



HOUSING COMMISSION AGENDA

Regular Meeting: June 13, 2012

Time: 8:00 a.m.

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

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

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

The Housing Commission Secretary of the Housing Authority of the County of Alameda has, on Thursday, June 7, 2012, duly distributed this Agenda to the Clerk of the Board of Supervisors for posting in the office of the Alameda County Administration Building and has posted it on the bulletin board of the Housing Authority of the County of Alameda.

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

	<u>PAGE</u>
1. CALL TO ORDER / ROLL CALL	
2. EXECUTIVE SESSION	
<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>	
<i>Conference with Legal Counsel – Anticipated Litigation</i>	
<i>Significant exposure to litigation pursuant to subdivision (b) of Section 54956.9 (one potential case)</i>	
3. APPROVAL OF THE MINUTES OF THE APRIL 11, 2012 MEETING	2
4. PUBLIC COMMENT	
On matters not on the Agenda	
5. NEW BUSINESS	
5-1. Resolution Approving Contribution to the Alameda County Employees' Retirement Association (ACERA)	ACTION 7
5-2. Resolution Approving Operating Budget	ACTION 10
5-3. Reject Bids for Construction Contract for HACA Office Remodel	ACTION 17
5-4. 2012 HACA Scholarship Program Awards	ACTION 20
5-5. Appointment of a Nominating Committee for FY2012-13 Officers	ACTION 22
5-6. Procurement Award Information	INFORMATION 23
5-7. Quarterly Budget Status Report for the Quarter Ended March 31, 2012	INFORMATION 24
5-8. Program Activity Report	INFORMATION 26
6. COMMITTEE REPORTS	
7. COMMISSIONER REPORTS	
8. COMMUNICATIONS	
9. ADJOURNMENT	

MINUTES
April 11, 2012



**HOUSING COMMISSION MINUTES
REGULAR MEETING: APRIL 11, 2012 8:00 A.M.
HACA BOARD ROOM**

SUMMARY ACTION MINUTES

1. CALL TO ORDER/ROLL CALL

Call to Order

Chairperson Steiner called the meeting to order at 8:00 a.m.

Roll Call

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

Entered after roll call: Cmr. Biddle

Excused: Cmr. Cashmere

2. EXECUTIVE SESSION

The Commission went into executive session at 8:05 a.m. to appoint a chief negotiator for upcoming union negotiations. It reconvened in regular session at 8:25 a.m. and Chairperson Steiner reported that no reportable actions were taken.

3. ACTION: APPROVAL OF THE MINUTES OF THE MARCH 14, 2012 MEETING

Recommendation: Approve the minutes of the March 14, 2012 meeting as presented.

Motion/Second: Gacoscos/Reed.

8 ayes; 3 abstentions: Cmr. Apodaca, Natarajan and Reed. Motion passed.

APPROVED AS RECOMMENDED.

4. PUBLIC COMMENT – On matters not on the agenda

Barbara Lopez introduced herself as the field representative for SEIU Local 1021.

5. NEW BUSINESS

5-1. RECOGNIZE GREGORY KOUBEK AS HACA'S SHINING STAR

Christine Gouig, Executive Director, announced that Greg Koubek, Housing Inspector, was selected as HACA's first Shining Star and introduced Linda Evans, Chairperson of HACA's Communications Committee. Ms. Evans read the comments that were submitted by those who nominated Greg and Ms. Gouig shared an email that a participant sent to acknowledge Greg's excellent customer service. Greg expressed appreciation for the recognition. The Commission applauded Greg and Chairperson Steiner presented him with a certificate.

5-2. ACTION: AUDIT FOR THE FISCAL YEAR ENDING JUNE 30, 2011

Cathy Leoncio, Finance Director, presented the staff report. Ms. Leoncio reported that an audit of the fiscal year that ended June 30, 2011 was completed by Patel & Associates and that there were no findings.

Recommendation: Accept the audited financial statements and reports for all HACA programs for the fiscal year ended June 30, 2011.

Comments from the Commission: Chairperson Steiner thanked Ms. Leoncio for her presentation. Ms. Gouig commented that a clean audit is a good reflection of the work that is done by Ms. Leoncio and her staff. Ms. Leoncio expressed appreciation for the work done by HACA's Programs Department.

Motion/Second: Biddle/Haddock.

Ayes: All Motion passed.

APPROVED AS RECOMMENDED.

5-3. ACTION: REVISIONS TO HACA'S SECTION 8 ADMINISTRATIVE PLAN

Ron Dion, Deputy Director for Programs, presented the staff report. Mr. Dion reported that staff is proposing to revise various sections of the Section 8 Administrative Plan (Admin Plan) to incorporate new or changed HUD regulations. He named the sections of the Admin Plan that require revision and summarized the changes that are being proposed.

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

Motion/Second: Natarajan/Haddock.

Ayes: All Motion passed.

APPROVED AS RECOMMENDED.

5-4. RESOLUTION NO. 06-12: APPROVING UPDATE TO HACA'S UTILITY ALLOWANCE SCHEDULE

Jennifer Cado, Senior Administrative Analyst, presented the staff report. Ms. Cado reported that an analysis of the current utility rates indicate that some rates have changed by 10% and that the proposed updates to HACA's Utility Allowance Schedule reflect these changes.

Recommendation: Adopt Resolution No. 06-12 approving an update to HACA's Utility Allowance Schedule.

Comments from the Commission: Cmr. Gerry commented on the responsibilities of landlords with respect to unpaid utility charges. Cmr. Gerry also asked about notification to landlords for annual inspections and Ms. Cado explained the process. Cmr. Biddle and Ms. Cado discussed the water and sewage rates issued by multiple agencies.

Public Comment:

Two members of the public commented on staff outreach for the PG&E CARE program.

Motion/Second: Natarajan/Asher.

Ayes: All Motion passed.

APPROVED AS RECOMMENDED.

5-5. INFORMATION: PROCUREMENT AWARD INFORMATION

Thomas Makin, Deputy Director for Operations, presented the staff report. Mr. Makin reported on the award of contracts for unit remodeling services in the amount of \$40,245.70 and \$40,445.70 to Men of All Trades, and the award of a contract for unit remodeling services in the amount of \$39,306.00 to TSM Building Construction.

5-6. INFORMATION: QUARTERLY INVESTMENT PORTFOLIO FOR THE QUARTER ENDED MARCH 31, 2012

Report received with no questions or comments from the Commission.

5-7. INFORMATION: BUDGET STATUS REPORT

Report received with no questions or comments from the Commission.

5-8. INFORMATION: PROGRAM ACTIVITY REPORT

Report received. Sharon DeCray, HAFS Program Manager, reported on the status of the FSS funding application. Ms. DeCray and Cmr. Reed discussed venues for the FSS health fair.

6. COMMITTEE REPORTS

None.

7. COMMISSIONER REPORTS

Cmr. Gerry reported on his attendance at the 2012 NAHRO Legislative Conference in Washington, D.C. Chairperson Steiner reported on the upcoming Healthy Aging Fair. Cmr. Natarajan reported on her participation as a speaker at the Housing California conference that was held in Sacramento.

8. COMMUNICATIONS

Ms. Gouig reported on her attendance at the 2012 NAHRO Legislative Conference. The *2012 California Association of Housing Authorities (CAHA) Legislative Focus* was distributed to the Commission and members of the public. Ms. Gouig talked about CAHA's advocacy efforts and the meetings that were held in Washington, D.C. in conjunction with the NAHRO Legislative Conference.

8. ADJOURNMENT

There being no further business Chairperson Steiner adjourned the meeting at 9:00 a.m.

Respectfully submitted,

Melissa Taesali
Executive Assistant

Christine Gouig
Executive Director/Commission Secretary

Approved:

Christine Steiner, Chairperson

NEW BUSINESS

June 13, 2012

HOUSING AUTHORITY OF THE COUNTY OF ALAMEDA

AGENDA STATEMENT

Meeting: June 13, 2012

Subject: Contribution to Alameda County Employees' Retirement Association (ACERA) for Fiscal Year 2012-2013

Exhibits Attached: Resolution No. 07-12 Approving 401(h) Account Pursuant to Section 31592 of the County Employee Retirement Law (CERL)

Recommendation: Adopt the Resolution

Financial Statement: \$192,508.55 to be included in FY 2012-2013 Budget

BACKGROUND

The Housing Authority is a participating employer in the Alameda County Employees' Retirement Association (ACERA). In 1996, ACERA established a health benefits account, called a 401(h) account, to satisfy the requirements of Internal Revenue Code (IRC) Section 401(h) for providing non-vested, tax-free healthcare to the retirees of participating employers.

In 2006, changes to the IRC regulations required that participating employers establish a separate 401(h) sub-account under the overall ACERA account, and make contributions through ACERA designated specifically for healthcare benefits to fund the 401(h) sub-account. To continue providing HACA retirees with non-taxable health benefits, your Commission adopted a resolution in June 2006 (Resolution No. 14-06) that authorized ACERA to establish and manage a 401(h) sub-account on our behalf.

In accordance with Section 31592.4 and Article 5.5 of the CERL, ACERA holds assets in a Supplemental Retirees' Benefits Reserve (SRBR). Once HACA makes its designated 401(h) contribution to ACERA, ACERA will automatically transfer the same amount to HACA's Advance Reserve Account. ACERA has consistently paid supplemental retirement and post employment health care benefits through the SRBR since 1985.

DISCUSSION and ANALYSIS

Your Commission has authorized HACA's contribution to its 401(h) sub-account every year since 2006. The Segal Company, ACERA's actuary, has determined that HACA's contribution for fiscal year July 1, 2012 – June 30, 2013 is \$192,508.55. Authorization to fund HACA's 401(h) sub-account must be completed by June 30, 2012.

HOUSING AUTHORITY OF THE COUNTY OF ALAMEDA

RESOLUTION NO. 07-12

RESOLUTION APPROVING 401(h) ACCOUNT PURSUANT TO SECTION 31592

WHEREAS, in 1996, the Alameda County Employee's Retirement Association ("ACERA") Board of Retirement informed the Board of Supervisors that by addition of Resolution 96-111, the Board of Retirement had established a health benefits account intended to satisfy the requirements of the Internal Revenue Code ("IRC") Section 401(h) and the regulations thereunder (the "401(h) Account") in order to provide non-vested, tax-free health benefits to eligible County and Participating Employer retirees (collectively, the "Retirees"); and

WHEREAS, in 1996, the Board of Supervisors adopted Resolution No. R-96-634, which provided that ACERA could offer such non-taxable benefits if the County designated a portion of its contribution to ACERA for a fiscal year as a contribution to the 401(h) Account; and

WHEREAS, under Section 31592.4 and Article 5.5 of the County Employees Retirement Law of 1937 ("CERL"), assets in the Supplemental Retiree Benefit Reserves (the "SRBR") at the end of a fiscal year of ACERA may, in the immediately succeeding fiscal year, be transferred to the Advance Reserves of the Participating Employers, and treated as a contribution to ACERA by the County and as applicable by other Participating Employers to the extent that in the immediately succeeding fiscal year the County and other Participating Employers make contributions to ACERA's 401(h) Account in order to pay for retiree health benefits; and

WHEREAS, Section 31592.4 and Article 5.5 of the CERL thus permit the Participating Employers to contribute to a 401(h) Account and pay for retiree health benefits for a fiscal year without increasing the Housing Authority of the County of Alameda's ("Housing Authority") total contributions to ACERA for that fiscal year; and

WHEREAS, commencing with the 1996-1997 fiscal year, and for each fiscal year thereafter, the County has directed that a specified portion of its fiscal year contribution to ACERA for that year be contributed to the 401(h) account; and

WHEREAS, in 2006 the Housing Authority authorized ACERA to establish and manage a 401(h) sub-account on its behalf to provide tax free health care benefits for its retirees;

NOW THEREFORE, IT IS RESOLVED AS FOLLOWS:

1. In fiscal year July 1, 2012 – June 30, 2013, the Housing Authority shall contribute to ACERA \$192,508.55 to be used only for the paying of retiree medical health benefits. This contribution shall be made on the terms and conditions set forth in the Agreement between the Housing Authority and ACERA concerning such contributions, executed on July 25, 2007.
2. This contribution shall be designated, in writing, as being only for the Housing Authority's IRC § 401(h) Account, and such designation shall be made at the time of contribution.

3. Such contribution is contingent on the Board of Retirement immediately transferring, in accordance with Government Code §31592.4, an amount equal to such contribution from ACERA's SRBR account to the Housing Authority's advance reserve account. Such amount shall be treated as a contribution for pension and, therefore, shall be applied to reduce the pension contribution otherwise required by the Housing Authority for the fiscal year beginning July 1, 2012.

4. No party, including any existing or future Housing Authority employee, retiree, spouse, or dependent, shall have any vested rights, contractual rights or other rights in or to any retiree medical benefits or payment or subsidy for any such benefits nor shall any such person or ACERA have any such rights to have the Housing Authority contribute towards paying or subsidizing the cost of any retiree medical benefits provided by ACERA under the 401(h) Account or otherwise. The Housing Authority may modify or terminate, at any time and without any limitation, its decision to contribute to the Housing Authority's 401(h) Account. This modification or termination may occur even if it may affect any employee first hired prior to the date of such modification, any person who retired prior to such date, and/or any person who became a spouse or dependent of an employee or retiree prior to such date.

5. All contributions by the Housing Authority to its 401(h) sub-account shall be governed by requirements of the Internal Revenue Code and all administrative and other applicable rules established by ACERA governing such sub-account and ACERA's 401(h) Account.

PASSED, APPROVED, AND ADOPTED by the Housing Commission of the Housing Authority of the County of Alameda on this _____ day of _____ 2012, by the following vote:

AYES:

NAYS:

ABSTAIN:

EXCUSED:

ABSENT:

Christine Steiner
Housing Commission Chairperson

Attest:

Christine Gouig
Executive Director/Housing Commission Secretary

Adopted: _____

HOUSING AUTHORITY OF THE COUNTY OF ALAMEDA

AGENDA STATEMENT

Meeting: June 13, 2012

Subject: Operating Budgets for Fiscal Year Ending June 30, 2013

Exhibits Attached: - Resolution No. 08-12/PHA Board Resolution
 - Attachment A:
 o Statement of Budgeted Revenues, Expenses and
 Changes in Net Assets FYE June 30, 2013
 o Supporting Schedules of Expenses

Recommendation: Adopt Resolution

Financial Statement: See below

BACKGROUND

Your Commission's Budget/Audit/Negotiations Committee met on May 7 to review the draft budgets and discuss the status of HUD funding and the assumptions staff used in preparing the budgets. The Committee also discussed the expiring union contract and labor negotiation proposals.

HACA's fiscal year will start on July 1, 2012. Because labor negotiations have just begun and because the MOU expired on June 7, staff prepared a budget that assumes none of the economic savings from the expired MOU-- no furlough days, provision of step increases for newly hired or promoted employees, reinstatement of the 3% retirement pick-up, filling vacant positions, etc. The resulting deficits are shown on the budgets as "unspecified cost reductions" in the Housing Choice Voucher and Public Housing program. These will need to be addressed during negotiations in order to balance the budgets.

HUD funding is provided on a calendar year (CY) basis, while HACA's fiscal year (FY) is July-June. This requires staff to estimate HUD funding for the second half of our fiscal year. As the federal appropriations process has just begun and the expectation is that final budget information won't be available until after the November election, staff budgeted HUD funding for the second half of our FY 2013 at the same level as CY 2012.

DISCUSSION and ANALYSIS

A summary of five program budgets is presented ("Attachment A") -- one each for the Housing Choice Voucher (HCV) Program, the Public Housing Program, Housing Development Fund, Park Terrace and Ocean Avenue. An agency-wide summary of

changes to net assets is provided as well. Key assumptions and facts are shown under each program below, in bulleted form.

Housing Choice Voucher (HCV) Program

The HCV program's budget projects a loss of \$832,994. Of this amount, \$158,607 pertains to the unfunded FSS program for which your Commission previously authorized the use of reserves. The other \$674,387 needs to be addressed as part of labor negotiations.

Income

- Funding for 2012 Housing Assistance Payments (HAP) is about two percent more than the 2011 level. Unlike in CY 2010 and CY 2011, however, Congress required HUD to offset \$650 million from housing authorities' net restricted assets (NRA) from the HAP funding housing authorities are eligible to receive. For HACA, this amount is \$2.11 million. At this time, the HAP funding for 2013 is unknown. The current actual HAP per unit cost is \$1,080 and the proposed budget assumes an annual average 99% lease-up rate. The NRA at the beginning of the budget year is projected to be \$6.96 million. HAP funding and NRA cannot be used for operating or administrative costs and is restricted to rental subsidy payments only.
- HUD compensates housing authorities for the cost of administering the HCV program through administrative fees. Section 8 administrative fees are the main source of funding to cover operating costs and are paid on the basis of the number of units leased as of the first day of each month. Each housing authority's eligibility is pro-rated if needed to ensure that fees granted do not exceed the appropriated funds available. Due to proration, income from HCV program administrative fees is set at 80% of eligibility for the first six months of the fiscal year (July to December 2012) and 75% for the balance of the fiscal year (the 80% that HUD pledged from its reserves is for CY 2012 only). Income is calculated assuming a 99% lease-up rate for the year.
- Other fees earned include: fees to administer the CHOICES/FACT, Moderate Rehabilitation and Shelter Plus Care programs and portability fees. The projection for our incoming portability reflects an average of 1,686 contracts that we will bill to other housing authorities (primarily Oakland). We earn only 80% of the prorated administrative fees for these contracts. The average fee used in the budget is \$61 per portability unit per month, which is \$6 less per unit than what we earn for our own voucher contracts. There are a few voucher holders (average of 107) of our own that move into other housing authorities' jurisdictions.

- Other income includes: investment income and the fraud recovery income (\$70,000), which is based on an average monthly receipt per the outstanding repayment agreements. Per HUD regulations, HACA will retain 50% of fraud recoveries with the other 50% going to HUD.
- The budget assumes that HUD funding for the FSS program (four FSS coordinators) will be restored for 2013.
- Total overall income decreased by 7%.

Expenses

- Indirect costs associated with more than one program are allocated using the percentage of total program unit method.
- The budgeted salaries do not reflect economic agreements that were in place in the expired SEIU 1021 MOU.
- An additional HUD grant-funded FSS Coordinator position will be hired for the last six months of the fiscal year.
- Employee benefits are budgeted at 51% of salaries. The budget assumes that health care premiums will increase by 7% as they did last year. It also assumes a 1% increase in the ACERA employer retirement contribution.
- Administrative expenses include expenses for the planned Section 8 wait list opening. Other administrative expenses generally remained the same or were modestly inflated. Total administrative cost is 7% more than what was budgeted last fiscal year.
- Total overall expenses increased by 1%.

Public Housing Program

There is a small projected loss of \$533 that needs to be addressed. The projected reserve balance at the beginning of the budget year is \$1 million, most of which came from reserves transferred to the Public Housing program as a result of the consolidation of HACA and the Dublin Housing Authority.

Income

- HUD provides Operating Subsidy on a calendar year (CY) basis. Operating Subsidy is for operations and is determined by formula calculation. The Operating Subsidy covers costs such as employees' salaries and benefits, utilities, general costs and maintenance expenses. Funding is prorated if

needed to ensure that funds granted do not exceed the appropriated funds available. The CY 2012 Operating Subsidy was funded at 100% and therefore the budget as presented reflects that income for six months. For 2013, HUD's budget request to Congress is enough to fund housing authorities at about 90% of operating subsidy formula eligibility.

- The disposition of 58 public housing units resulted in reduced Operating Subsidy and rental income. In lieu of Operating Subsidy for disposed units, HUD provides an asset repositioning fee to supplement the costs associated with the administration and management of the disposition effort, tenant relocation, and closing down a project. HACA's remaining public housing units will continue to be eligible for Operating Subsidy funding.
- HUD provides a Capital Fund grant on a calendar basis. The Capital Fund grant is for capital and management activities, including rehabilitation, renovation and development of public housing. It is determined by formula calculation. The CY 2012 funding is 24% lower than the previous year. For CY 2013, the grant is assumed to be the same as for CY 2012.
- Other income includes the Mission Blvd. office rent, investment income, property management fees, and transfer of reserves from Ocean Avenue for the Emery Glen renovation.

Expenses

- The budget assumes the same cost levels for staff allocated to the Public Housing program.
- The budget assumes that the approved disposition of the Nidus and Dyer senior units will occur starting January 2013. This will affect certain expenses which are not yet estimable.
- Most expenses remain the same with the exception of repair contracts to address routine and turnover maintenance.
- Capital expenditure includes renovation of the Emery Glen project.

Housing Development Fund, Park Terrace, and Ocean Avenue

- HACA maintains a Housing Development (Local) Fund for low-income housing development and rehabilitation and management improvements. Its budget projects a loss of \$118,268. The projected reserve balance at the beginning of the budget year is \$12 million.

- Park Terrace consists of nine units in the City of Hayward that are non-HUD assisted and rented to low income families. Park Terrace's budget projects an income of \$32,426. The projected reserve balance at the beginning of the budget year is \$963,303.
- Ocean Avenue consists of six units in the City of Emeryville that are non-HUD assisted and rented to low income families. Ocean Avenue's budget projects an income of \$14,217. The projected reserve balance at the beginning of the budget year is \$706,700. Your Commission has previously approved the transfer of \$500,000 from the Ocean Avenue reserves to the Public Housing program to renovate the exterior of the Emery Glen public housing project.

Staff is currently in negotiations to address the deficits in the Housing Choice Voucher and Public Housing programs. Once major income and expense uncertainties become known, including the outcome of the negotiations, staff will prepare a revised budget. Staff recommends that your Commission adopt the Resolution approving the proposed budget for the fiscal year ending June 30, 2013.

HOUSING AUTHORITY OF THE COUNTY OF ALAMEDA

RESOLUTION NO. 08-12

**RESOLUTION APPROVING THE OPERATING BUDGET FOR
JULY 1, 2012 – JUNE 30, 2013 FISCAL YEAR**

WHEREAS, the Housing Authority of the County of Alameda operates on a July 1 – June 30 fiscal year and HUD funding is on a calendar year; and

WHEREAS, operating budgets for the Housing Authority’s various programs must be adopted prior to the beginning of the fiscal year July 1, 2012 – June 30, 2013; and

WHEREAS, the Commission’s Budget/Audit Committee has reviewed the proposed budgets developed by staff and discussed staff’s proposal to balance them; and

WHEREAS, the fiscal year 2013 has considerable challenges including reduced funding, rising costs of operations and the uncertainty of future federal funding; and

WHEREAS, the budgets will require a revision once major income and expense uncertainties become known;

NOW THEREFORE BE IT RESOLVED, that the Housing Commission does hereby adopt the proposed budgets for the various programs as presented.

PASSED, APPROVED AND ADOPTED by the Housing Commission of the Housing Authority of the County of Alameda on this _____ day of _____ by the following vote:

AYES:

NOES:

ABSTAIN:

EXCUSED:

ABSENT:

Attest:

Christine Steiner
Housing Commission Chairperson

Christine Gouig
Executive Director/Housing Commission Secretary

Adopted: _____

PHA Board Resolution
Approving Operating Budget

**U.S. Department of Housing
and Urban Development**
Office of Public and Indian Housing -
Real Estate Assessment Center (PIH-REAC)

OMB No. 2577-0026
(exp.12/31/2012)

Public reporting burden for this collection of information is estimated to average 10 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. This agency may not collect this information, and you are not required to complete this form, unless it displays a currently valid OMB control number.

This information is required by Section 6(c)(4) of the U.S. Housing Act of 1937. The information is the operating budget for the low-income public housing program and provides a summary of the proposed/budgeted receipts and expenditures, approval of budgeted receipts and expenditures, and justification of certain specified amounts. HUD reviews the information to determine if the operating plan adopted by the public housing agency (PHA) and the amounts are reasonable, and that the PHA is in compliance with procedures prescribed by HUD. Responses are required to obtain benefits. This information does not lend itself to confidentiality.

PHA Name: Housing Authority of the County of Alameda PHA Code: CA067

PHA Fiscal Year Beginning: July 1, 2012 Board Resolution Number: 08-12

Acting on behalf of the Board of Commissioners of the above-named PHA as its Chairperson, I make the following certifications and agreement to the Department of Housing and Urban Development (HUD) regarding the Board's approval of (check one or more as applicable):

DATE

- Operating Budget approved by Board resolution on: 06/13/2012
- Operating Budget submitted to HUD, if applicable, on:
- Operating Budget revision approved by Board resolution on:
- Operating Budget revision submitted to HUD, if applicable, on:

I certify on behalf of the above-named PHA that:

1. All statutory and regulatory requirements have been met;
2. The PHA has sufficient operating reserves to meet the working capital needs of its developments;
3. Proposed budget expenditure are necessary in the efficient and economical operation of the housing for the purpose of serving low-income residents;
4. The budget indicates a source of funds adequate to cover all proposed expenditures;
5. The PHA will comply with the wage rate requirement under 24 CFR 968.110(c) and (f); and
6. The PHA will comply with the requirements for access to records and audits under 24 CFR 968.110(i).

I hereby certify that all the information stated within, as well as any information provided in the accompaniment herewith, if applicable, 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 and 3802)

Print Board Chairperson's Name: Christine Steiner	Signature:	Date: 06/13/2012
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HOUSING AUTHORITY OF THE COUNTY OF ALAMEDA

AGENDA STATEMENT

Meeting: June 13, 2012

Subject: Rejection of Bids for Main Office Remodel and Addition

Exhibits Attached: Bid tabulation

Recommendation: Reject all bids and notify bidders

Financial Statement: None

BACKGROUND

At the April 13, 2011 Commission meeting, staff received your authorization to go out to bid for the Main Office Remodel and Addition project, based on the plans designed by K2A Architects & Interiors, the Housing Authority's architect. The cost estimate developed by the architect's cost estimator, Leland Saylor Associates, was \$4,996,882. The cost estimator also indicated that the more bids that were received the more likely a discount would apply to the cost estimate. Based on the architect's and cost estimator's information, staff believed that the bids would come in well under the \$5,000,000 maximum stated as the Maximum Construction Contract Cost in the Housing Authority's contract with the architect.

DISCUSSION AND ANALYSIS

On May 15, 2012, a bid opening was held. All six bids came in substantially over budget (see attached bid tabulation).

The bid results are fairly conclusive. There is a span of about 10% between the low and high bids, which is not significant for a project of this magnitude. The three lowest bids are within one and a half percent of one another. The bids indicate that the building was designed at a \$6.2-6.3 million cost. Staff had a discussion with the apparent low bidder, W.E. Lyons Construction Company, who confirmed this assessment.

The bid specifications state, "Authority specifically reserves the right, in its sole discretion, to reject any and all Bids, to re-bid, or to waive inconsequential defects in bidding not involving time, price or quality of the work." Staff recommends that your Commission reject all bids and direct staff to notify the bidders.

Next Steps. Staff met with Henry Kwong, principal of K2A Architects & Interiors, shortly after the bid opening. Mr. Kwong had talked in general with his cost estimator but had not reviewed the estimate in detail. The estimator indicated that he had seen a rise in construction costs in the last year since your Commission authorized staff to go out to bid. Staff believes that this can not fully account for the bids coming in almost 25% over budget. Staff apprised Mr. Kwong of the following clause in his contract with the Housing Authority:

“Should bids for the Construction Contract(s) exceed the Maximum Construction Contract Cost, the Owner has the right to require the Design Professional to perform redesigns, rebids and other services necessary to cause an award of the Construction Contract within the Maximum Construction Contract Cost without additional compensation or reimbursement.”

Staff will be meeting with Mr. Kwong on June 14 to discuss this further and to develop a plan to move forward. Our goal remains to go out to bid on building within our cost range before the end of the year.



Housing Authority of the
County of Alameda

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**HACA MAIN OFFICE REMODEL AND ADDITION
BID OPENING
Tuesday, May 15, 2012 at 4:00 P.M.**

Present:

*Thomas Makin, Deputy Director for Operations
George Smith Jr., Maintenance and Modernization Manager
Beverly Brewer, Procurement Analyst
Barbara Zimmerman, Secretary*

Mr. Makin announced that it was 4:00 p.m. and that the submittal for bids and qualification documents are closed. The following bids were opened and announced:

<u>Firm</u>	<u>Grand Total Base Bid Price</u>
Arbor Building Group, Inc. <i>Lafayette, CA</i>	\$6,250,000.00
W.E. Lyons Construction, Co. <i>Walnut Creek, CA</i>	\$6,216,000.00
West Bay Builders <i>Novato, CA</i>	\$6,653,000.00
Cal Pacific <i>Pacifica, CA</i>	\$6,233,000.00
Sausal Corporation <i>San Leandro, CA</i>	\$6,561,300.00
Alten Construction <i>Richmond, CA</i>	\$6,880,000.00

*: bz 5/2012
Bid Opening for HACA 2012-03 Main Office Remodel and Addition*

HOUSING AUTHORITY OF ALAMEDA COUNTY

AGENDA STATEMENT

Meeting: June 13, 2012

Subject: 2012 Scholarship Program Awards

Exhibits Attached: None

Recommendation: Approve the 2012 HACA Scholarship Awards

Financial Statement: \$13,250 included in 2011-2012 budget

DISCUSSION AND ANALYSIS

This year, 19 scholarship applications were submitted to your Commission's Scholarship Committee (Commissioners Biddle, Cashmere, Gacoscos and Gerry) for their review, and a phone meeting with Commissioners Biddle, Cashmere and Gacoscos was held on April 30 to discuss their selections.

The Scholarship Committee ranked applicants based on the content of their applications, particularly their personal essays, and the applicants' grade point averages. They selected 11 applicants to receive scholarship awards. In accordance with Commission policy, the amounts awarded are based on the type of schools the applicants are attending or plan to attend. Since the total amount of these 11 scholarships did not exceed the budgeted amount of \$15,000, the Scholarship Committee elected to use some of the remaining monies to provide \$250 dollar scholarships to six additional applicants whose applications satisfactorily demonstrated merit and/or need.

The Scholarship Committee recommends the award of 17 scholarships, as shown below, totaling \$13,250. If your Commission approves these, staff will ask the scholarship recipients to attend your July Commission meeting to receive their awards.

2012 HACA Scholarship Award Recommendations

First Name	Field/Major	School	Award
DeAnn Agnew	Social Work	Community College	\$750
Lucille Barker	Nursing/Healthcare	Cal State East Bay	\$1,250
Danielle Barr	Sociology/Social Work	Cal State East Bay	\$1,250
Cristal Bowman	Dental Hygiene/Nursing	Las Positas College	\$750
Marie Cross	Nursing	Contra Costa College	\$750
Shjondel Curtis	Finance/Accounting	Texas Southern University	\$1,750
Lanisha Griffin	Human Services	University of Phoenix	\$1,000
Janelle Nelson	Health Science	Cal State East Bay	\$1,250
Herman Ortega	EMT/First Responder	Chabot/Las Positas College	\$750
Andrea Robinson	Healthcare Administration	Cal State East Bay	\$1,250
Jasmine Valentine-Brooks	Criminal Justice	Colorado Tech University	\$1,000

2012 HACA Scholarship Award Recommendations (Continued)

First Name	Field/Major	School	Award
Donna Anderson	Human Development	Las Positas College	\$250
Tashauna Burnette	Sociology	Will advise – graduating High School in June 2012	\$250
Shawna Madamba	GED exam preparation & GED exam	N/A	\$250
Sitome Mebrahtu	Project Management	Cal State East Bay	\$250
Kimani Washington	Philosophy	Laney Community College	\$250
LaMika Williams	Nursing	Dillard/Delaware State/Sac State	\$250

Your Commission may note that some recipients list more than one school or haven't yet selected a school. No scholarship funds will be paid until staff receives verification of the school to be attended.

HOUSING AUTHORITY OF THE COUNTY OF ALAMEDA

AGENDA STATEMENT

Meeting: June 13, 2012

Subject: Nominating Committee
Exhibits Attached: None
Recommendation: Appoint a Nominating Committee

DISCUSSION AND ANALYSIS

Your Commission must appoint a Nominating Committee to select candidates for the positions of Chairperson and Vice-Chairperson. While the Bylaws stipulate that the Chairperson can serve no more than two (2) successive full terms, they do not specify the number of terms the Vice-Chairperson can serve.

At the July meeting, the Nominating Committee will be asked to present the candidates it has selected and an election will be held. The newly-appointed officers will take office immediately and the new Chairperson will chair the July meeting.

The current Chairperson is Christine Steiner and Ursula Reed is the Vice-Chairperson. As this is Christine’s second successive term, she is not eligible to continue as Chairperson.

HOUSING AUTHORITY OF ALAMEDA COUNTY

AGENDA STATEMENT

Meeting: June 13, 2012

Subject: Procurement Awards

Exhibits Attached: None

Recommendation: Information only

Financial Statement: As indicated below

BACKGROUND

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

DISCUSSION AND ANALYSIS

On May 4, 2012, the Housing Authority issued an Invitation For Bids to remodel a three-bedroom residence at 33882 Eighth Street, Union City. The scope of work included a complete remodel of the bathrooms and kitchen, replacement of all doors, windows, flooring and HVAC systems as well as some asbestos abatement and exterior work. The bid was awarded on May 21, 2012 and a contract was executed with Bay Cities Construction, Oakland, CA. The amount of the contract was \$31,000. Funding for this work comes from the Public Housing Capital Fund budget.

On May 4, 2012, the Housing Authority issued an Invitation For Bids to remodel a three-bedroom residence at 33884 Eighth Street, Union City. The scope of work included a complete remodel of the bathrooms and kitchen, replacement of all doors, windows, flooring and HVAC systems as well as some asbestos abatement and exterior work. The bid was awarded on May 21, 2012 and a contract was executed with Bay Cities Construction, Oakland, CA. The amount of the contract was \$30,900. Funding for this work comes from the Public Housing Capital Fund budget.

On March 27, 2012, a Purchase Order was executed with RDI Consulting, Valley Village, CA, to provide software upgrades and support to the Housing Authority's Accounting software, Visual AccountMate. The amount of the Purchase Order was \$29,400. Funding for this work comes from the Housing Choice Voucher operating budget.

QUARTERLY
BUDGET STATUS REPORT
Quarter Ended March 31, 2012

HOUSING AUTHORITY OF ALAMEDA COUNTY
Financial Status Report for the Quarter Ending March 31, 2012

	<u>Low Rent Public Housing</u>	<u>Housing Choice Vouchers</u>	<u>Housing Development Fund</u>	<u>Park Terrace</u>	<u>Ocean Avenue</u>	<u>Totals</u>
<u>Operating revenues</u>						
Rental revenue - tenants	\$ 655,402	\$ -	\$ 95,333	\$ 87,752	\$ 53,190	\$ 891,677
Other revenue	11,664	-	5,000	16	1,045	17,725
Total operating revenues	<u>667,066</u>	<u>-</u>	<u>100,333</u>	<u>87,768</u>	<u>54,235</u>	<u>909,402</u>
<u>Operating expenses</u>						
Administration	669,354	5,908,985	25,480	25,268	18,888	6,647,975
Tenant service	8,642	-	-	0	0	8,642
Utilities	114,615	-	39,625	0	6,060	160,300
Ordinary maintenance and operations	638,000	-	78,376	25,186	3,256	744,818
General expenses	104,058	137,844	3,245	945	851	246,942
Total operating expenses	<u>1,534,668</u>	<u>6,046,829</u>	<u>146,726</u>	<u>51,399</u>	<u>29,055</u>	<u>7,808,677</u>
Operating (loss)	<u>(867,602)</u>	<u>(6,046,829)</u>	<u>(46,393)</u>	<u>36,369</u>	<u>25,180</u>	<u>(6,899,275)</u>
<u>Non-operating revenues</u>						
HUD PHA grants	737,387	5,421,967	-	-	-	6,159,354
Capital grants	0	-	-	-	-	0
Other revenue	55,538	195,257	0	0	836	251,631
Investment income	7,874	3,254	25,293	1,987	1,454	39,862
Total non-operating revenues	<u>800,799</u>	<u>5,620,478</u>	<u>25,293</u>	<u>1,987</u>	<u>2,290</u>	<u>6,450,847</u>
Income/(loss)	\$ (66,803)	\$ (426,351)	\$ (21,100)	\$ 38,356	\$ 27,470	\$ (448,428)
Cost of early retirement included in Net Loss		459,282				459,282
Adjusted Income/(Loss)	\$ (66,803)	\$ 32,931	\$ (21,100)	\$ 38,356	\$ 27,470	\$ 10,854
Unrestricted Net Assets balance 7/1/11	\$ 1,279,237	\$ 2,868,795	\$ 12,043,294	\$ 912,163	\$ 670,388	\$ 17,773,877

PROGRAM ACTIVITY **REPORT**

HOUSING AUTHORITY OF THE COUNTY OF ALAMEDA

AGENDA STATEMENT

Meeting: June 13, 2012

Subject: Programs Activity Report

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

Recommendation: Receive Report

Financial Statement: None

SECTION 8 HOUSING CHOICE VOUCHERS

- **Lease-Up:** As of June 1, 2012, the Section 8 Housing Choice Voucher program had 5,804 units under contract. The fiscal year-to-date lease-up average is 98.41% units. The budget authority use average through April 2012 is 99.9%.
- **Program Utilization:** As of June 1, 2012, the average HAP subsidy is \$1,046 and the average tenant-paid rent portion is \$395 for an average Contract Rent of \$1,441.
 - ❖ As of June 1, 2012 HACA had 94 outgoing billed portability contracts (i.e., HACA voucher holders who are housed in another housing authority's jurisdiction).
 - ❖ As of June 1, 2012 HACA billed other housing authorities, primarily the Oakland Housing Authority, for 1,648 incoming portability contracts. HACA receives only 80% of the HUD-authorized Administrative Fee for billed incoming portability contracts.
- **Section 8 Contract Report:** A copy of the Contract Report is attached.
- **Fraud / Debt Recovery:** HACA retained \$4,775.82 in fraud and debt recovery payments for the month of April 2012 and \$3,501.32 for the month of May 2012. A total of \$26,685.55 was retained over the last six months.

HACA retained \$520.00 in Housing Assistance Payment (HAP) overpayments for the month of April 2012 and \$0 for the month of May 2012. A total of \$1,615.00 was retained over the last six months.

- **Landlord Rental Listings:** As of June 1, 2012 there were 1,552 landlords with properties in HACA's jurisdiction utilizing the *GoSection8* rental listing service. There were 4 new landlords added to the Section 8 program this month. There were 64 active properties listed.

FAMILY SELF SUFFICIENCY (FSS)

The FSS Program continued the financial literacy training curricula for participants in April with a seminar on home buying. Thirty-one participants attended. The level of interest in home buying has increased as more homes have become affordable in our area. In April, another of our FSS participants was able to purchase a home in Hayward with the assistance of the Section 8 Homeownership program. An important emphasis in our FSS Program remains the preparation of families to take on the responsibility of home ownership by improving their credit and developing a workable spending and savings plan.

The FSS Health and Information Fair has been rescheduled to July 14 so that we can take advantage of the current building. It proved very difficult to locate a suitable site for the Fair because of the space and time requirements. Staff is beginning to receive confirmations from vendors invited to participate in this year's Fair and anticipates 20 to 25 vendors in all will participate this year. Please plan to drop by on July 14th to see the Art Contest in action and visit the tables of the service providers.

PUBLIC HOUSING

- **Occupancy:** As of June 1, 2012, the Public Housing program had 173 of 182 units leased and has a 96.58% fiscal year-to-date lease up rate. The lower number of leased units is due to the fact that we are removing some of the units from the Public Housing program and converting them to Section 8 Project-Based Vouchers and some families have chosen to move with a voucher rather than remain in their former Public Housing unit.

Housing Authority of the County of Alameda

SECTION 8 CONTRACTS AND HAP REPORT FOR THE MONTH OF: APRIL 2012

City	Certificates		Vouchers		April 2012 TOTALS		April 2011	April 2010
	Number	HAP*	Number	HAP**	Number	HAP		
Albany	-	\$ -	39	\$ 40,833	39	\$ 40,833	45	42
Castro Valley	14	\$ 12,334	233	\$ 243,951	247	\$ 256,285	252	258
Dublin	2	\$ 1,762	299	\$ 313,053	301	\$ 314,815	283	245
Emeryville	6	\$ 5,286	108	\$ 113,076	114	\$ 118,362	97	95
Fremont	28	\$ 24,668	1,398	\$ 1,463,706	1,426	\$ 1,488,374	1,428	1,441
Hayward	113	\$ 99,553	2,464	\$ 2,579,808	2,577	\$ 2,679,361	2,466	2,408
Newark	2	\$ 1,762	280	\$ 293,160	282	\$ 294,922	297	294
Pleasanton	4	\$ 3,524	156	\$ 163,332	160	\$ 166,856	163	150
San Leandro	15	\$ 13,215	1,408	\$ 1,474,176	1,423	\$ 1,487,391	1,368	1,328
San Lorenzo	2	\$ 1,762	220	\$ 230,340	222	\$ 232,102	200	200
Union City	4	\$ 3,524	765	\$ 800,955	769	\$ 804,479	719	713
TOTALS	190	\$167,390	7,370	\$7,716,390	7,560	\$7,883,780	7,318	7,174

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

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

Housing Authority of the County of Alameda

SECTION 8 CONTRACTS AND HAP REPORT FOR THE MONTH OF: MAY 2012

City	Certificates		Vouchers		May 2012 TOTAL		May 2011	May 2010
	Number	HAP*	Number	HAP**	Number	HAP		
Albany	-	\$ -	39	\$ 40,794	39	\$ 40,794	45	43
Castro Valley	14	\$ 12,334	232	\$ 242,672	246	\$ 255,006	254	259
Dublin	2	\$ 1,762	297	\$ 310,662	299	\$ 312,424	289	249
Emeryville	7	\$ 6,167	111	\$ 116,106	118	\$ 122,273	98	95
Fremont	28	\$ 24,668	1,399	\$ 1,463,354	1,427	\$ 1,488,022	1,429	1,432
Hayward	113	\$ 99,553	2,473	\$ 2,586,758	2,586	\$ 2,686,311	2,496	2,419
Newark	2	\$ 1,762	281	\$ 293,926	283	\$ 295,688	294	298
Pleasanton	4	\$ 3,524	152	\$ 158,992	156	\$ 162,516	163	150
San Leandro	15	\$ 13,215	1,400	\$ 1,464,400	1,415	\$ 1,477,615	1,382	1,326
San Lorenzo	2	\$ 1,762	220	\$ 230,120	222	\$ 231,882	207	197
Union City	4	\$ 3,524	769	\$ 804,374	773	\$ 807,898	732	711
TOTALS	191	\$168,271	7,373	\$7,712,158	7,564	\$7,880,429	7,389	7,179

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

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

HOUSING AUTHORITY OF THE COUNTY OF ALAMEDA

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

City	Number of HAP Contracts	Average Contract Rent	Average HAP Paid by HACA	Average Rent Paid by Family	Average Family-Paid Rent as a Percentage of Average Contract Rent
Albany	39	\$1,311	\$1,020	\$291	22%
Castro Valley	232	\$1,356	\$934	\$422	31%
Dublin	298	\$1,605	\$1,222	\$383	24%
Emeryville	108	\$1,230	\$834	\$396	32%
Fremont	1,395	\$1,558	\$1,131	\$427	27%
Hayward	2,465	\$1,344	\$974	\$369	27%
Newark	279	\$1,798	\$1,293	\$505	28%
Pleasanton	155	\$1,355	\$976	\$378	28%
San Leandro	1,399	\$1,362	\$983	\$379	28%
San Lorenzo	217	\$1,610	\$1,191	\$420	26%
Union City	764	\$1,612	\$1,183	\$429	27%

*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: JUNE 2012

City	Number of HAP Contracts	Average Contract Rent	Average HAP Paid by HACA	Average Rent Paid by Family	Average Family-Paid Rent as a Percentage of Average Contract Rent
Albany	39	\$1,311	\$1,016	\$295	23%
Castro Valley	233	\$1,356	\$932	\$425	31%
Dublin	299	\$1,604	\$1,214	\$390	24%
Emeryville	111	\$1,228	\$823	\$405	33%
Fremont	1,397	\$1,559	\$1,123	\$435	28%
Hayward	2,474	\$1,346	\$968	\$378	28%
Newark	282	\$1,801	\$1,301	\$500	28%
Pleasanton	151	\$1,355	\$968	\$386	28%
San Leandro	1,400	\$1,363	\$985	\$378	28%
San Lorenzo	219	\$1,614	\$1,177	\$437	27%
Union City	772	\$1,619	\$1,191	\$428	26%

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

11-12

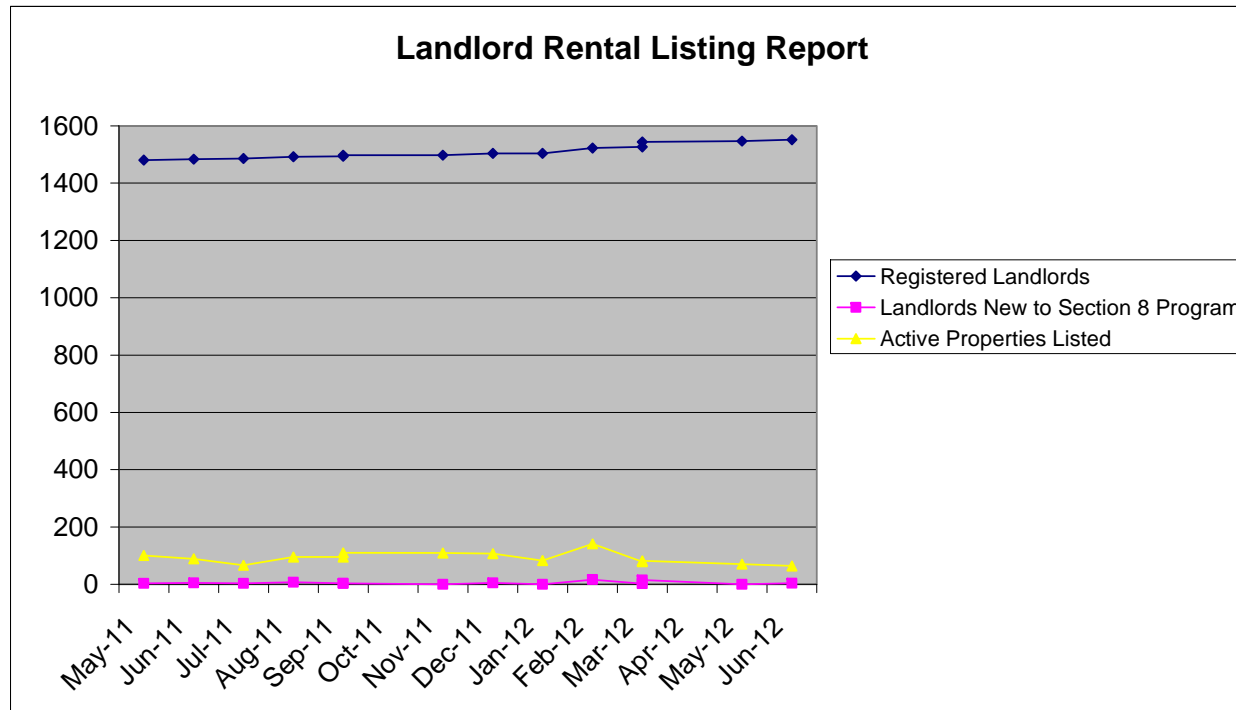
DEBT COLLECTIONS
FYE 06/30/12

	JULY	AUGUST	SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER	JANUARY	FEBRUARY	MARCH	APRIL	MAY	JUNE	GRAND TOTALS
<i>DAMAGE CLAIMS</i>	\$0.00	\$0.00	\$0.00	\$0.00	\$50.00	\$0.00	\$0.00	\$0.00	\$40.00	\$0.00	\$0.00		\$90.00
<i>FRAUD REPAYMENTS</i>	\$6,603.63	\$13,226.48	\$3,941.52	\$4,775.18	\$2,952.94	\$4,563.48	\$8,239.96	\$2,896.79	\$ 2,708.18	\$4,775.82	\$3,501.32		\$58,185.30
<i>HAP OVERPAYMENTS</i>	\$200.00	\$350.00	\$343.00	\$200.00	\$135.00	\$135.00	\$690.00	\$135.00	\$ 135.00	\$520.00	\$0.00		\$2,843.00
TOTALS	\$6,803.63	\$13,576.48	\$4,284.52	\$4,975.18	\$3,137.94	\$4,698.48	\$8,929.96	\$3,031.79	\$2,883.18	\$5,295.82	\$3,501.32	\$0.00	\$61,118.30

Landlord Rental Listing Report

Monthly

	5/2/11	6/1/11	7/1/11	8/1/11	9/1/11	9/29/11	11/1/11	12/1/11	1/3/12	2/1/12	3/1/12	3/29/12	5/1/12	6/1/12
Registered Landlords	1481	1484	1486	1492	1494	1498	1498	1504	1504	1523	1527	1544	1547	1552
Landlords New to Section 8 Program	3	5	3	7	3	3	0	5	0	16	2	15	0	4
Active Properties Listed	101	89	66	95	95	110	109	107	83	141	79	82	70	64





To: Christine Gouig, Executive Director
From: Sharon DeCray, HAFS Manager
Re: **FSS Program Summary**
CC: Ron Dion, Linda Evans, Phyllis Harrison, Mary Sturges
Date: May 1, 2012

Program Summary	April 2012
Total Clients Under Contract:	179
Graduates:	1
Escrow Disbursed:	\$14,153.49
Ports In:	0
Ports Out:	0
Terminations:	4
New Contracts:	0

FSS PROGRAM NEWS:

FSS Grant Application

The FSS Department and Jennifer Cado prepared and submitted the 2012 grant application. We were notified that the application was received on time. We anticipate receiving notice in August or September as to whether we will be funded.

Section 8 Homeownership

HACA has a new Section 8 homeowner. Priscilla Vaughn was able to purchase a brand new 4 bedroom, 2 ½ bath townhome in the city of Hayward. Ms. Vaughn moved into her new home on April 1, 2012 and is extremely satisfied as a new homeowner. She stated that she never thought her dream of having a place to call her own would come true, and thanked HACA for having a homeownership program.

Workshops

On Saturday, April 20, 2012, Operation Hope facilitated a homeownership/credit repair workshop. Operation Hope is an organization based at the One Stop Center and is part of our partnership with the Workforce Investment Board programs. Participants received information on how to:

- Get a free credit report
- Access free credit & money management counseling
- Establish & rebuild credit
- Dispute inaccurate information
- Obtain the minimum credit score for mortgage approval
- Obtain a mortgage

Thirty one participants enrolled and all 31 attended.

Upcoming Events

The FSS Department has scheduled Saturday, July 14, 2012 for our annual Health and Resource Fair. The date was moved up so that it could still be held in HACA's current office before we move. The Fair is an opportunity that allows FSS participants and their families to come out and meet face to face with various vendors from the community. For the past three years we have also participated in NAHRO's "What Home Means to Me" poster contest. During the Fair, children draw pictures connected to the theme and receive a free backpack with school supplies when they finish their poster. It's always an exciting event and the participants look forward to attending each year.

Referrals

Case Management=56



To: Christine Gouig, Executive Director
From: Sharon DeCray, HAFS Manager
Re: **FSS Program Summary**
CC: Ron Dion, Linda Evans, Phyllis Harrison, Mary Sturges
Date: June 1, 2012

Program Summary	May 2012
Total Clients Under Contract:	175
Graduates:	3
Escrow Disbursed:	\$20,814.87
Ports In:	0
Ports Out:	0
Terminations:	1
New Contracts:	0

FSS PROGRAM NEWS:

Health and Resource Fair

FSS staff is working to finalize the details of our annual Health and Resource Fair. The event will happen on Saturday, July 14 in the HACA court yard and Board Room. So far, we have confirmed the following vendors and are expecting many more confirmations:

- Planned Parenthood
- Eden I & R
- Child Family Community Services Inc.
- Alameda County Food Bank
- Hayward Fire Department
- Healthy Oakland

Upcoming Workshops

On Tuesday June 5th and Tuesday June 12th, Meriwest Credit Union will facilitate Money Management I & II workshops. The free workshops will cover topics such as:

- Managing credit
- Protecting your credit score
- What action to take if your wallet is lost or stolen
- Accessing free credit reports from all three bureaus
- Fighting back against identity thieves
- Creating a monthly budget
- Smart spending
- Emergency financial planning

Funding Update

Meriwest Credit Union has just recommended our FSS Program for a Federal Home Loan Bank AHEAD grant of \$50,000 in recognition of the program's success in offering and promoting financial literacy and employment activities. The grant request was submitted on June 1 and we hope to learn whether we are awarded these funds in July.

Participant Spotlight

Recently, one of our FSS participants shared great news with the FSS staff about her son and thanked us for having a FSS program. Her son was a recipient of the HACA Scholarship in 2011. Here is a quote from her, *"My son... a sophomore at TSU, is a member of the Texas Southern University Debate Team, a Board Member for the Collegiate 100 Black Men of America, secretary of the National Society of Collegiate Scholars, member of the National Association of Black Accountants (not the "Dean's List") but he's on the President's List at Texas Southern University, a 2010 Ronald McDonald House of Charities Scholar, Housing Authority of Alameda County Scholarship recipient of 2011, a Delta Sigma Theta Hayward-Tri-City Chapter Scholar... Just to share a few accomplishments... I am sooooo proud of him!!!"*

A recent graduate of the FSS program also sent this letter to the FSS staff, *"It brings to me great honor to write this letter of appreciation to the Family Self-Sufficiency Program at the Hayward Housing Authority. I am thankful and grateful for everything that you have done to help me succeed in life. The classes offered were a great resource to help me succeed in life. When I first started the program, I had no idea that I would learn and grasp so much about life. It's because of this experience that I would recommend this program to any individual who needs help with obstacles that are faced in day to day life. I would like to add that it is because of the Family Self-Sufficiency Program that I am very confident that I WILL be a positive role model in my children's life...."*

Referrals

Case Management=71

ATTACHMENT A

HOUSING AUTHORITY OF THE COUNTY OF ALAMEDA
BUDGET STATEMENT OF REVENUES, EXPENSES AND CHANGES IN NET ASSETS
FOR THE FISCAL YEAR ENDING JUNE 30, 2013

	Housing Choice Voucher		Low Rent Public Housing		Housing Development Fund		Park Terrace		Ocean Avenue		Totals	
	Approved 2012	Proposed 2013	Approved 2012	Proposed 2013	Approved 2012	Proposed 2013	Approved 2012	Proposed 2013	Approved 2012	Proposed 2013	Approved 2012	Proposed 2013
Housing Assistance Payments (HAP)												
HUD PHA grants-HAP	73,634,716	74,365,140									73,634,716	74,365,140
HAP expense		76,268,304										76,268,304
Addition to/(Use of) Reserves		(1,903,164)										(1,903,164)
Estimated Net Restricted Asset (NRA) balance at 7/1/12		7,447,464										7,447,464
Estimated Net Restricted Asset (NRA) balance at 6/30/13		5,544,300									-	5,544,300
Operating Income												
Rental revenue - tenants	-	-	804,948	533,610	143,000	84,000	118,698	119,088	64,009	70,300	1,130,655	806,998
Other revenue -tenants	-	-	5,000	5,000	-	-	300	300	500	500	5,800	5,800
HUD PHA grants	7,270,973	6,905,311	645,222	579,599	-	-	-	-	-	-	7,916,195	7,484,910
Capital Fund grants	-	-	169,275	258,378	-	-	-	-	-	-	169,275	258,378
Other revenue	345,040	208,000	68,891	70,764	5,000	5,000	-	-	500	500	419,431	284,264
Transfer of income fr Mission office	-	-	11,217	60,000	(11,217)	(60,000)	-	-	-	-	-	-
Investment income	3,600	3,600	2,026	2,200	38,000	38,000	1,350	1,900	990	990	45,966	46,690
Total	7,619,613	7,116,911	1,706,579	1,509,551	174,783	67,000	120,348	121,288	65,999	72,290	9,687,322	8,887,040
Operating Expenses		-7%		-13%		-161%		1%		9%		-9%
Administrative salaries	4,391,400	4,362,145	383,445	233,093	-	-	-	-	-	-	4,774,845	4,595,238
Administrative expenses	1,077,012	1,161,477	167,363	116,368	23,567	24,422	35,282	36,274	26,022	26,683	1,329,246	1,365,224
Tenant service	-	-	13,000	13,000	-	-	-	-	-	-	13,000	13,000
Utilities	-	-	143,199	143,199	54,660	55,038	500	500	6,367	8,690	204,726	207,427
Maintenance Salaries	-	-	139,820	69,983	-	-	-	-	-	-	139,820	69,983
Maintenance Services	-	-	530,512	658,118	134,273	102,104	53,776	49,588	21,050	21,500	739,611	831,310
General expenses	204,029	201,590	148,887	121,754	4,695	3,704	2,200	2,500	1,000	1,200	360,811	330,748
Employee Benefits	2,195,700	2,224,693	261,633	154,569	-	-	-	-	-	-	2,457,333	2,379,262
Total	7,868,141	7,949,905	1,787,859	1,510,084	217,195	185,268	91,758	88,862	54,439	58,073	10,019,392	9,792,192
		1%		-18%		-17%		-3%		6%		-2%
Unfunded 2012 FSS-Use of reserves		(158,607)										
Unspecified Cost Reduction		(674,387)										
Capital Expenditure-Transfer of Reserve				500,000			35,000			(500,000)		-
Budgeted Income (Loss)	(248,528)	(832,994)	(81,280)	(533)	(42,412)	(118,268)	28,590	32,426	11,560	14,217	(332,070)	(905,152)
Unrestricted Net Assets - est. bal. 7/1/12		2,297,198		1,092,034		12,015,161		963,303		706,700		17,074,396
Unrestricted Net Assets - budgeted bal. 6/30/13		1,464,204		1,091,501		11,896,893		995,729		220,917		15,669,244

HOUSING AUTHORITY OF THE COUNTY OF ALAMEDA
Schedule of Administrative Expenses
FOR THE FISCAL YEAR ENDING JUNE 30, 2013

Administrative Expenses	Housing Choice Voucher		Low Rent Public Housing		Housing Development Fund		Park Terrace		Ocean Avenue		Totals	
	Approved 2012	Proposed 2013	Approved 2012	Proposed 2013	Approved 2012	Proposed 2013	Approved 2012	Proposed 2013	Approved 2012	Proposed 2013	Approved 2012	Proposed 2013
Legal Fees	60,000	60,000	13,000	13,000					2,000	2,000	75,000	75,000
Staff Training	19,600	24,400	1,500	1,500							21,100	25,900
Mileage Payments	12,000	12,000	2,000	2,000							14,000	14,000
Conference Travel	16,289	16,797									16,289	16,797
Auditing Fees	21,000	21,000	10,073	10,073							31,073	31,073
Office Bldg. Expenses	143,000	84,000									143,000	84,000
Office Supplies	70,000	70,000	2,000	2,000							72,000	72,000
Copier expense	16,000	16,000									16,000	16,000
Non-Cap Furn & Eqpt	3,000	3,000	1,000	1,000							4,000	4,000
Admin. Vehicles	15,000	15,000									15,000	15,000
Publications-	15,000	15,000	1,000	1,000							16,000	16,000
Recruitment exp	5,000	5,000									5,000	5,000
Membership Dues	27,000	27,000	-	-							27,000	27,000
Telephone	60,000	60,000	5,000	5,000							65,000	65,000
Contract/Consultant Svcs	202,815	309,980	1,595	1,595			1,000	1,000			205,410	312,575
Computer Software Svcs	127,361	137,352	4,000	4,000							131,361	141,352
Computer svcs-disaster	20,256	5,256									20,256	5,256
Non-Cap Furn & Eqpt-MIS	44,705	85,362									44,705	85,362
Leases or Rentals	20,800	20,800	1,500	1,500							22,300	22,300
Equipment Maintenance	3,087	3,087									3,087	3,087
Postage	106,022	106,022	1,000	1,000							107,022	107,022
Printing	57,477	52,821	1,500	1,500							58,977	54,321
Commission Meetings	6,600	6,600	1,200	1,200							7,800	7,800
Miscellaneous	5,000	5,000	20,000	20,000	5,000	5,000	500	500	1,500	1,500	32,000	32,000
Relocation Costs			50,995	-							50,995	-
Relocation Contract Cost			50,000	50,000							50,000	50,000
Scholarship expense					12,750	12,750					12,750	12,750
Fee for service					5,817	6,672	33,782	34,774	22,522	23,183	62,121	64,629
TOTAL	1,077,012	1,161,477	167,363	116,368	23,567	24,422	35,282	36,274	26,022	26,683	1,329,246	1,365,224
		7%		-44%		4%		3%		2%		3%

HOUSING AUTHORITY OF THE COUNTY OF ALAMEDA
Schedule of Maintenance Expenses
FOR THE FISCAL YEAR ENDING JUNE 30, 2013

Maintenance Expenses	Housing Choice Voucher		Low Rent Public Housing		Housing Development Fund		Park Terrace		Ocean Avenue		Totals	
	Approved 2012	Proposed 2013	Approved 2012	Proposed 2013	Approved 2012	Proposed 2013	Approved 2012	Proposed 2013	Approved 2012	Proposed 2013	Approved 2012	Proposed 2013
Materials												
Grounds & Gardening			-	-							-	-
Paint & Supplies			2,740	2,740							2,740	2,740
Repair Parts			38,468	38,468			1,000	1,000	500	500	39,968	39,968
Appliances & Fixtures			19,679	19,679			2,000	2,388	1,500	1,500	23,179	23,567
Locks and Keys			1,293	1,293							1,293	1,293
Miscellaneous			1,778	1,778							1,778	1,778
Maintenance & Contracts												
Vehicles			15,000	15,000							15,000	15,000
Garbage Service			63,263	63,263	13,261	10,536			1,050	1,300	77,574	75,099
Repair Contractors			244,374	389,317	63,860	52,854	14,328	10,000	15,000	15,000	337,562	467,171
Communications			500	500							500	500
Equipment Repair/Rental			477	477							477	477
Window Coverings			4,096	4,096			1,200	1,200	1,000	1,000	6,296	6,296
Condo Fees			17,337	-			35,248	35,000			52,585	35,000
Landscape Services			76,507	76,507	10,873	7,336			1,000	1,200	88,380	85,043
Maintenance Shop			10,000	10,000							10,000	10,000
Miscellaneous			35,000	35,000	46,279	31,378			1,000	1,000	82,279	67,378
TOTAL	-	-	530,512	658,118	134,273	102,104	53,776	49,588	21,050	21,500	739,611	831,310
				19%		-32%		-8%		2%		11%

HOUSING AUTHORITY OF THE COUNTY OF ALAMEDA
Schedule of General Expenses
FOR THE FISCAL YEAR ENDING JUNE 30, 2013

General Expenses	Housing Choice Voucher		Low Rent Public Housing		Housing Development Fund		Park Terrace		Ocean Avenue		Totals	
	Approved 2012	Proposed 2013	Approved 2012	Proposed 2013	Approved 2012	Proposed 2013	Approved 2012	Proposed 2013	Approved 2012	Proposed 2013	Approved 2012	Proposed 2013
General Liability Insurance	30,000	30,000	2,500	2,500							32,500	32,500
Auto Insurance	5,000	5,000	2,500	2,500			200	200			7,700	7,700
Worker's Compensation	142,029	139,590	52,712	52,712							194,741	192,302
Unemployment	27,000	27,000	2,000	2,000							29,000	29,000
Property Insurance	-	-	21,000	21,000	2,522	3,704	1,000	1,300	1,000	1,200	25,522	27,204
Payment in Lieu of Taxes			66,175	39,042							66,175	39,042
Collection Loss			1,000	1,000							1,000	1,000
Miscellaneous			1,000	1,000	2,173	-	1,000	1,000			4,173	2,000
Property Mgmt Fee												
TOTAL	204,029	201,590	148,887	121,754	4,695	3,704	2,200	2,500	1,000	1,200	360,811	330,748
		-1%		-22%		-27%		12%		17%		-9%