- iii. submitted a certification that she or he is not currently engaged in, and has not engaged in, such criminal activity within the last three years; and

- iv. providing that adequate supporting information from such sources as a probation officer, a landlord, neighbors, social service agency workers and criminal records:
 - 1. is available; and
 - 2. HACA has verified it.)

Comments:

Determination: Eligible Deny Application/Terminate Assistance

Signature: _____ Date:

Sharon DeCray

Manager, Housing Assistance and Family Services

2. A (prospective) household member has been convicted of an offense involving methamphetamine (speed) one or more times.

Evaluation:

- a. Anyone who has ever been convicted of manufacturing or producing methamphetamine on the premises of federally assisted housing should be **denied admission, or, as appropriate, have their assistance terminated.** (Participant only: Consider termination of only the household member(s) who participated in or was/were convicted of manufacturing or producing methamphetamine on the premises of federally assisted housing.)
- b. For any other methamphetamine conviction, apply the standard listed in Section 1.b.ii. above.

Comments:

Determination: Eligible Deny Application/Terminate Assistance

Signature: _____ Date:

Print Name:

Position:

3. A (prospective) household member is currently engaged in illegal use of a drug (controlled substance or prescription drug) or abuse of alcohol.

Evaluation: Apply the standard listed in Section 1.a. and 1.b. above, i.e., except as limited by one of the Notes immediately following Section 1.a. and 1.b. **Deny admission to the household (or, as appropriate, the household member)** if any household member is “**currently engaging**” in illegal use of a drug or abusing alcohol.

(A household member is “**currently engaging**” in illegal use of a drug, if the person’s illegal use of a drug is recent enough to justify a reasonable belief that the illegal use of a drug is current.)

Comments:

Determination: Eligible Deny Application/Terminate Assistance

Signature: _____ Date:

Sharon DeCray

Manager, Housing Assistance and Family Services

4. (Applicant; PAO; or PLIA only) A prospective household member is subject to lifetime registration requirement under a state sex offender registration program.

Evaluation: Check the appropriate box above and select "Deny/ Terminate" below.
Enter any additional explanatory comments, as appropriate.

Comments:

Determination: Eligible Deny Application/Terminate Assistance

Signature: _____ Date:

Sharon DeCray

Manager, Housing Assistance and Family Services

5. (Applicant; PAO; or PLIA only) A prospective household member has received one or more Eviction Notice/Notice of Eviction from federally assisted housing or a Termination Notice/Notice of Termination from a federal housing assistance program.

Evaluation:

- a. Except as set forth in Section 5.b, if a household member has been **evicted** (i.e., has not just received an **Eviction Notice/Notice of Eviction**) from federally assisted housing or **terminated** (i.e., has not just received a **Termination Notice/Notice of Termination**) from federal housing assistance, **deny admission** to the household; PAO; or PLIA for five years from the date of eviction/termination.

Note: “Evicted” includes a tenant’s unforced vacating of a unit after the landlord’s receipt of a court judgment granting the landlord possession of the premises.

- b. If a household member has been evicted from federally assisted housing for drug-related criminal activity, HACA **may** admit the household if HACA determines that:
- iii. The evicted household member who engaged in drug-related criminal activity has successfully completed a supervised drug rehabilitation program approved by HACA; or
 - iv. That the circumstances leading to the eviction no longer exist (for example, the criminal household member has died or is imprisoned).

Note: In determining whether to deny admission, HACA may consider all relevant circumstances such as the seriousness of the action or failure that led to eviction; the extent of participation or culpability of individual family members; mitigating circumstances related to the disability of a family member; and the effects of denial of assistance on other family members who were not involved.

Comments:

Determination: Eligible Deny Application/Terminate Assistance

Signature: _____ Date:

Sharon DeCray

Manager, Housing Assistance and Family Services

6. (Applicant; PAO; or PLIA only) A prospective household member has committed fraud, bribery, or any other corrupt or criminal act one or more times in connection with any Federal housing program.

Evaluation: Deny admission to the applicant; PAO; or PLIA.

Note: In determining whether to deny admission, HACA may consider all relevant circumstances such as the seriousness of the fraud, bribery, or other corrupt or criminal act; the extent of participation or culpability of individual family members; mitigating circumstances related to the disability of a family member; and the effects of denial of assistance on other family members who were not involved.

Comments:

Determination: Eligible Deny Application/Terminate Assistance

Signature: _____ Date:

Sharon DeCray

Manager, Housing Assistance and Family Services

7. (Applicant; PAO; or PLIA only) A prospective household member currently owes rent or other amounts (including any amounts included in a repayment agreement) to HACA or any other Housing Authority in connection with Section 8 or public housing.

Evaluation: Deny admission to the applicant; PAO; or PLIA if the person owes rent or other amounts or if it has breached a repayment agreement.

Note: In determining whether to deny admission, HACA may consider all relevant circumstances such as the seriousness of the case; the extent of participation or culpability of individual family members; mitigating circumstances related to the disability of a family member; and the effects of denial of assistance on other family members who were not involved.

Comments:

Determination: Eligible Deny Application/Terminate Assistance

Signature: _____ Date:

Sharon DeCray

Manager, Housing Assistance and Family Services

ATTACHMENT # 2

Report Fraud. It Matters. (HACA's Jurisdiction ONLY. See note below.)

Tuesday, 07 October 2008 13:42 Ron Dion



Do you know a Public Housing tenant or a Section 8 Housing Choice Voucher Program (HCVP) Participant who is...

- Not reporting** that the head of household's significant other/life partner lives in the unit
- Not reporting** everyone living in the unit, even if they're just "staying there"
- Not reporting** that a family member has started work or has unreported income like an undeclared in-home childcare business (A home-based business is allowed as long as the tenant has declared the income from it.)
- Not reporting** that children have left home
- Renting out the assisted unit**, or a bedroom in the assisted unit, to someone else
- Falsifying documents or signatures.**

Do you know a HCVP Landlord who is...

- Soliciting and/or receiving extra rent on the side**
- Renting to relatives** without approval from HACA
- Accepting payment** from HACA for a vacant unit, or a unit in which the program participant no longer lives
- Living in the same unit as the family.**

If you do, you know someone who is committing housing fraud

Housing fraud is any action or failure to act that allows a **Public Housing tenant, Section 8 Housing Choice Voucher Program (HCVP) participant, or HCVP landlord** to receive benefits for which the person doesn't qualify. A person who knowingly withholds information, fails to report a change in the family's circumstances, or otherwise engages in activity prohibited by program regulations, is a benefit thief--stealing benefits from families in need who legitimately qualify for them.

The vast majority of families receiving housing assistance from HACA, and HCVP landlords, are honest and follow program rules. Regardless, HACA is committed to the integrity and effectiveness of its housing programs and operations. This includes preventing, detecting and prosecuting waste, fraud and abuse when it does happen -- including by using tips, whether self-identified or anonymous.

You Can Help by Reporting Fraud

Help keep the money where it belongs--assisting families in need who meet program qualifications. Report incidences of fraud promptly while the facts are still fresh in your mind. HACA's **Fraud Hot-Line at (510) 727-8519** and HACA's [Report Fraud Form](#), are each confidential ways to report fraud. Provide as much information as you can. Describe what happened in detail. Around what dates did you notice the suspect activity? Why does it appear to you to be fraud? Are there documents that support your claim (such as a side contract between the owner and tenant, a phone bill proving residence at another location, etc.)? Also, it's very helpful if you have the names and contact information of people willing to talk to an investigator.

Reports that are too vague or that can't be supported by documentation and/or corroborating witnesses may result in having to close the investigation without any action being taken.

You don't have to give us your name. Even if you do, it will be kept confidential.

Please submit only one form per incident.

(Apart from fraud, you may observe something that you suspect is unlawful. Suspected crime should always be **promptly reported to the local police department**. For information about reporting what appears to be a crime, see "[About Reporting Crime](#)".)

<http://www.haca.net/index.php?view=article&catid=53%3Ahousing-programs&id=129%3...> 4/7/2010

All Reports Are Kept Confidential

The information that you provide to HACA is strictly confidential. HACA's fraud investigations are conducted by its Program Integrity Officer (PIO). HACA's PIO is an Alameda County District Attorney's Office Investigator charged with obtaining facts and evidence about possible fraud and violation of applicable laws and regulations. When information is brought forward about possible fraud, the PIO conducts an independent investigation--without revealing the name of any person that has brought information to HACA's attention. In conducting the investigation, the PIO may review documents, interview neighbors, employers and others, conduct surveillance, and question suspects. The PIO may review police records, use computer databases of information such as income, assets, and places of residence, and work with other law enforcement agencies.

If the PIO finds that a case cannot be proven without using information that would reveal the identity of the informant, the PIO will contact you for permission to release your identity. If you don't give permission, your name will not be used but the case may not be able to go forward.

Because of confidentiality requirements, HACA is not able to make any statements regarding the status of any investigation or results. Investigations, and the process of terminating housing assistance and prosecuting the offender can be lengthy. Don't assume that no action is being taken simply because you continue to see the family living in the same unit.

PENALTIES FOR PUBLIC HOUSING TENANTS OR HCVP PARTICIPANTS WHO COMMIT FRAUD INCLUDE:

- Termination from the Program
- Recapture of over-payments
- Criminal prosecution
- Debarment from participating in the Program

PENALTIES FOR PROPERTY OWNERS WHO COMMIT FRAUD INCLUDE:

- Termination of the Housing Assistance Payment (HAP) Contract
- Recapture of HAP payments
- Prosecution under federal statutes

[About Reporting Crime](#)

Note: The HACA "Report Fraud Form" above is ONLY for reporting fraud within HACA's jurisdiction. Please see [HACA's jurisdiction](#) for the localities we serve. HACA is NOT affiliated with either the Oakland Housing Authority or the Alameda City Housing Authority.

To report fraud to the Oakland Housing Authority, go to
<http://www.ohapd.org/fraud.html>

To report fraud to Alameda City Housing Authority, go to
http://www.alamedahsg.org/contact_us.htm

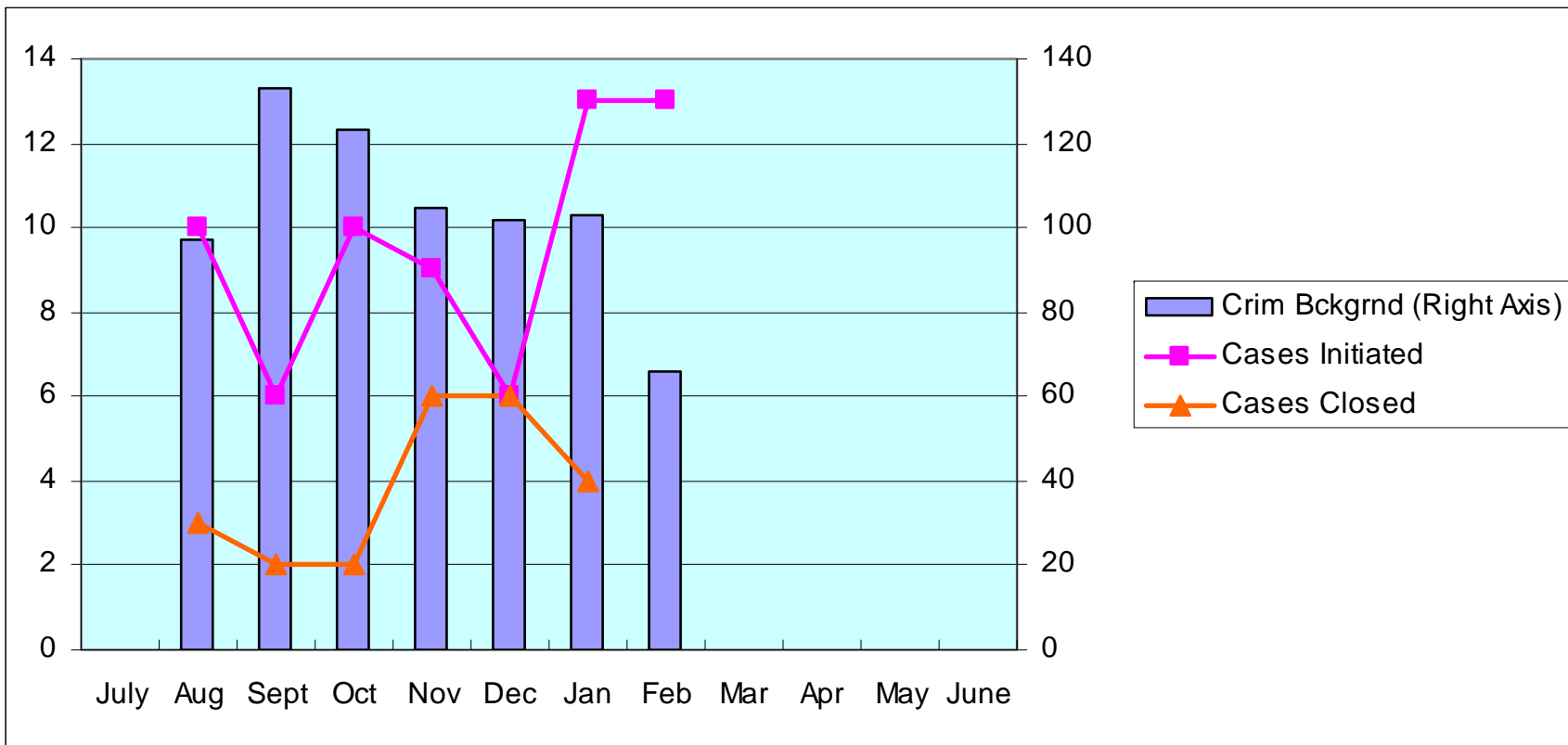
Last Updated on Thursday, 01 April 2010 14:51

ATTACHMENTS # 3-5

Monthly Report - Program Integrity Officer

	2009												2010																													
	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec																		
Crim Background Checks:																																										
HACA Applicants	10	4	1	8	3	4		15		39	26	24	24	26																												
Ports	80	81	111	90	67	75		82		84	79	78	79	40																												
Existing HACA Participants/Tenants:																																										
Annual RX		15	16	28	17	17	13																																			
Interim RX																																										
Other																																										
Total	106	101	140	116	87	82	0	87	133	123	106	102	108	88																												
Investigative Requests:																																										
Postal																																										
EDD																																										
Employment																																										
School																																										
Police Records/Report Requests																																										
Total	0	0	0	0	0	0	0	0	0	25	14	21	33	30																												
Police Reports Obtained	4	4	10	12	11	8		6	4	8	3		4	2																												
Cases Initiated (See Detailed Case Rpt):	13	10	25	17	14	20		10	9	10	9	8	13	13																												
Unauthorized Occupant	8	8	14	11	8	8		6	4	7	7	2	8	7																												
Unreported Income/Assets	2		2		2	2				1	1	1	1																													
Crime	2		8	3	6	3		2	1	1	1	1		1																												
Program Violation(s)			1									3	4	5																												
Other	1	2		3		7		2				1																														
Investigative Reports Prepared																																										
HACA Memos																																										
D.A. Crime Reports																																										
Total	10	6	8	6	7	5	0	0	4	0	6	0	2	3																												
Interviews/Statements																																										
Recorded	3	4	18	7	5	16				1	1	1	2	2																												
Written			5	1	1	4		1		5	1	2	1	2																												
Verbal (new section) added in Dec												8	2	2																												
Total	3	4	23	8	6	20	0	1	0	6	2	11	3	4																												
Case Conferences:																																										
Client Show	1	4	6	5	3	6		1			1	1	1																													
Client No-Show				1	1	2																																				
Total	1	4	6	6	4	8	0	1	0	0	1	1	1	0																												
Informal Hearings:																																										
Client Show			1		3				2	2	1	1	2																													
Client No-Show						1																																				
Total	0	0	1	0	3	1	0	0	2	2	1	1	2	1																												
Subpoenas Served for:																																										
People	8	23		3	8	8																																				
Records	0	4		2																																						
Total	8	27	0	5	8	8	0	0	0	0	0	0	0	0																												
Searches																																										
Probation	1																							4																		
Parole																																										
Investigative Home Visits																																										
Residence Checks																																										
Other																																										
Total	1	0	0	1	2	4	0	3	8	23	16	61	10	8																												
Surveillances	3	2	8	1	2	3		0	0		1	3	1	3																												
Cases Closed/Forwarded by PIO¹	11	6	32	14	10	9		3	2	2	8	8	4																													
No Evidence of Crime/Program Violation	6	5	10	5	4	1		2	1	1	3	3	1	2																												
Evidence of Crime/Program Violation:	6		10	9	8	9		1	2	1	6	3	3	4																												
Forwarded to Housing Specialist:																																										
Assistance Terminated																																										
Case Conference																																										
Other																																										
Paid In-Full; Preserved Assistance:																																										
Number																																										
Amount																																										
Repayment Agreement; Preserved Asst:																																										
Number																																										
Amount																																										
Forwarded to DA for Prosecution																																										
Paid by participant in lieu of prosecution	1	1			1	1																																				
HACA Days - Worked (Available)	17	15	21	18	17	19		11				21	19	16																												

¹ See "Detailed Case Report". Subcategories are not mutually exclusive



HOUSING AUTHORITY OF ALAMEDA COUNTY

OPEN CASES FROM 2/1/2010 TO 2/28/2010

<i>Client/Vendor Name</i>	<i>Vendor#</i>	<i>Received Date</i>	<i>Referral From H/S</i>	<i>H/M</i>	<i>Allegation</i>	<i>Disposition</i>	<i>Closed Date</i>	
		2/4/2010	ANON	LS	MR	husband in home		
		2/4/2010	ANON	PM	SD	UA boyfriend in unit		
		2/4/2010	FG	FG	MS	drug arrest in unit		
		2/4/2010						
		2/5/2010	LL	SG	MS	_____ absent from unit	_____ found to have been in jail April 2009 to January 2010 LL to review with MS	2/8/2010
		2/5/2010	ANON	PV	SD	_____ absent from unit		
		2/5/2010	ANON	PV	SD	UA boyfriend in unit		
		2/18/2010	DP	DP	SD	_____ incarcerated	confirmed in custody Santa Clara Co. 3-24-09 to present info to DP	2/18/2010
		2/8/2010	HPD	DT	SD	Poss UA		
		2/5/2010	INSP WILLIAMS	PV	SD	_____ in custody since 1-15-10		
		2/5/2010	TELE			UA girlfriend in unit		
T		2/17/2010	JT / FG	FG	MS	UA boyfriend in unit	Insufficient evidence of UA at this time	2/22/2010
		2/8/2010	HPD			Poss. UA adult children		
		2/17/2010		JT	SD	sublet unit to _____		

HOUSING AUTHORITY OF ALAMEDA COUNTY

CLOSED CASES FROM 2/1/2010 TO 2/28/2010

<i>Client/Vendor Name</i>	<i>Vendor #</i>	<i>Received Date</i>	<i>Referral From</i>	<i>H/S</i>	<i>H/M</i>	<i>Allegation</i>	<i>Disposition</i>	<i>Comments</i>	<i>Closed Date</i>
		9/23/2009	NB	NB	SD	unauthorized adult	Insufficient evidence of UA. Found unreported wages. To JT for review		2/11/2010
		1/12/2010	NPD	FG	MS	UA in household	2 UA's confirmed, multiple violent incidents Client in jail. Report to FG.		2/1/2010
		2/5/2010	LL	SG	MS	_____ absent from unit	_____ found to have been in jail April 2009 to January 2010 LL to review with MS		2/8/2010
		1/4/2010	JT	JT	SD	UA son Paul ____ in residence	Paul confirmed UA. Report to JT		2/23/2010
		2/18/2010	DP	DP	SD	_____ incarcerated	confirmed in custody Santa Clara Co. 3-24-09 to present info to DP		2/18/2010
		2/17/2010	JT / FG	FG	MS	UA boyfriend in unit	Insufficient evidence of UA at this time		2/22/2010

ATTACHMENT # 6

EIV & YOU

ENTERPRISE INCOME VERIFICATION

Ten questions and answers about what you should know if you are applying for or are receiving HUD rental assistance through the Alameda County Housing Authority

1. What is EIV?

EIV is a web-based computer system containing employment and income information on individuals participating in HUD's rental assistance programs. This information assists HUD in making sure "the right benefits go to the right persons".

2. What is the information in EIV used for?

The EIV system provides the Alameda County Housing Authority (HACA) with your income information and employment history. This information is used to meet HUD's requirement to independently verify your employment and/or income when you recertify for continued rental assistance.

HACA is able to use the EIV system to determine if you:

- ❖ Correctly reported your income
- ❖ Used a false social security number, name or date of birth
- ❖ Failed to report or misreported the income of your household
- ❖ Receive rental assistance in another subsidized rental unit
- ❖ Have not disclosed that a household member is deceased

3. What income information is in EIV and where does it come from?

From the Social Security Administration:

- ❖ Social Security (SS) benefits
- ❖ Supplemental Security Income (SSI) benefits
- ❖ Dual Entitlement SS benefits

From the Department of Health and Human Services (HSS) National Directory of New Hires:

- ❖ Wages
- ❖ Unemployment compensation
- ❖ New Hires (W-4)

4. Is my consent required to get information about me from EIV?

Yes. When you sign form HUD-9886 (*Federal Privacy Act Notice and Authorization for Release of Information*) and HACA's release form, you are giving your consent for HUD and HACA to obtain information about you to verify your employment and/or income and determine your eligibility for HUD rental assistance. Your failure to sign the consent forms may result in the denial or termination of assistance.

5. Who has access to EIV information?

Only you and those parties listed on the consent form HUD-9886 that you must sign have access to the information in EIV pertaining to you.

EIV & YOU

ENTERPRISE INCOME VERIFICATION

Page 2

6. What are my responsibilities?

As a participant, you must certify that information provided on an application and the forms used to certify and recertify your assistance are accurate and honest. This is also described in HUD's fact sheet called "*How Your Rent Is Determined.*" You may request a copy from HACA.

Penalties for providing false information

Providing false information is fraud. Penalties for those who commit fraud could include eviction, your repayment of assistance paid on your behalf, fines of up to \$10,000, imprisonment for up to five years, and prohibition from receiving any future rental assistance.

Protect yourself! Follow HUD reporting requirements

When completing applications and your annual recertification, you must include all sources of income you or any member of your household receives. If you have any questions on whether money received should be counted as income, ask us.

7. What if I disagree with the EIV information?

If you do not agree with the income information in EIV, you must tell HACA. HACA will verify the information directly with the source and you will be notified of the results.

8. What if I did not report income previously and now it is showing in EIV?

If the EIV report discloses income from a prior period that you did not report, you have two options: 1) you can agree with the EIV report if it is correct, or 2) you can dispute the report if you believe it is incorrect. HACA will then verify the information directly with the source. If the source confirms this income is accurate, you will be required to repay any overpaid rental assistance and you may be subject to penalties, including termination from the program, if it is determined that you deliberately tried to conceal your income.

9. What if the information in EIV is not about me?

EIV has the capability to uncover cases of potential identity theft; someone could be using your social security number. If this is discovered, you must notify the Social Security Administration by calling them toll-free at 1-800-772-1213. Further information on identity theft is available on the SSA website at www.ssa.gov.

10. Where can I obtain more information on EIV and the income verification process?

You can ask HACA or read more about EIV and the income verification process on HUD's Public and Indian Housing EIV web pages at:
<http://www.hud.gov/offices/pih/programs/ph/rhiip/uiv.cfm>