



HOUSING COMMISSION AGENDA

Regular Meeting: August 8, 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, August 2, 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.*

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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>		
3. APPROVAL OF THE MINUTES OF THE JULY 11, 2012 MEETING	ACTION	2
4. PUBLIC COMMENT		
On matters not on the Agenda		
5. NEW BUSINESS		
5-1. Resolution Approving the Section Eight Management Assessment Program (SEMAP) Certification	ACTION	8
5-2. Revisions to the Section 8 Administrative Plan	ACTION	12
5-3. Family Self-Sufficiency 2012 Health and Resource Fair	PRESENTATION	14
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MINUTES

July 11, 2012

**HOUSING COMMISSION MINUTES
REGULAR MEETING: JULY 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 8:01 a.m.

Roll Call

Present: Cmr. Biddle, Gacoscas, Gerry, Haddock, Josefa, Natarajan, Peixoto and Steiner

Entered after roll call: Cmr. Apodaca, Asher and Cashmere

Excused: Cmr. Reed

2. EXECUTIVE SESSION

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

The Commission adjourned into an Executive Session at 8:02 a.m. and reconvened in regular session at 8:27 a.m. Chairperson Steiner reported that there were no reportable actions taken in the Executive Session.

3. ELECTION OF OFFICERS

Cmr. Gerry announced that the Nominating Committee selected Cmr. Ursula Reed and Don Biddle as the candidates for the Chairperson and Vice Chairperson positions, respectively. The Commission elected the recommended candidates. Cmr. Biddle chaired the remainder of the meeting as Cmr. Reed was not present. Christine Gouig, Executive Director, thanked Cmr. Steiner for serving as the Commission Chairperson for 2 terms.

Recommendation: Approve the election of Cmr. Ursula Reed as Chairperson and Cmr. Don Biddle as Vice Chairperson.

Motion/Second: Gerry/Natarajan.

Ayes: All

APPROVED AS RECOMMENDED.

4. APPROVAL OF THE MINUTES OF THE JUNE 13, 2012 MEETING

Recommendation: Approve the minutes of the June 13, 2012 meeting as presented.

Motion/Second: Natarajan/Apodaca.

Ayes: All Motion passed.

APPROVED AS RECOMMENDED.

5. PRESENTATION OF THE 2012 HACA SCHOLARSHIP WINNERS

Christine Gouig welcomed the 2012 HACA Scholarship winners to the meeting and Sharon DeCray, HAFS Program Manager, presented the staff report. Several of the scholarship winners were present at the meeting and spoke to the Commission about their goals and achievements.

Comments from the Commission: Cmr. Cashmere introduced herself as one of the members of the 2012 Scholarship Committee and thanked the scholarship winners for sharing their stories with the Commission.

6. PUBLIC COMMENT - On matters not on the Agenda

Barbara Lopez, Gary Jimenez and Sandra Guy commented on HACA's budget. Ms. Lopez submitted correspondence for distribution to the Housing Commissioners.

7. NEW BUSINESS

7-1. ACTION: SALARY FREEZE AND BENEFIT REDUCTION FOR MANAGEMENT EMPLOYEES

Tom Makin, Deputy Director for Operations, presented the staff report. Mr. Makin described the proposed salary freeze and cuts to benefits for HACA's management employees. He explained that these measures are being proposed as part of the unspecified cost reductions reflected in the 2012-2013 fiscal year budget that the Commission had approved in June.

Recommendation: Authorize a salary freeze and benefit reduction for management employees.

Comments from the Commission: Cmr. Peixoto and Mr. Makin discussed the merit system used for HACA's management employees. Cmr. Asher asked what the savings would be from these cost reductions and Mr. Makin said approximately \$23,000. Cmr. Natarajan asked if additional cost reductions that were part of a negotiated labor contract for the represented employees would impact management and Mr. Makin indicated they would.

Public Comment: Barbara Lopez commented on the proposed cost reductions. At the request of Cmr. Gerry, Mr. Makin addressed these comments.

Motion/Second: Haddock/Gacoscos

Ayes: All Motion passed.

APPROVED AS RECOMMENDED.

7-2. ACTION: CANCEL CONTRACT FOR HOUSING SOFTWARE

Tom Makin presented the staff report. Mr. Makin described the multiple problems that have delayed the conversion to the housing software provided by Emphasys Software and explained that it is not feasible for HACA to continue with the conversion process.

Recommendation: Authorize staff to cancel contract with Emphasys and issue a new RFP for housing software.

Comments from the Commission: Cmr. Steiner and Mr. Makin discussed the funding for the housing software and plans for the new RFP. Cmr. Gerry shared his apprehension about Emphasys and discussed the need for a housing software upgrade with Mr. Makin. Cmr. Peixoto and Mr. Makin discussed the contract with Emphasys and Cmr. Natarajan suggested that staff consider pursuing all options available to recover money from Emphasys. Cmr. Cashmere commented on the training for new housing software and how it impacts staff. Cmr. Apodaca and Mr. Makin discussed the next steps that HACA will take to determine if HACA can recover money and how much can be recovered. Cmr. Asher suggested that staff look into any open source software that might be available. Cmr. Biddle and Mr. Makin discussed the timing for the selection of a new software vendor and conversion to their product. Cmr. Asher asked about HACA's existing housing software and Ms. Gouig stated that it is not advisable to keep the existing software since HACA is the only housing authority in the nation that uses it and the company is operated by one person. Jim McRoberts, IT Manager, commented that the number of companies that provide housing software is very limited and that it is particularly challenging to find a vendor that can integrate their software with HACA's ECM system.

Public Comment: Two speakers commented on how the Emphasys housing software training and conversion process affected staff.

Motion/Second: Gacoscos/Gerry.

Ayes: All Motion passed.

APPROVED AS RECOMMENDED.

7-3. INFORMATION: PROCURMENT AWARD INFORMATION

Tom Makin presented the staff report. Mr. Makin reported on the award of a contract for remodeling services in the amount of \$58,565 to TSM construction and the award of 2 contracts for remodeling services in the amount of \$31,900 and \$28,200 to Bay Cities Construction.

Report received with no questions or comments from the Commission.

7-4. INFORMATION: QUARTERLY INVESTMENT PORTFOLIO REPORT FOR THE QUARTER ENDED JUNE 30, 2012

Christine Gouig presented the staff report. Report received with no questions or comments from the Commission.

7-5. INFORMATION: BUDGET STATUS REPORT

Christine Gouig presented the staff report.

Comments from the Commission: Cmr. Biddle asked for historical information related to budget deficits and Cathy Leoncio indicated that she will provide this information at the next Commission meeting.

7-6. INFORMATION: PROGRAM ACTIVITY REPORT

Christine Gouig presented the staff report. Ms. DeCray reminded the Commission about the FSS Health and Resource Fair scheduled for July 14th and encouraged all to attend. Ms. Gouig noted that the Program Activity Report included a story about a family in the public housing program and commented that this story illustrates just how vital affordable housing is.

Comments from the Commission: Cmr. Steiner and Jennifer Cado discussed data related to the number of landlords in the Section 8 program.

8. COMMITTEE REPORTS

None.

9. COMMISSIONER REPORTS

None.

10. COMMUNICATIONS

Ms. Gouig mentioned that staff will do a presentation for a future meeting on the various reports that are provided to the Commission each month.

11. ADJOURNMENT

There being no further business Chairperson Steiner adjourned the meeting at 9:49 a.m.

Respectfully submitted,

Melissa Taesali
Executive Assistant

Christine Gouig
Executive Director/Commission Secretary

Approved:

Ursula Reed
Chairperson

NEW BUSINESS

August 8, 2012

HOUSING AUTHORITY OF THE COUNTY OF ALAMEDA

AGENDA STATEMENT

Meeting: August 8, 2012

Subject: Section Eight Management Assessment Program (SEMAP)

Exhibits Attached: - SEMAP Certification Review 2009-2012
 - Resolution 09-12
 - Attachment A: SEMAP Certification

Recommendation: Adopt a resolution authorizing submission of the SEMAP
 Certification to HUD

Financial Statement: None

BACKGROUND

The Section Eight Management Assessment Program (SEMAP) measures 14 key performance indicators of public housing agencies (PHAs) that administer the Housing Choice Voucher program. By doing so, SEMAP helps HUD target monitoring and assistance to PHAs that need the most improvement.

The 14 indicators of performance show whether PHAs help eligible families to afford decent rental units at a reasonable subsidy cost as intended by federal housing legislation.

The 14 key indicators of PHA performance are:

1. Proper selection of applicants from the Housing Choice Voucher waiting list
2. Sound determination of reasonable rent for each unit leased
3. Establishment of Payment Standards within the required range of the HUD Fair Market Rents
4. Accurate verification of family income
5. Timely annual reexamination of family income
6. Correct calculation of the tenant share of the rent and the housing assistance payment (HAP) made to the landlord
7. Maintenance of a current schedule of allowances for tenant-paid utilities
8. Assurance that units comply with HUD's Housing Quality Standards (HQS) before families enter into leases and PHAs enter into HAP contracts
9. Timely annual HQS inspections
10. Performance of quality control inspections to ensure housing quality
11. Assurance that landlords and tenants promptly correct housing quality deficiencies
12. Assurance that all available Housing Choice Vouchers are used
13. Expansion of housing choice outside areas of poverty or minority concentration
14. Enrollment of families into the Family Self-Sufficiency (FSS) Program and the number of families with escrow accounts

SEMAP scores are based on PHA self-certification, HUD's national database of tenant information, and information from audits conducted annually by independent auditors. Each indicator has points assigned to it, with a total possible point score of 145. HUD annually assigns each PHA a rating on each of the 14 indicators and generates an overall performance ratio of high (90-100%), standard (60-89%), or troubled (less than 60%). Metropolitan PHAs like HACA are also able to earn bonus points for their achievements in encouraging assisted families to choose housing in low poverty areas.

Every PHA must submit its SEMAP Certification within 60 days of the end of its fiscal year. Ours is due by August 29, 2012 as our fiscal year ended June 30th.

DISCUSSION AND ANALYSIS

The attached SEMAP Certification is a product of random sampling done internally by staff at the end of each quarter of the fiscal year July 1, 2011 through June 30, 2012 and data from HUD's national database of tenant information. **HACA's overall rating is "high" with 100% (145 points).**

The table on the following page provides you with a review of HACA's performance under SEMAP for the last four years.

SEMAP Certification Review 2009 to 2012						
Indicator	Indicator Description	Maximum Number of Possible Points	2009 Final Earned Points	2010 Final Earned Points	2011 Final Earned Points	2012 Certification
1	Wait List	15	15	15	15	15
2	Reasonable Rent	20	20	20	20	20
3	Determination of Adjusted Income	20	20	20	20	20
4	Utility Allowance Schedule	5	5	5	5	5
5	HQS Quality Control Inspections	5	5	5	5	5
6	HQS Enforcement	10	10	10	10	10
7	Expanding Housing Opportunities	5	5	5	5	5
8	Payment Standards	5	5	5	5	5
9	Annual Reexaminations	10	5	5	10	10
10	Correct Tenant Rent Calculations	5	5	5	5	5
11	Pre-Contract HQS Inspections	5	5	5	5	5
12	Annual HQS Inspections	10	10	10	10	10
13	Lease-Up	20	20	20	20	20
14	FSS Enrollment & Escrow Accounts	10	10	10	10	10
Earned Points			140	140	145	145
Deconcentration Bonus – Extra 5 Points		5	5	5	5	5
Total Earned Points		145	145	145	150	150
Maximum Number of Points Possible		145	145	145	145	145
FINAL SCORE as a Percentage		100%	100%	100%	100%	100%
RATING			High	High	High	High

HOUSING AUTHORITY OF THE COUNTY OF ALAMEDA

RESOLUTION NO. 09-12

**RESOLUTION APPROVING SECTION EIGHT MANAGEMENT ASSESSMENT PROGRAM
CERTIFICATION AND AUTHORIZING SUBMITTAL OF CERTIFICATION TO THE
U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT**

WHEREAS, the U. S. Department of Housing and Urban Development (HUD) has established a Section Eight Management Assessment Program (SEMAP) to measure the performance of housing authorities that administer the Section 8 Housing Choice Voucher Program; and

WHEREAS, SEMAP requires that housing authorities self-certify performance in connection with the 14 SEMAP indicators; and

WHEREAS, HUD reviews the self-certification and other data available from on-line reporting systems and financial submissions to rank a housing authority's performance and issues a score; and

WHEREAS, the Housing Authority of the County of Alameda has completed its SEMAP analysis for July 1, 2011 – June 30, 2012 and is prepared to submit its certification to HUD;

NOW THEREFORE BE IT RESOLVED, that the Housing Commission does hereby approve and accept the SEMAP certification as presented and authorizes the Executive Director to submit it.

PASSED, APPROVED AND ADOPTED by the Housing Commission of the Housing Authority of the County of Alameda on this 8TH day of August 2012 by the following vote:

AYES:

NOES:

ABSTAIN:

EXCUSED:

ABSENT:

Attest:

Ursula Reed
Housing Commission Chairperson

Christine Gouig
Executive Director/Housing Commission Secretary

Adopted: August 8, 2012

HOUSING AUTHORITY OF ALAMEDA COUNTY

AGENDA STATEMENT

Meeting: August 8, 2012

Subject: Administrative Plan Policy Revisions

Exhibits Attached: Attachment B: Redline summary of policy revisions

Recommendation: Approve proposed policy revisions

Financial Statement: None

BACKGROUND

HACA's Section 8 Housing Choice Voucher (HCV) Program Administrative Plan (Admin Plan) sets forth HACA's policies for administering the Section 8 Program in a manner consistent with HUD requirements and HACA's Agency Plan—its policies, programs, operations, and strategies for meeting local housing needs and goals. HACA's Admin Plan is available for public review.

HACA's Admin Plan is based on the Model Administrative Plan published by Nan McKay and Associates, Inc. (Nan McKay), one of the housing authority industry's most highly regarded training, consulting, and publishing entities. At least annually, Nan McKay publishes updates to its Model Admin Plan that consolidate the HUD mandates issued since Nan McKay's last published revisions and makes various editorial clarifications. The proposed policy revisions to HACA's Admin Plan apply the relevant changes from the Nan McKay Model Administrative Plan.

DISCUSSION and ANALYSIS

Policy revisions are proposed to HACA Admin Plan Chapters 2, 3, 6, 7, 12, 13, 16 and 17. A red-line version of the changes is enclosed. See Attachment B. All policy revisions were necessitated by changes in HUD regulations.

Chapter 2

Added text on pp. 2-3 and 2-4 and changed policy on p. 2-4, all related to additional protections regarding gender identity and sexual orientation.

Chapter 3

Changed text, including adding definitions for *Gender Identity* and *Sexual Orientation*, on p. 3-2.

Chapter 6

Added text, reference, and two policies under ***Equity in Real Property or Other Capital Investments*** on p. 6-23.

Chapter 7

Changed text on p. 7-12 regarding Social Security Numbers.

Chapter 12

Added text to policy under ***Other Good Cause*** on p. 12-22.

Chapter 13

Added new **13-II.G. Foreclosure** section on pp. 13-19 and 13-20 with new policy on p. 13-21.

Chapter 16

Added bullet on p. 16-8.

Chapter 17

Changed reference and deleted text on p. 17-35.

Staff recommends that you approve the revisions to the Admin Plan. Once approved, staff training will be conducted and the revised Plan will be implemented.

HOUSING AUTHORITY OF THE COUNTY OF ALAMEDA

AGENDA STATEMENT

Meeting: August 8, 2012

Subject: 2012 FSS Health and Resource Fair

Exhibits Attached: - Event Write-up
 - List of Participating Vendors

Recommendation: Receive Presentation

BACKGROUND

The annual Family Self-Sufficiency (FSS) Health and Resource Fair was held on July 14th in HACA's courtyard. This year, 18 vendors participated and provided information and referrals on topics ranging from education to alternative and holistic medicine. Over 150 adults and children attended this annual event.

Staff has put together a slideshow showcasing the event and will present this at your meeting. We also prepared the following news release that we will submit to the San Francisco HUD office for inclusion in HUD's quarterly newsletter.

**Alameda County Housing Authority
Family Self Sufficiency Program
2012 Health and Resource Fair**

Excited families were waiting in the parking lot when the gates opened for the Alameda County Housing Authority's Family Self Sufficiency (FSS) 2012 Health and Resource Fair. Within minutes, the Housing Authority's courtyard and meeting rooms were overflowing with attendees. Over 150 adults and children participated in this annual event. The Health and Resource Fair brings together representatives of the county's social service programs, community health clinics, holistic and alternative medicine providers and employers who provided information and service referrals to participants.

The highlight of the day was the arrival of the City of Hayward Fire Department's Station One fire truck. Three firefighters demonstrated fire safety tips for the children. One of the firefighters donned his full gear with helmet and oxygen tank to show the children how he would look and sound in a fire. The children learned that he might look scary in all his gear, but he could still hug them gently and carry them to safety. Once the fire safety demonstration was over, the firefighters raised the ladder high above the upturned heads of the children. Many of the children sat in the fire truck's cab and "drove" the truck. Luis, one of our 8 year old attendees, said that he would like to be a firefighter when he grows up.

The Art Room was the favorite destination for the younger attendees. While their parents visited the information booths, the children spent their time drawing, painting, and making crafts to take home. Each young artist was rewarded with a new backpack filled with school supplies. All of the kids (and some of the adults) took the opportunity to get a tattoo transfer for the day. Two teen volunteers from Arroyo High School in San Lorenzo were the "tattoo artists" who turned hands and faces into butterflies or aliens.

Gloria Brown, Life Coach, was a featured speaker. Gloria's encouragement and insight enabled participants to envision their futures. With her support, FSS families find new ways to overcome obstacles and reach their goals. FSS participants have committed to a five-year plan of action. Through education, training and employment, these families are striving to leave behind government support and become financially independent.

As the event ended, everyone hurried back out to the parking lot in response to the familiar calliope sound of an ice cream truck. Parents left with bags full of information and children had tattoos, backpacks and an ice cream bar!

**Alameda County Housing Authority
Family Self Sufficiency Program
2012 Health and Resource Fair**

Vendors

1. Alameda County Child Support Services
2. Alameda County Food Bank & Food Stamps
3. Alameda County Lead Poisoning Program
4. Alameda County Social Services MediCal
5. Cal Trans
6. Chabot College
7. Child Family & Community Services
8. Eden I & R
9. Employment Opportunities Information Table
10. Face Painting by Arroyo High School (San Lorenzo) Volunteers
11. Gloria Brown - Life Coach
12. Hayward Parks & Recreation
13. Healthy Oakland Clinic
14. Nurse Jones - Blood Pressure Check
15. Oakland Community Acupuncture (nutrition)
16. Planned Parenthood
17. Serenity Complete
18. Tri Cities Clinic

PROGRAM ACTIVITY REPORT

HOUSING AUTHORITY OF THE COUNTY OF ALAMEDA

AGENDA STATEMENT

Meeting: August 8, 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 August 1, 2012, the Section 8 Housing Choice Voucher program had 5,789 units under contract. The fiscal year-to-date lease-up average is 98.04% units. The budget authority use average through June 2012 is 100.2%.
- **Program Utilization:** As of August 1, 2012, the average HAP subsidy is \$1,043 and the average tenant-paid rent portion is \$403 for an average Contract Rent of \$1,446.
 - ❖ As of August 1, 2012 HACA had 102 outgoing billed portability contracts (i.e., HACA voucher holders who are housed in another housing authority's jurisdiction).
 - ❖ As of August 1, 2012 HACA billed other housing authorities, primarily the Oakland Housing Authority, for 1,647 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 \$3,015.90 in fraud and debt recovery payments for the month of June 2012. A total of \$25,137.97 was retained over the last six months.

HACA retained \$0 in Housing Assistance Payments (HAP) overpayments for the month of June 2012. A total of \$1,480 was retained over the last six months.

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

FAMILY SELF SUFFICIENCY (FSS)

Months of planning and preparations came together on July 14th at the Annual FSS Health and Resource Fair. With the help of FSS participants and graduate volunteers, HACA staff support, and the enthusiastic assistance of 5 volunteers from the Arroyo High School in San Lorenzo, approximately 150 adults and children enjoyed the day. Nineteen organizations provided valuable information on employment, health, and community resources. As always, the highlight of the day was the arrival of the Hayward Fire Station One fire truck and firefighters. The FSS Coordinators Phyllis Harrison, Linda Evans and Mary Sturges organized this successful event.

Planning has already begun for "It's Your Time to Shine." This event recognizes the success of FSS participants and the contributions of the growing number of FSS supporters. The FSS Department prepared a request for \$1,500 in grant funding and submitted it at the end of July to Oakland United Methodist Foundation. This grant would cover the cost of food and other supplies for the event.

These two events are designed to showcase and build the FSS community. They create an opportunity for people of similar backgrounds and goals to gather and support one another. They focus on mentoring and achievement through work, education, and networking.

PUBLIC HOUSING

- **Occupancy:** As of August 1, 2012, the Public Housing program had 171 of 172 units leased and has a 99.42% fiscal year-to-date lease up rate.
- **Public Housing Family Profile:** Dyer Senior is the home of 50 senior and disabled households and is located in the Alvarado-Niles area of Union City. The property is comprised of one-story apartments in buildings of four units. Each apartment has one bedroom and one bath. Five of the apartments are designed to house a person or couple with mobility impairments. The property is enhanced by the vegetable and flower gardens planted and tended by the residents.

Since 1993, Dyer Senior has been the home of Mrs. J. As a young child, Mrs. J moved with her family to America from Manila in the Philippines. Mrs. J grew up in Union City and married her high school sweetheart. She and Mr. J raised four daughters in Union City.

When they applied to rent at Dyer Senior, Mr. and Mrs. J were excited to be moving into a new home very close to the homes of two of their daughters, their grandchildren (there are currently six who live locally), and their much-loved church. Mrs. J is now a widow and is 83 years old.

In May of 2000, Mrs. J became the Property Aide at Dyer Senior. She is HACA's "eyes and ears" and, equally important, she is the heart of Dyer Senior.

Mrs. J enthusiastically decorates the Community Room, changing the décor to match the season. Although HACA hires vendors to maintain the common areas, it's not enough for Mrs. J who follows behind the workers, watching and making sure everything is just right for our residents.

In order to foster a spirit of community, HACA encourages the residents at Dyer Senior to use the Community Room to host their guests for private events. Small groups of residents and others meet weekly. Mrs. J handles the calendar and makes sure everyone knows the house rules and that the common areas are left neat and clean.

The residents of Dyer Senior are a diverse group and some are not English proficient. This is not a problem for Mrs. J who communicates effectively with everyone and has a smile for all.

Over the years, Mrs. J has shown exceptional commitment to her home at Dyer Senior. She inspires HACA staff as we strive to make a difference in the lives of the families we serve.

Housing Authority of the County of Alameda

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

	Certificates		Vouchers		July 2012 TOTAL			
City	Number	HAP*	Number	HAP**	Number	HAP	July 2011	July 2010
Albany	-	\$ -	39	\$ 40,599	39	\$ 40,599	45	44
Castro Valley	14	\$ 12,334	228	\$ 237,348	242	\$ 249,682	254	258
Dublin	2	\$ 1,762	296	\$ 308,136	298	\$ 309,898	297	265
Emeryville	6	\$ 5,286	111	\$ 115,551	117	\$ 120,837	107	94
Fremont	29	\$ 25,549	1,382	\$ 1,438,662	1,411	\$ 1,464,211	1,418	1,414
Hayward	112	\$ 98,672	2,471	\$ 2,572,311	2,583	\$ 2,670,983	2,492	2,426
Newark	2	\$ 1,762	279	\$ 290,439	281	\$ 292,201	295	292
Pleasanton	4	\$ 3,524	145	\$ 150,945	149	\$ 154,469	164	156
San Leandro	15	\$ 13,215	1,411	\$ 1,468,851	1,426	\$ 1,482,066	1,394	1,330
San Lorenzo	2	\$ 1,762	216	\$ 224,856	218	\$ 226,618	207	199
Union City	4	\$ 3,524	774	\$ 805,734	778	\$ 809,258	731	720
TOTALS	190	\$167,390.00	7,352	\$7,653,432.00	7,542	\$7,820,822.00	7,404	7,198

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

***Based on an average July Housing Assistance Payment (HAP) of \$1041 per voucher contract*

HOUSING AUTHORITY OF THE COUNTY OF ALAMEDA

Section 8 Average Contract Rent Report for the Month of: AUGUST 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	\$1,354	\$938	\$416	31%
Dublin	295	\$1,603	\$1,216	\$387	24%
Emeryville	111	\$1,228	\$833	\$395	32%
Fremont	1,392	\$1,558	\$1,126	\$433	28%
Hayward	2,465	\$1,345	\$972	\$373	28%
Newark	280	\$1,800	\$1,310	\$490	27%
Pleasanton	148	\$1,348	\$963	\$384	28%
San Leandro	1,399	\$1,363	\$989	\$374	27%
San Lorenzo	217	\$1,622	\$1,186	\$436	27%
Union City	769	\$1,618	\$1,198	\$420	26%

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

11-12

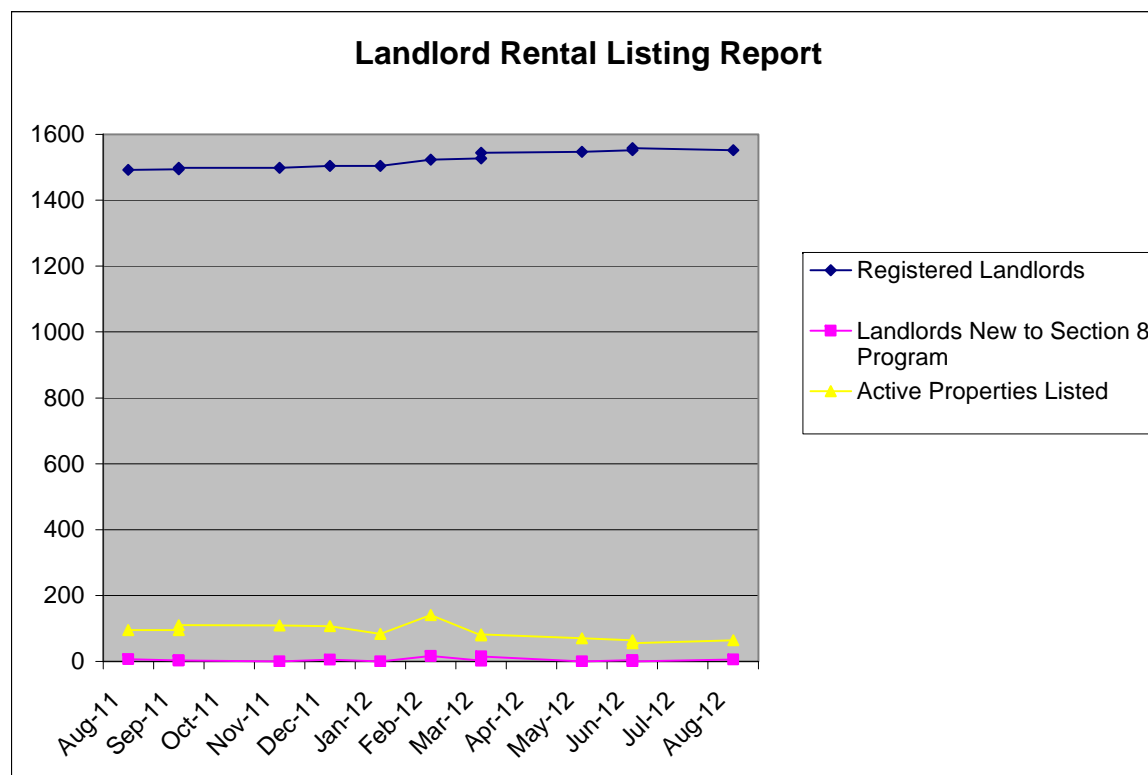
DEBT COLLECTIONS
FYE 06/30/12

	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	\$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	\$3,015.90	\$61,201.20
<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	\$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	\$3,015.90	\$64,134.20

Landlord Rental Listing Report

Monthly

	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	6/29/12	8/1/12
Registered Landlords	1492	1494	1498	1498	1504	1504	1523	1527	1544	1547	1552	1558	1552
Landlords New to Section 8 Program	7	3	3	0	5	0	16	2	15	0	4	0	6
Active Properties Listed	95	95	110	109	107	83	141	79	82	70	64	55	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: July 27, 2012

Program Summary	July 2012
Total Clients Under Contract:	166
Graduates:	4
Escrow Disbursed:	\$35,581.20
Ports In:	0
Ports Out:	1
Terminations:	0
New Contracts:	0

FSS PROGRAM NEWS:

Health and Resource Fair

On Saturday July 14th, the FSS Department held one of its most successful Health and Resource Fairs to date. Forty-six FSS families (over 150 persons) attended and accessed information and referrals from 18 representatives of social service programs, community health clinics, holistic and alternate medicine providers and employers. Life Coach Gloria Brown and Planned Parenthood conducted mini workshops. Children were engaged in face painting, drawing and making crafty items to take home. They received new backpacks with school supplies for their participation in the art project. The Hayward Fire Department Station One attended and gave a brief demonstration on what it would be like to encounter a fire fighter during a fire emergency. The Department also brought a fire truck and let the children sit in the driver's seat. Near the end of the event, attendees received a visit from an ice cream truck and were treated to ice cream bars. Commissioner Don Biddle came out to support the event as well as HACA staff Chris Gouig, Ron Dion, Cathy Leoncio, Melissa Taesali, Daniel Taylor and Beverly Brewer. Eleven FSS participants and five students from Arroyo High School volunteered and helped the FSS staff make the day a great success.

Workshops

FSS is working on a questionnaire to send out to participants in an effort to get their input on workshops they are interested in attending. We plan to schedule workshops for the remainder of the year and include topics that will interest parents and their children.

Referrals: Case Management=62

ATTACHMENT A

Assessment Profile	Reports	Submission
List	Summary	Certification
Field Office:	9APH SAN FRANCISCO HUB OFFICE	
Housing Agency:	CA067 ALAMEDA COUNTY HSG AUTH	
PHA Fiscal Year End:	6/30/2012	
Profile	Comments	

OMB Approval No. 2577-0215

SEMAP CERTIFICATION (Page 1)

Public reporting burden for this collection of information is estimated to average 12 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. This agency may not conduct or sponsor, and you are not required to respond to, a collection of information unless it displays a currently valid OMB control number.

This collection of information is required by 24 CFR sec 985.101 which requires a Public Housing Agency (PHA) administering a Section 8 tenant-based assistance program to submit an annual SEMAP Certification within 60 days after the end of its fiscal year. The information from the PHA concerns the performance of the PHA and provides assurance that there is no evidence of seriously deficient performance. HUD uses the information and other data to assess PHA management capabilities and deficiencies, and to assign an overall performance rating to the PHA. Responses are mandatory and the information collected does not lend itself to confidentiality.

Check here if the PHA expends less than \$300,000 a year in federal awards ☐

Indicators 1 - 7 will not be rated if the PHA expends less than \$300,000 a year in Federal awards and its Section 8 programs are not audited for compliance with regulations by an independent auditor. A PHA that expends less than \$300,000 in Federal awards in a year must still complete the certification for these indicators.

Performance Indicators

1 Selection from Waiting List (24 CFR 982.54(d)(1) and 982.204(a))

a. The HA has written policies in its administrative plan for selecting applicants from the waiting list.

PHA Response ☒ Yes ☐ No

b. The PHA's quality control samples of applicants reaching the top of the waiting list and admissions show that at least 98% of the families in the samples were selected from the waiting list for admission in accordance with the PHA's policies and met the selection criteria that determined their places on the waiting list and their order of selection.

PHA Response ☒ Yes ☐ No

2 Reasonable Rent (24 CFR 982.4, 982.54(d)(15), 982.158(f)(7) and 982.507)

a. The PHA has and implements a reasonable written method to determine and document for each unit leased that the rent to owner is reasonable based on current rents for comparable unassisted units (i) at the time of initial leasing, (ii) before any increase in the rent to owner, and (iii) at the HAP contract anniversary if there is a 5 percent decrease in the published FMR in effect 60 days before the HAP contract anniversary. The PHA's method takes into consideration the location, size, type, quality, and age of the program unit and of similar unassisted units and any amenities, housing services, maintenance or utilities provided by the owners.

PHA Response ☒ Yes ☐ No

b. The PHA's quality control sample of tenant files for which a determination of reasonable rent was required to show that the PHA followed its written method to determine reasonable rent and documented its determination that the rent to owner is reasonable as required for (check one):

PHA Response ☒ At least 98% of units sampled ☐ 80 to 97% of units sampled
☐ Less than 80% of units sampled

3 Determination of Adjusted Income (24 CFR part 5, subpart F and 24 CFR 982.516)

The PHA's quality control sample of tenant files show that at the time of admission and reexamination, the PHA properly obtained third party verification of adjusted income or documented why third party verification was not available; used the verified information in determining adjusted income; properly attributed allowances for expenses; and, where the family is responsible for utilities under the lease, the PHA used the appropriate utility allowances for the unit leased in determining the gross rent for (check one):

PHA Response ☒ **At least 90% of files sampled** ☐ **80 to 89% of files sampled**
 ☐ **Less than 80% of files sampled**

4 Utility Allowance Schedule (24 CFR 982.517)

The PHA maintains an up-to-date utility schedule. The PHA reviewed utility rate data that it obtained within the last 12 months, and adjusted its utility allowance schedule if there has been a change of 10% or more in a utility rate since the last time the utility allowance schedule was revised.

PHA Response ☒ **Yes** ☐ **No**

5 HQS Quality Control (24 CFR 982.405(b))

The PHA supervisor (or other qualified person) reinspected a sample of units during the PHA fiscal year, which met the minimum sample size required by HUD (see 24 CFR 985.2), for quality control of HQS inspections. The PHA supervisor's reinspected sample was drawn from recently completed HQS inspections and represents a cross section of neighborhoods and the work of cross section of inspectors.

PHA Response ☒ **Yes** ☐ **No**

6 HQS Enforcement (24 CFR 982.404)

The PHA's quality control sample of case files with failed HQS inspections shows that, for all cases sampled, any cited life-threatening HQS deficiencies were corrected within 24 hours from the inspection and, all other cited HQS deficiencies were corrected within no more than 30 calendar days from the inspection or any PHA-approved extension, or, if HQS deficiencies were not corrected within the required time frame, the PHA stopped housing assistance payments beginning no later than the first of the month following the correction period, or took prompt and vigorous action to enforce the family obligations for (check one):

PHA Response ☒ **At least 98% of cases sampled** ☐ **Less than 98% of cases sampled**

7 Expanding Housing Opportunities.

(24 CFR 982.54(d)(5), 982.153(b)(3) and (b)(4), 982.301(a) and 983.301(b)(4) and (b)(12))

Applies only to PHAs with jurisdiction in metropolitan FMR areas

Check here if not applicable ☐

a. The PHA has a written policy to encourage participation by owners of units outside areas of poverty or minority concentration which clearly delineates areas in its jurisdiction that the PHA considers areas of poverty or minority concentration, and which includes actions the PHA will take to encourage owner participation.

PHA Response ☒ **Yes** ☐ **No**

b. The PHA has documentation that shows that it took actions indicated in its written policy to encourage participation by owners outside areas of poverty and minority concentration.

PHA Response ☒ **Yes** ☐ **No**

c. The PHA has prepared maps that show various areas, both within and neighboring its jurisdiction, with housing opportunities outside areas of poverty and minority concentration; the PHA has assembled information about job opportunities, schools and services in these areas; and the PHA uses the maps and related

information when briefing voucher holders.

PHA Response ☒ Yes ☐ No

d. The PHA's information packet for certificate and voucher holders contains either a list of owners who are willing to lease, or properties available for lease, under the voucher program, or a list of other organizations that will help families find units and the list includes properties or organizations that operate outside areas of poverty or minority concentration.

PHA Response ☒ Yes ☐ No

e. The PHA's information packet includes an explanation of how portability works and includes a list of neighboring PHAs with the name, address and telephone number of a portability contact person at each.

PHA Response ☒ Yes ☐ No

f. The PHA has analyzed whether voucher holders have experienced difficulties in finding housing outside areas of poverty or minority concentration and, where such difficulties were found, the PHA has considered whether it is appropriate to seek approval of exception payment standard amounts in any part of its jurisdiction and has sought HUD approval when necessary.

PHA Response ☒ Yes ☐ No

Page 1 of 2

SEMAP CERTIFICATION (Page 2)

Performance Indicators

8 Payment Standards(24 CFR 982.503)

The PHA has adopted current payment standards for the voucher program by unit size for each FMR area in the PHA jurisdiction and, if applicable, for each PHA-designated part of an FMR area, which do not exceed 110 percent of the current applicable FMR and which are not less than 90 percent of the current FMR (unless a lower percent is approved by HUD). (24 CFR 982.503)

PHA Response

☒ Yes ☐ No

FMR Area Name

FMR 1 of 11



Enter current FMRs and payment standards (PS)

0-BR FMR	<input type="text" value="980"/>	1-BR FMR	<input type="text" value="1183"/>	2-BR FMR	<input type="text" value="1402"/>	3-BR FMR	<input type="text" value="1901"/>	4-BR FMR	<input type="text" value="2354"/>
PS	<input type="text" value="944"/>	PS	<input type="text" value="1140"/>	PS	<input type="text" value="1462"/>	PS	<input type="text" value="1851"/>	PS	<input type="text" value="2292"/>
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If the PHA has jurisdiction in more than one FMR area, and/or if the PHA has established separate payment standards for a PHA-designated part of an FMR area, add similar FMR and payment standard comparisons for each FMR area and designated area.

FMR Area Name

FMR 2 of 11



Enter current FMRs and payment standards (PS)

0-BR FMR	<input type="text" value="980"/>	1-BR FMR	<input type="text" value="1183"/>	2-BR FMR	<input type="text" value="1402"/>	3-BR FMR	<input type="text" value="1901"/>	4-BR FMR	<input type="text" value="2354"/>
PS	<input type="text" value="905"/>	PS	<input type="text" value="1065"/>	PS	<input type="text" value="1337"/>	PS	<input type="text" value="1851"/>	PS	<input type="text" value="2409"/>
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FMR Area Name

FMR 3 of 11



Enter current FMRs and payment standards (PS)

0-BR FMR	<input type="text" value="980"/>	1-BR FMR	<input type="text" value="1183"/>	2-BR FMR	<input type="text" value="1402"/>	3-BR FMR	<input type="text" value="1901"/>	4-BR FMR	<input type="text" value="2354"/>
PS	<input type="text" value="1078"/>	PS	<input type="text" value="1301"/>	PS	<input type="text" value="1542"/>	PS	<input type="text" value="2091"/>	PS	<input type="text" value="2518"/>
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FMR Area Name

FMR 4 of 11



Enter current FMRs and payment standards (PS)

0-BR FMR	<input type="text" value="980"/>	1-BR FMR	<input type="text" value="1183"/>	2-BR FMR	<input type="text" value="1402"/>	3-BR FMR	<input type="text" value="1901"/>	4-BR FMR	<input type="text" value="2354"/>
PS	<input type="text" value="882"/>	PS	<input type="text" value="1105"/>	PS	<input type="text" value="1420"/>	PS	<input type="text" value="1832"/>	PS	<input type="text" value="2268"/>
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FMR Area Name

FMR 5 of 11



Enter current FMRs and payment standards (PS)

0-BR FMR	<input type="text" value="980"/>	1-BR FMR	<input type="text" value="1183"/>	2-BR FMR	<input type="text" value="1402"/>	3-BR FMR	<input type="text" value="1901"/>	4-BR FMR	<input type="text" value="2354"/>
PS	<input type="text" value="1032"/>	PS	<input type="text" value="1117"/>	PS	<input type="text" value="1448"/>	PS	<input type="text" value="2021"/>	PS	<input type="text" value="2432"/>
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Oakland-Fremont, CA HUD Metro

FMR 6 of 11



Enter current FMRs and payment standards (PS)

0-BR FMR 980 1-BR FMR 1183 2-BR FMR 1402 3-BR FMR 1901 4-BR FMR 2354

PS 925 PS 1065 PS 1323 PS 1851 PS 2198

Save Add Delete

Oakland-Fremont, CA HUD Metro

FMR 7 of 11



Enter current FMRs and payment standards (PS)

0-BR FMR	980	1-BR FMR	1183	2-BR FMR	1402	3-BR FMR	1901	4-BR FMR	2354
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PS **993** PS **1199** PS **1462** PS **2040** PS **2502**

Save Add Delete

Oakland-Fremont, CA HUD Metro

FMR 8 of 11



Enter current FMRs and payment standards (PS)

0-BR FMR	980	1-BR FMR	1183	2-BR FMR	1402	3-BR FMR	1901	4-BR FMR	2354
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PS 882 PS 1065 PS 1406 PS 2002 PS 2526

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Oakland-Fremont, CA HUD Metro

FMR 9 of 11



Enter current FMRs and payment standards (PS)

0-BR FMR	980	1-BR FMR	1183	2-BR FMR	1402	3-BR FMR	1901	4-BR FMR	2354
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PS 882 PS 1065 PS 1351 PS 1832 PS 2362

Save Add Delete

FMR Area Name

FMR 10 of 11



Enter current FMRs and payment standards (PS)

0-BR FMR	<input type="text" value="980"/>	1-BR FMR	<input type="text" value="1183"/>	2-BR FMR	<input type="text" value="1402"/>	3-BR FMR	<input type="text" value="1901"/>	4-BR FMR	<input type="text" value="2354"/>
PS	<input type="text" value="915"/>	PS	<input type="text" value="1105"/>	PS	<input type="text" value="1420"/>	PS	<input type="text" value="1983"/>	PS	<input type="text" value="2385"/>
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FMR Area Name

FMR 11 of 11



Enter current FMRs and payment standards (PS)

0-BR FMR	<input type="text" value="980"/>	1-BR FMR	<input type="text" value="1183"/>	2-BR FMR	<input type="text" value="1402"/>	3-BR FMR	<input type="text" value="1901"/>	4-BR FMR	<input type="text" value="2354"/>
PS	<input type="text" value="915"/>	PS	<input type="text" value="1105"/>	PS	<input type="text" value="1420"/>	PS	<input type="text" value="1926"/>	PS	<input type="text" value="2362"/>
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9 Timely Annual Reexaminations(24 CFR 5.617)

The PHA completes a reexamination for each participating family at least every 12 months.(24 CFR 5.617)

PHA Response

☒ Yes ☐ No

10 Correct Tenant Rent Calculations(24 CFR 982, Subpart K)

The PHA correctly calculates tenant rent in the rental certificate program and the family rent to owner in the rental voucher program (24 CFR 982,Subpart K)

PHA Response

☒ Yes ☐ No

11 Pre-Contract HQS Inspections(24 CFR 982.305)

Each newly leased unit passes HQS inspection before the beginning date of the assisted lease and HAP contract.(24 CFR 982.305)

PHA Response

☒ Yes ☐ No

12 Annual HQS Inspections(24 CFR 982.405(a))

The PHA inspects each unit under contract at least annually (24 CFR 982.405(a))

PHA Response

☒ Yes ☐ No

13 Lease-Up

The PHA executes assistance contracts on behalf of eligible families for the number of units that has been under budget for at least one year. The PHA executes assistance contracts on behalf of eligible families for the number of units that has been under budget for at least one year

PHA Response

☒ Yes ☐ No

14 Family Self-Sufficiency (24 CFR 984.105 and 984.305)

14a. Family Self-Sufficiency Enrollment. The PHA has enrolled families in FSS as required.
Applies only to PHAs required to administer an FSS program.

Check here if not applicable ☐

a. Number of mandatory FSS slots (Count units funded under the FY 1992 FSS incentive awards and in FY 1993 and later through 10/20/1998. Exclude units funded in connection with Section 8 and Section 23 project-based contract terminations; public housing demolition, disposition and replacement; HUD multifamily property sales; prepaid or terminated mortgages under section 236 or section 221(d)(3); and Section 8 renewal funding. Subtract the number of families that successfully completed their contracts on or after 10/21/1998.)

116

Or, Number of mandatory FSS slots under HUD-approved exception **(If not applicable, leave blank)**

b. Number of FSS families currently enrolled

188

c. Portability: If you are the initial PHA, enter the number of families currently enrolled in your FSS program, but who have moved under portability and whose Section 8 assistance is administered by another PHA

0

Percent of FSS slots filled (b+c divided by a) **(This is a nonenterable field. The system will calculate the percent when the user saves the page)**

162

14b. Percent of FSS Participants with Escrow Account Balances. The PHA has made progress in supporting family self-sufficiency as measured by the percent of currently enrolled FSS families with escrow account balances. (24 CFR 984.305)

Applies only to PHAs required to administer an FSS program

Check here if not applicable ☐

PHA Response ☒ Yes ☐ No

Portability: If you are the initial PHA, enter the number of families with FSS escrow accounts currently enrolled in your FSS program, but who have moved under portability and whose Section 8 assistance is administered by another PHA

0

15 Deconcentration Bonus

The PHA is submitting with this certification data which show that :

(1) Half or more of all Section 8 families with children assisted by the PHA in its principal operating area resided in low poverty census tracts at the end of the last PHA FY;

(2) The percent of Section 8 mover families with children who moved to low poverty census tracts in the PHA's principal operating area during the last PHA FY is at least two percentage points higher than the percent of all Section 8 families with children who resided in low poverty census tracts at the end of the last PHA FY; or

(3) The percent of Section 8 mover families with children who moved to low poverty census tracts in the PHA's principal operating area over the last two PHA FY is at least two percentage points higher than the percent of all Section 8 families with children who resided in low poverty census tracts at the end of the second to last PHA FY.

PHA Response ☒ Yes ☐ No

[Deconcentration Addendum](#)

[Go to Comments](#)

[Back to Page1](#)

SEMAP CERTIFICATION - Addendum for Reporting Data for Deconcentration Bonus Indicator

Date 8/1/2012

PHA Name

ALAMEDA COUNTY HSG AUTH

Principal Operating Area of PHA

Alameda County

(The geographic entity for which the Census tabulates data)

Special Instructions for State or regional PHAs. Complete a copy of this addendum for each metropolitan area or portion of a metropolitan area (i.e., principal operating areas) where the PHA has assisted 20 or more Section 8 families with children in the last completed PHA FY. HUD will rate the areas separately and the separate ratings will then be weighted by the number of assisted families with children in each area and averaged to determine bonus points.

1990 Census Poverty Rate of Principal Operating Area

11

Criteria to Obtain Deconcentration Indicator Bonus Points

To qualify for bonus points, the PHA must complete the requested information and answer yes for only one of the 3 criteria below. However, State and regional PHAs must always complete line 1) b for each metropolitan principal operating area.

1 a Number of Section 8 families with children assisted by the PHA in its principal operating

3647

area at the end of the last PHA FY who live in low poverty census tracts. A low poverty census tract is a tract with a poverty rate at or below the overall poverty rate for the principal operating area of the PHA, or at or below 10% whichever is greater.

4307

b Total Section 8 families with children assisted by the PHA in its principal operating area at the end of the last PHA FY.

85

c Percent of all Section 8 families with children residing in low poverty census tracts in the PHA's principal operating area at the end of the last PHA FY (line a divided by line b).

Is line c 50% or more? **Yes** ☒ **No** ☐

2

85

a Percent of all Section 8 families with children residing in low poverty census tracts at the end of the last completed PHA FY.

131

b Number of Section 8 families with children who moved to low poverty census tracts during the last completed PHA FY.

763

c Number of Section 8 families with children who moved during the last completed PHA FY

17

d Percent of all Section 8 mover families with children who moved to low poverty census tracts during the last PHA fiscal year (line b divided by line c).

Is line d at least two percentage points higher than line a? **Yes** ☐ **No** ☒

3

85

a Percent of all Section 8 families with children that residing in low poverty census tracts in the PHAs principle operating area at the end of the second to last completed PHA FY.

1039

b Number of Section 8 families with children who moved to low poverty census tracts during the last two completed PHA FYs.

c Number of Section 8 families with children who moved during the last two completed

1637

PHA FYs.

63

d Percent of all Section 8 families with children who moved to low poverty census tracts over the last two completed PHA FYs (line b divided by line c).

Is line d at least two percentage points higher than line a? **Yes** ☐ **No** ☒

If one of the 3 criteria above is met, the PHA may be eligible for 5 bonus points. See instructions above concerning bonus points for State and regional PHAs.

ATTACHMENT B

HACA ADMINISTRATIVE PLAN FOR THE HOUSING CHOICE VOUCHER PROGRAM

Revisions Exhibit – August 8, 2012

Chapter 2

FAIR HOUSING AND EQUAL OPPORTUNITY

PART I: NONDISCRIMINATION

2-L.A. OVERVIEW

Federal laws require PHAs to treat all applicants and participants equally, providing the same quality of service, regardless of family characteristics and background. Federal law prohibits discrimination in housing on the basis of race, color, religion, sex, national origin, age, familial status, and disability. In addition, HUD regulations provide for additional protections regarding sexual orientation, gender identity, and marital status. HACA will comply fully with all federal, state, and local nondiscrimination laws, and with rules and regulations governing fair housing and equal opportunity in housing and employment, including:

- Title VI of the Civil Rights Act of 1964
- Title VIII of the Civil Rights Act of 1968 (as amended by the Community Development Act of 1974 and the Fair Housing Amendments Act of 1988)
- Executive Order 11063
- Section 504 of the Rehabilitation Act of 1973
- The Age Discrimination Act of 1975
- Title II of the Americans with Disabilities Act (to the extent that it applies, otherwise Section 504 and the Fair Housing Amendments govern)
- Violence Against Women Reauthorization Act of 2005 (VAWA)

The Equal Access to Housing in HUD Programs Regardless of Sexual Orientation or Gender Identity Final Rule, published in the Federal Register February 3, 2012 When more than one civil rights law applies to a situation, the laws will be read and applied together.

Any applicable state laws or local ordinances and any legislation protecting individual rights of tenants, applicants, or staff that may subsequently be enacted will also apply.

HACA Policy

The following state nondiscrimination laws apply.

- Unruh Civil Rights Act
- Fair Employment and Housing Act

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2-I.B. NONDISCRIMINATION

Federal regulations prohibit discrimination against certain protected classes and other groups of people. State and local requirements, as well as HACA policies, can prohibit discrimination against additional classes of people.

HACA shall not discriminate because of race, color, sex, religion, familial status, age, disability or national origin (called "protected classes")

Familial status includes children under the age of 18 living with parents or legal custodians, pregnant women, and people securing custody of children under the age of 18.

HACA will not discriminate on the basis of marital status, gender identity or sexual orientation, [FR Notice 02/03/12].

HACA Policy

HACA does not identify any additional protected classes.

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HACA will not use any of these factors to:

- Deny to any family the opportunity to apply for housing, nor deny to any qualified applicant the opportunity to participate in the housing choice voucher program
 - Provide housing that is different from that provided to others
 - Subject anyone to segregation or disparate treatment
 - Restrict anyone's access to any benefit enjoyed by others in connection with the housing program
 - Treat a person differently in determining eligibility or other requirements for admission
 - Steer an applicant or participant toward or away from a particular area based any of these factors
 - Deny anyone access to the same level of services
 - Deny anyone the opportunity to participate in a planning or advisory group that is an integral part of the housing program
 - Discriminate in the provision of residential real estate transactions
 - Discriminate against someone because they are related to or associated with a member of a protected class
 - Publish or cause to be published an advertisement or notice indicating the availability of housing that prefers or excludes persons who are members of a protected class.
-

Chapter 3 ELIGIBILITY

PART I: DEFINITIONS OF FAMILY AND HOUSEHOLD MEMBERS

3-I.A. OVERVIEW

Some eligibility criteria and program rules vary depending upon the composition of the family requesting assistance. In addition, some requirements apply to the family as a whole and others apply to individual persons who will live in the assisted unit. This part provides information that is needed to correctly identify family and household members, and to apply HUD's eligibility rules.

3-I.B. FAMILY AND HOUSEHOLD [24 CFR 982.201(c); HUD-50058 IB, p. 13, FR Notice 02/03/12]

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The terms *family* and *household* have different meanings in the HCV program.

Family

To be eligible for assistance, an applicant must qualify as a family. Family as defined by HUD includes, but is not limited to the following, regardless of actual or perceived sexual orientation, gender identity, or marital status: a single person, who may be an elderly person, disabled person, near-elderly person, or any other single person; or a group of persons residing together. Such group includes, but is not limited to a family with or without children (a child who is temporarily away from the home because of placement in foster care is considered a member of the family), an elderly family, a near-elderly family, a disabled family, a displaced family, or the remaining member of a tenant family. HACA has the discretion to determine if any other group of persons qualifies as a family.

Deleted: A family may be a single person or a group of persons.

Deleted: family with a child or children, two or more elderly or disabled persons living together, one or more elderly or disabled persons living with one or more live-in aides, or a single person. A single person family may be an elderly person, a displaced person, a disabled person, or any other

Gender Identity means actual or perceived gender characteristics.

Sexual orientation means homosexuality, heterosexuality, or bisexuality. HACA Policy

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A family also includes two or more individuals who are not related by blood, marriage, adoption, or other operation of law but who either can demonstrate that they have lived together previously or certify that each individual's income and other resources will be available to meet the needs of the family.

Each family must identify the individuals to be included in the family at the time of application, and must update this information if the family's composition changes.

Household

Household is a broader term that includes additional people who, with HACA's permission, live in an assisted unit, such as live-in aides, foster children, and foster adults.

Chapter 6

INCOME AND SUBSIDY DETERMINATIONS

6-I.G. ASSETS [24 CFR 5.609(b)(3) and 24 CFR 5.603(b)]

Equity in Real Property or Other Capital Investments

Equity (net cash value) in a property or other capital asset is the estimated current market value of the asset less the unpaid balance on all loans secured by it and reasonable costs (such as broker fees) that would be incurred in selling it [HCV GB, p. 5-25].

HACA Policy

In determining the equity, HACA will determine market value by examining recent sales of at least three properties in the surrounding or similar neighborhood that possess comparable factors that affect market value.

HACA will first use the payoff amount for the loan (mortgage) as the unpaid balance to calculate equity. If the payoff amount is not available, HACA will use the basic loan balance information to deduct from the market value in the equity calculation.

Equity in real property and other capital investments is considered in the calculation of asset income except for the following types of assets:

- Equity accounts in HUD homeownership programs [24 CFR 5.603(b)]
- The value of a home currently being purchased with assistance under the HCV program Homeownership Option for the first 10 years after the purchase date of the home [24 CFR 5.603(b), Notice PIH 2012-31]
- Equity in owner-occupied cooperatives and manufactured homes in which the family lives [HCV GB, p. 5-25]
- Equity in real property when a family member's main occupation is real estate [HCV GB, p. 5-25]. This real estate is considered a business asset, and income related to this asset will be calculated as described in section 6-I.F.
- Interests in Indian Trust lands [24 CFR 5.603(b)]
- Real property and capital assets that are part of an active business or farming operation [HCV GB, p. 5-25]

The PHA must also deduct from the equity the reasonable costs for converting the asset to cash. Using the formula for calculating equity specified above, the net cash value of real property is the market value of the loan (mortgage) minus the expenses to convert to cash
[Notice PIH 2012-31]

HACA Policy

For the purposes of calculating expenses to convert to cash for real property, HACA will use ten percent of the market value of the home.

A family may have real property as an asset in two ways: (1) owning the property outright or subject to a mortgage or deed of trust and (2) holding a mortgage or deed of trust on the property.

In the case of a property owned by a family member, the anticipated asset income generally will be in the form of rent or other payment for the use of the property. If the property generates no income, actual anticipated income from the asset will be zero.

In the case of a mortgage or deed of trust held by a family member, the outstanding balance (unpaid principal) is the cash value of the asset. The interest portion only of payments made to the family in accordance with the terms of the mortgage or deed of trust is counted as anticipated asset income.

HACA Policy

HACA determines the net cash value of real property as set forth in Exhibit 6-3(b). In the case of capital investments owned jointly with others not living in a family's unit, a prorated share of the property's cash value will be counted as an asset unless HACA determines that the family receives no income from the asset and is unable to sell or otherwise convert it to cash.

Chapter 7 VERIFICATION

7-II.B. SOCIAL SECURITY NUMBERS [24 CFR 5.216, Notice PIH~~2012-10~~]

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The family must provide documentation of a valid social security number (SSN) for each member of the household with the exception of individuals who do not contend eligible immigration status. Exemptions also include existing program participants who were at least 62 years of age as of January 31, 2010, and had not previously disclosed an SSN.

Note that an individual who previously declared to have eligible immigration status may not change his or her declaration for the purpose of avoiding compliance with the SSN disclosure and documentation requirements or penalties associated with noncompliance with these requirements. Nor may the head of household opt to remove a household member from the family composition for this purpose.

The PHA must accept the following documentation as acceptable evidence of the social security number:

An original SSN card issued by the Social Security Administration (SSA)

An original SSA-issued document, which contains the name and SSN of the individual

An original document issued by a federal, state, or local government agency, which contains the name and SSN of the individual. Such other evidence of the SSN as HUD may prescribe in administrative instructions.

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The PHA may only reject documentation of an SSN provided by an applicant or participant if the document is not an original document, if the original document has been altered, mutilated, or is not legible, or if the document appears to be forged.

HACA Policy

HACA will explain to the applicant or participant the reasons the document is not acceptable and request that the individual obtain and submit acceptable documentation of the SSN to the PHA within 90 days.

In the case of Moderate Rehabilitation Single Room Occupancy (SRO) individuals, the required documentation must be provided within 90 calendar days from the date of admission into the program. The PHA must grant one additional 90-day extension if it determines that the applicant's failure to comply was due to circumstances that were beyond the applicant's control and could not have been reasonably foreseen.

HACA Policy

HACA will grant one additional 90-day extension if needed for reasons beyond the participant's control such as delayed processing of the SSN application by the SSA, natural disaster, fire, death in the family, or other emergency. If the individual fails to comply with SSN disclosure and documentation requirements upon expiration of the provided time period, HACA will terminate the individual's assistance.

Chapter 12

TERMINATION OF ASSISTANCE AND TENANCY

12-III.B. GROUNDS FOR OWNER TERMINATION OF TENANCY [24 CFR 982.310 and Form HUD-52641-A, Tenancy Addendum]

Other Good Cause

During the initial lease term, the owner may not terminate the tenancy for "other good cause" unless the owner is terminating the tenancy because of something the family did or failed to do. During the initial lease term or during any extension term, other good cause includes the disturbance of neighbors, destruction of property, or living or housekeeping habits that cause damage to the unit or premises.

After the initial lease term, "other good cause" for termination of tenancy by the owner includes:

- Failure by the family to accept the offer of a new lease or revision;
- The owner's desire to use the unit for personal or family use, or for a purpose other than as a residential rental unit; or
- A business or economic reason for termination of the tenancy (such as sale of the property, renovation of the unit, or desire to lease the unit at a higher rent).

After the initial lease term, the owner may give the family notice at any time, in accordance with the terms of the lease.

Note that "other good cause" does not include vacating a property that has been foreclosed upon during the lease term prior to the sale of that property. However, the new owner of the property may terminate the tenancy effective on the date of transfer of the unit if the owner will occupy the unit as a primary residence and has provided the tenant a notice to vacate at least 90 days

[before the effective date of such notice \[Notice PIH 2010-49\]. Further information on the protections afforded to tenants in the event of foreclosure can be found in Section 13-II.G.](#)

Chapter 13

OWNERS

[13-II.G. FORECLOSURE \[HUD-52641 and Notice PIH 2010-49\]](#)

[Families receiving HCV assistance are entitled to certain protections set forth under the Protecting Tenants at Foreclosure Act \(PTFA\). Specifically, the HAP contract now contains language stating that in the case of any foreclosure, the immediate successor in interest in the property pursuant to the foreclosure will assume such interest subject to the lease between the prior owner and the tenant, and to the HAP contract between the prior owner and the PHA for the occupied unit. This provision of the HAP contract does not affect any state or local law that provides longer time periods or other additional protections for tenants.](#)

[If the PHA learns that a property is in foreclosure, it must take the following actions:](#)

- [Make all reasonable efforts to determine the status of the foreclosure and ownership of the property. \(Further guidance on how to obtain this information can be found in Notice PIH 2010-49.\)](#)
- [Continue to make payments to the original owner until ownership legally transfers in accordance with the HAP contract.](#)
- [Attempt to obtain a written acknowledgement of the assignment of the HAP contract from the successor in interest. The written agreement should include a request for owner information, such as a tax identification number, and payment instructions from the new owner. Even if the new owner does not acknowledge the assignment of the HAP contract in writing, the assignment is still effective by operation of law.](#)
- [Inform the tenant that they must continue to pay rent in accordance with the lease, and if the successor in interest refuses to accept payment or cannot be identified, the tenant should pay rent into escrow. Failure to pay rent may constitute an independent ground for eviction.](#)
- [Inform the tenant in the event that the PHA is unable to make HAP payments to the successor in interest due to an action or inaction by the successor that prevents such payments \(e.g., rejection of payments or failure to maintain the property according to HQS\), or due to an inability to identify the successor. The PHA should also refer the tenant, as needed, to the local legal aid office in order to ensure adequate protection of the tenant's rights and enforcement of the successor in interest's performance under the HAP contract.](#)
- [Make reasonable inquiries to determine whether the unit, in addition to having a tenant receiving HCV assistance, will be or has been assisted under the Neighborhood Stabilization Program \(NSP\). \(For further guidance on cases in where the units have been assisted under the NSP, see Notice PIH 2010-49.\)](#)

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PHAs are also required to notify HCV applicants who have been issued a voucher, participant heads of household, and current and prospective owners of HCV-assisted housing of the protections afforded to tenants under the PTFA.

HACA Policy

HACA will provide all HCV applicants that have been issued a voucher with information regarding the PTFA at admission (see Section 5-IB) and to participant heads of household at annual reexamination.

HACA will provide information regarding the PTFA to prospective owners when they begin their participation in the HCV program, and to current HCV owners one time with the monthly HAP.

Note that the foreclosure provision of the HAP contract and additional tenant protections under the Protecting Tenants at Foreclosure Act will sunset December 31, 2014.

See Section 12-III.B for a discussion of foreclosure as it pertains to owner termination of tenancy.

Chapter 16

PROGRAM ADMINISTRATION

16-III.B. INFORMAL REVIEWS

Informal reviews are provided for program applicants. An applicant is someone who has applied for admission to the program, but is not yet a participant in the program. Informal reviews are intended to provide a “minimum hearing requirement” [24 CFR 982.554], and need not be as elaborate as the informal hearing requirements. (Federal Register Volume 60, No. 127, p 36490).

Decisions Subject to Informal Review

HACA must give an applicant the opportunity for an informal review of a decision denying assistance [24 CFR 982.554(a)]. Denial of assistance may include any or all of the following [24 CFR 982.552(a)(2)]:

- Denying listing on HACA waiting list
- Denying or withdrawing a voucher
- Refusing to enter into a HAP contract or approve a lease
- Refusing to process or provide assistance under portability procedures

Informal reviews are *not* required for the following reasons [24 CFR 982.554(c)]:

- Discretionary administrative determinations by HACA, including denial or termination of assistance due to insufficient funds as set forth in Section VIII of this chapter.
- General policy issues or class grievances
- A determination of the family unit size under HACA subsidy standards
- A PHA determination not to approve an extension or suspension of a voucher term

- A HACA determination not to approve an extension or suspension of a voucher term
- A HACA determination not to grant approval of the tenancy
- A HACA determination that the unit is not in compliance with the HQS
- A HACA determination that the unit is not in accordance with the HQS due to family size or composition

Chapter 17 PROJECT-BASED VOUCHERS

17-VIII.B. RENT LIMITS [24 CFR 983.301]

Redetermination of Rent [24 CFR 983.302]

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HACA must redetermine the rent to owner upon the owner's request or when there is a five percent or greater decrease in the published FMR.

Rent Increase

If an owner wishes to request an increase in the rent to owner from HACA, it must be requested at the annual anniversary of the HAP contract (see Section 17-V.D.). The request must be in writing and in the form and manner required by HACA. HACA may only make rent increases in accordance with the rent limits described previously. There are no provisions in the PBV program for special adjustments (e.g., adjustments that reflect increases in the actual and necessary expenses of owning and maintaining the units which have resulted from substantial general increases in real property taxes, utility rates, or similar costs).

HACA Policy

An owner's request for a rent increase must be submitted to HACA 90 days prior to the anniversary date of the HAP contract, and must include the new rent amount the owner is proposing.

HACA may not approve and the owner may not receive any increase of rent to owner until and unless the owner has complied with requirements of the HAP contract, including compliance with HQS. The owner may not receive any retroactive increase of rent for any period of noncompliance.

Rent Decrease

If there is a decrease in the rent to owner, as established in accordance with program requirements such as a change in the FMR or exception payment standard, or reasonable rent amount, the rent to owner must be decreased regardless of whether the owner requested a rent adjustment.

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