



HOUSING COMMISSION AGENDA
Regular Meeting: August 12, 2015

Time: 8:00 a.m.

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

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

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

The Housing Commission Secretary of the Housing Authority of the County of Alameda has, on Thursday, August 6, 2015 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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ELECTION OF OFFICERS

August 12, 2015

HOUSING AUTHORITY OF THE COUNTY OF ALAMEDA

AGENDA STATEMENT

Meeting: August 12, 2015

Subject: Election of Officers

Exhibits Attached: None

Recommendation: Elect Officers to the Chairperson and Vice Chairperson Positions

DISCUSSION

In accordance with the Commission's bylaws, your Commission must elect, by a majority vote, a Chairperson and Vice-Chairperson for a term of one (1) year. At the June meeting, your Commission appointed Commissioners Gerry and Reed as the Nominating Committee.

The Nominating Committee will formally present the candidates that they have selected for the Chairperson and Vice-Chairperson positions and an election will be held. The newly-elected officers will take their seats immediately and the newly-elected Chairperson will chair the meeting.

MINUTES

June 10, 2015



**HOUSING COMMISSION MINUTES
REGULAR MEETING: JUNE 10, 2015
HACA BOARD ROOM, 22941 ATHERTON STREET, HAYWARD, CA 94541**

SUMMARY ACTION MINUTES

1. CALL TO ORDER/ROLL CALL

Call to Order

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

Roll Call

Present: Cmr. Biddle, Cashmere, Gacoscas, Gerry, Hannon, Peixoto, Reed and Steiner

Excused: Cmr. Asher

Entered after roll call: Cmr. Iosefa

2. CLOSED SESSION

Conference with Legal Counsel – Anticipated Litigation

Initiation of Litigation Pursuant to Subdivision (c) of Section 54956.9 (one case)

The Commission adjourned into a closed session at 8:01 a.m. and reconvened in regular session at 8:40 a.m.

Chairperson Biddle reported that there were no reportable actions taken in the closed session.

3. APPROVAL OF THE MINUTES OF THE MAY 13, 2015 MEETING

Recommendation: Approve the minutes of the May 13, 2015 Housing Commission meeting as presented.

Motion/Second: Peixoto/Gacoscas.

8 ayes; 1 abstention: Cmr. Steiner. Motion passed. **APPROVED AS RECOMMENDED.**

4. PUBLIC COMMENT

None.

5. NEW BUSINESS

5-1. RESOLUTION NO. 04-15: APPROVING CONTRIBUTION TO ALAMEDA COUNTY EMPLOYEES' RETIREMENT ASSOCIATION (ACERA)

Christine Gouig, Executive Director, presented the staff report. Ms. Gouig reported that the contribution to the Alameda County Employees' Retirement Association (ACERA) to fund HACA's 401(h) subaccount for the fiscal year beginning July 1, 2015 is \$169,795.10.

Recommendation: Adopt Resolution 04-15 approving the contribution of \$169,795.10 to ACERA for the fiscal year beginning July 1, 2015.

Commission Discussion: Cmr. Peixoto asked if the ACERA 401(h) account funds the health benefits for retirees and Ms. Gouig indicated that was correct. Chairperson Biddle and Ms. Gouig talked about some of

the factors that determine how much a retiree must contribute toward their health benefits. Cmr. Hannon asked if there is any indication that ACERA will simplify its system. Ms. Leoncio described some of the changes that ACERA has implemented in recent years.

Motion/Second: Reed/Steiner.

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

5-2. RESOLUTION NO. 05-15: APPROVING THE OPERATING BUDGET FOR JULY 1, 2015 - JUNE 30, 2016 FISCAL YEAR

Ms. Gouig introduced this item with a Powerpoint presentation on HUD's Administrative Fee. A handout was distributed to the Commission and to the public. In her presentation, Ms. Gouig described HUD's past and present funding practices for the Administrative Fee (Admin Fee) that housing authorities use to administer the Section 8 program. Ms. Gouig reported that HUD recently published findings from a study it conducted on the Admin Fee and that the findings suggest that there will be further cuts to HACA's Admin Fee. She also reported on the status of the federal budget.

Cathy Leoncio, Finance Director, presented the staff report. Ms. Leoncio summarized the income and expenses in the proposed budget. She described the factors that staff considered for the budget projections and discussed the projected deficits in the budget. Ms. Leoncio reported that staff presented the proposed operating budget to the Commission's Budget/Audit/Negotiations (BAN) Committee at a meeting held on May 29 and that the BAN Committee recommends that the Commission approve the proposed budget as presented.

Recommendation: Adopt Resolution No. 05-15 approving the proposed budget for the July 1, 2015-June 30, 2016 fiscal year.

Commission Discussion: Cmr. Hannon asked why HUD decreased HACA's funding. Ms. Leoncio explained that the current rental market has negatively impacted HACA's lease-up rate, which determines the percentage of funding that HACA receives. She described the actions staff is taking to increase the lease-up rate.

Chairperson Biddle and Ms. Leoncio discussed the decrease in HACA's funding and the impact it has on the projected budget deficit.

Cmr. Hannon and Ms. Gouig discussed HUD's Admin Fee study. Ms. Gouig mentioned the names of some of the nearby housing authorities who will also be impacted by the findings of this study. She described the work that the California Association of Housing Authorities (CAHA) will do to review the study's criteria and indicated that CAHA plans to comment on the study during the required public comment period.

Cmr. Gerry and Ms. Gouig discussed the rents at HACA's Park Terrace and Ocean Avenue developments. Cmr. Gerry commented that if the rents continue to rise, it is likely that more cities will look into rent control.

Ms. Gouig commented on HACA's Housing Development Fund (HDF) and explained that HACA's no longer has the ability to grow this fund and stated that once these funds are depleted HACA can no longer replenish the funds.

Motion/Second: Steiner/Gerry.

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

5-3. ACTION: APPOINT A NOMINATING COMMITTEE

Christine Gouig presented the staff report. After a brief discussion, Cmr. Gerry and Cmr. Reed agreed to serve as the Nominating Committee to recommend candidates for the position of Chairperson and Vice-Chairperson of the Commission.

Recommendation: Appoint Cmr. Gerry and Reed as the Nominating Committee for the 2015-2016 Housing Commission Chairperson and Vice-Chairperson slate.

Commission Discussion: Cmr. Hannon and Chairperson Biddle discussed the terms of the Chairperson and Vice-Chairperson positions.

Motion/Second: Peixoto/Hannon.

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

5-4. INFORMATION: BUDGET STATUS REPORT

Cathy Leoncio, Finance Director, presented the staff report. Report received with no questions or comments from the Commission.

5-5. INFORMATION: PROGRAM ACTIVITY REPORT

Christine Gouig presented the staff report. Ms. Gouig reported that the current rental market has had a significant impact on HACA's lease-up rate. She described some of the work that HACA is doing with other housing authorities in the region to address the issues resulting from the increasing rents.

Commission Discussion: Cmr. Steiner asked if there are any workshops for landlords who are interested in renting their units under the Section 8 program. Ms. Gouig stated that while HACA does not offer any landlord workshops, HACA has a team in the Programs Department that is dedicated to assisting landlords. Cmr. Gerry commented that there may be a decrease of landlords who want to participate in the Section 8 program since there is an abundance of renters in the current rental market.

6. COMMITTEE REPORTS

None.

7. COMMISSIONER REPORTS

None.

8. COMMUNICATIONS

Christine Gouig announced that HACA's building celebration will be held on June 12 and invited all Commissioners to attend. She also announced that Tom Makin, HACA's former Deputy Director for Operations, will be honored at the celebration and that the building has been named after him.

9. ADJOURNMENT

There being no further business, Chairperson Biddle adjourned the meeting at 9:39 a.m.

Respectfully Submitted,

Melissa Taesali
Executive Assistant

Christine Gouig
Executive Director/Housing Commission Secretary

Approved:

Don Biddle
Housing Commission Chairperson

NEW BUSINESS

August 12, 2015

HOUSING AUTHORITY OF ALAMEDA COUNTY

AGENDA STATEMENT

Meeting: August 12, 2015

Subject: Recognize Cathy Zeigler as HACA's Shining Star for July - December 2015

Exhibits Attached: None

BACKGROUND

In 2006 the Housing Authority created a Communications Committee composed of staff from all departments. The Committee created an "Employee of the Quarter" recognition program to acknowledge exceptional individual contributions of HACA employees. At the end of 2011 the Committee decided to revamp the program to allow more time for chosen employees to enjoy their recognition. The Committee re-named the award "HACA's Shining Star" and extended the recognition period to six months, so there will be two Shining Stars per year.

DISCUSSION

The Housing Authority is privileged to have on its staff Cathy Zeigler, an Administrative Clerk in the Programs Department. Cathy staffs the front desk and thus serves as HACA's frontline service provider to the public. Her selection was announced at an all-staff meeting held on July 16, 2015. Those who nominated Cathy recognized her for her outstanding work in the following categories: 1) Team Effort & Flexibility in Working with Others and 2) Customer Service. Some of the comments made by those who nominated Cathy were:

"Believe it or not, there are times when being HACA's first point of contact for visitors is NOT glamorous.

Customers in crisis don't want to hear that it will take some time to process that interim change or that it's necessary to have an appointment to be recertified. A receptionist must also act as intermediary between our visitors and staff. Neither party appreciates how difficult that role is on occasion.

During those times, few of us would be able to maintain the required level of composure and professionalism displayed by Cathy Zeigler. HACA is lucky to have a person in this role who relates to our visitors, and who has compassion, program knowledge and more than her share of patience.

Thanks to Cathy for all the attributes that make her an asset to HACA."

Staff recommends that your Housing Commission recognize Cathy Zeigler as "HACA's Shining Star" for July - December 2015.

HOUSING AUTHORITY OF THE COUNTY OF ALAMEDA

AGENDA STATEMENT

Meeting: August 12, 2015

Subject: Section Eight Management Assessment Program (SEMAP)

Exhibits Attached: - Resolution No. 06-15
 - 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. Accurate verification of family income
4. Maintenance of a current schedule of allowances for tenant-paid utilities
5. Performance of quality control inspections to ensure housing quality
6. Assurance that landlords and tenants promptly correct housing quality deficiencies
7. Expansion of housing choice outside areas of poverty or minority concentration
8. Establishment of Payment Standards within the required range of the HUD Fair Market Rents
9. Timely annual reexamination of family income
10. Correct calculation of the tenant share of the rent and the housing assistance payment (HAP) made to the landlord
11. Assurance that units comply with HUD's Housing Quality Standards (HQS) before families enter into leases and PHAs enter into HAP contracts
12. Timely annual HQS inspections
13. Assurance that all available Housing Choice Vouchers are used
14. Enrollment of families into the Family Self-Sufficiency (FSS) Program and the number of families with escrow accounts

HACA AGENDA ITEM NO.: 5-2.

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, 2015 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, 2014 through June 30, 2015, 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 2012 to 2015						
Indicator	Indicator Description	Maximum Number of Possible Points	2012 Final Earned Points	2013 Final Earned Points	2014 Final Earned Points	2015 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	10	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			145	140	145	145
Deconcentration Bonus – Extra 5 Points		5	5	5	5	5
Total Earned Points		145	150	145	150	150
Maximum Number of Points Possible		145	145	145	145	145
FINAL SCORE as a Percentage		100%	100%	100%	100%	100%
SEMAP RATING			High	High	High	High

HOUSING AUTHORITY OF THE COUNTY OF ALAMEDA

RESOLUTION NO. 06-15

**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 the July 1, 2014 – June 30, 2015 fiscal year 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 and any other information HUD may require to process the certification.

PASSED, APPROVED AND ADOPTED by the Housing Commission of the Housing Authority of the County of Alameda on this 12th day of August 2015 by the following vote:

AYES:

NOES:

ABSTAIN:

EXCUSED:

ABSENT:

Attest:

Don Biddle
Housing Commission Chairperson

Christine Gouig
Executive Director/Housing Commission Secretary

Adopted: _____

Assessment Profile	Reports	Submission		
List	Summary	Certification	Profile	Comments
Field Office:	9APH SAN FRANCISCO HUB OFFICE			
Housing Agency:	CA067 ALAMEDA COUNTY HSG AUTH			
PHA Fiscal Year End:	6/30/2015			

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

Assessment Profile	Reports	Submission
List	Summary	Certification
Profile	Comments	
Field Office:	9APH SAN FRANCISCO HUB OFFICE	
Housing Agency:	CA067 ALAMEDA COUNTY HSG AUTH	
PHA Fiscal Year End:	6/30/2015	

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 1

Enter current FMRs and payment standards (PS)

0-BR FMR	<input type="text" value="1039"/>	1-BR FMR	<input type="text" value="1260"/>	2-BR FMR	<input type="text" value="1585"/>	3-BR FMR	<input type="text" value="2213"/>	4-BR FMR	<input type="text" value="2716"/>
PS	<input type="text" value="1125"/>	PS	<input type="text" value="1225"/>	PS	<input type="text" value="1649"/>	PS	<input type="text" value="1992"/>	PS	<input type="text" value="2445"/>

Save

Add

Delete

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 13



Enter current FMRs and payment standards (PS)

0-BR FMR	<input type="text" value="1039"/>	1-BR FMR	<input type="text" value="1260"/>	2-BR FMR	<input type="text" value="1585"/>	3-BR FMR	<input type="text" value="2213"/>	4-BR FMR	<input type="text" value="2716"/>
PS	<input type="text" value="1031"/>	PS	<input type="text" value="1134"/>	PS	<input type="text" value="1555"/>	PS	<input type="text" value="2187"/>	PS	<input type="text" value="2778"/>

Save

Add

Delete

FMR Area Name

FMR 3 of 13



Enter current FMRs and payment standards (PS)

0-BR FMR	<input type="text" value="1039"/>	1-BR FMR	<input type="text" value="1260"/>	2-BR FMR	<input type="text" value="1585"/>	3-BR FMR	<input type="text" value="2213"/>	4-BR FMR	<input type="text" value="2716"/>
PS	<input type="text" value="1142"/>	PS	<input type="text" value="1386"/>	PS	<input type="text" value="1743"/>	PS	<input type="text" value="2319"/>	PS	<input type="text" value="2987"/>

Save

Add

Delete

FMR Area Name

FMR 4 of 13



Enter current FMRs and payment standards (PS)

0-BR FMR	<input type="text" value="1039"/>	1-BR FMR	<input type="text" value="1260"/>	2-BR FMR	<input type="text" value="1585"/>	3-BR FMR	<input type="text" value="2213"/>	4-BR FMR	<input type="text" value="2716"/>
PS	<input type="text" value="1125"/>	PS	<input type="text" value="1200"/>	PS	<input type="text" value="1637"/>	PS	<input type="text" value="1992"/>	PS	<input type="text" value="2445"/>

FMR Area Name

FMR 5 of 13



Enter current FMRs and payment standards (PS)

0-BR FMR	<input type="text" value="1039"/>	1-BR FMR	<input type="text" value="1260"/>	2-BR FMR	<input type="text" value="1585"/>	3-BR FMR	<input type="text" value="2213"/>	4-BR FMR	<input type="text" value="2716"/>
PS	<input type="text" value="1125"/>	PS	<input type="text" value="1252"/>	PS	<input type="text" value="1716"/>	PS	<input type="text" value="2285"/>	PS	<input type="text" value="2808"/>

FMR Area Name

FMR 6 of 13



Enter current FMRs and payment standards (PS)

0-BR FMR	<input type="text" value="1039"/>	1-BR FMR	<input type="text" value="1260"/>	2-BR FMR	<input type="text" value="1585"/>	3-BR FMR	<input type="text" value="2213"/>	4-BR FMR	<input type="text" value="2716"/>
PS	<input type="text" value="1063"/>	PS	<input type="text" value="1134"/>	PS	<input type="text" value="1462"/>	PS	<input type="text" value="2074"/>	PS	<input type="text" value="2607"/>

FMR Area Name

FMR 7 of 13



Enter current FMRs and payment standards (PS)

0-BR FMR	<input type="text" value="1039"/>	1-BR FMR	<input type="text" value="1260"/>	2-BR FMR	<input type="text" value="1585"/>	3-BR FMR	<input type="text" value="2213"/>	4-BR FMR	<input type="text" value="2716"/>
PS	<input type="text" value="1125"/>	PS	<input type="text" value="1219"/>	PS	<input type="text" value="1685"/>	PS	<input type="text" value="2307"/>	PS	<input type="text" value="2717"/>

FMR Area Name

FMR 8 of 13



Enter current FMRs and payment standards (PS)

0-BR FMR	<input type="text" value="1039"/>	1-BR FMR	<input type="text" value="1260"/>	2-BR FMR	<input type="text" value="1585"/>	3-BR FMR	<input type="text" value="2213"/>	4-BR FMR	<input type="text" value="2716"/>
PS	<input type="text" value="1142"/>	PS	<input type="text" value="1386"/>	PS	<input type="text" value="1743"/>	PS	<input type="text" value="2330"/>	PS	<input type="text" value="2987"/>

FMR Area Name

FMR 9 of 13



Enter current FMRs and payment standards (PS)

0-BR FMR	<input type="text" value="1039"/>	1-BR FMR	<input type="text" value="1260"/>	2-BR FMR	<input type="text" value="1585"/>	3-BR FMR	<input type="text" value="2213"/>	4-BR FMR	<input type="text" value="2716"/>
PS	<input type="text" value="1031"/>	PS	<input type="text" value="1159"/>	PS	<input type="text" value="1523"/>	PS	<input type="text" value="2135"/>	PS	<input type="text" value="2676"/>

FMR Area Name

FMR 10 of 13



Enter current FMRs and payment standards (PS)

0-BR FMR	<input type="text" value="1039"/>	1-BR FMR	<input type="text" value="1260"/>	2-BR FMR	<input type="text" value="1585"/>	3-BR FMR	<input type="text" value="2213"/>	4-BR FMR	<input type="text" value="2716"/>
PS	<input type="text" value="1031"/>	PS	<input type="text" value="1145"/>	PS	<input type="text" value="1553"/>	PS	<input type="text" value="2231"/>	PS	<input type="text" value="2608"/>

FMR Area Name

FMR 11 of 13



Enter current FMRs and payment standards (PS)

0-BR FMR	<input type="text" value="1039"/>	1-BR FMR	<input type="text" value="1260"/>	2-BR FMR	<input type="text" value="1585"/>	3-BR FMR	<input type="text" value="2213"/>	4-BR FMR	<input type="text" value="2716"/>
PS	<input type="text" value="1125"/>	PS	<input type="text" value="1184"/>	PS	<input type="text" value="1614"/>	PS	<input type="text" value="2221"/>	PS	<input type="text" value="2637"/>

FMR Area Name

FMR 12 of 13



Enter current FMRs and payment standards (PS)

0-BR FMR	<input type="text" value="1039"/>	1-BR FMR	<input type="text" value="1260"/>	2-BR FMR	<input type="text" value="1585"/>	3-BR FMR	<input type="text" value="2213"/>	4-BR FMR	<input type="text" value="2716"/>
PS	<input type="text" value="1142"/>	PS	<input type="text" value="1386"/>	PS	<input type="text" value="1743"/>	PS	<input type="text" value="2434"/>	PS	<input type="text" value="2987"/>

FMR Area Name

FMR 13 of 13



Enter current FMRs and payment standards (PS)

0-BR FMR	<input type="text" value="1039"/>	1-BR FMR	<input type="text" value="1260"/>	2-BR FMR	<input type="text" value="1585"/>	3-BR FMR	<input type="text" value="2213"/>	4-BR FMR	<input type="text" value="2716"/>
PS	<input type="text" value="1246"/>	PS	<input type="text" value="1512"/>	PS	<input type="text" value="1902"/>	PS	<input type="text" value="2655"/>	PS	<input type="text" value="3259"/>

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 Continuing HQS Inspections(24 CFR 982.405(a))

The PHA inspects each unit under contract as required (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.)

70

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

b. Number of FSS families currently enrolled

147

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)

210

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

SEMAP CERTIFICATION - Addendum for Reporting Data for Deconcentration Bonus Indicator

Date 7/24/2015

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 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.

2803

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

3423

- 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 the last PHA FY (line a divided by line b).

82

Is line c 50% or more? Yes ☒ No ☐**2**

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

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

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

- 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**

- 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.

- 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 PHA FYs.

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.**

HOUSING AUTHORITY OF THE COUNTY OF ALAMEDA

AGENDA STATEMENT

Meeting: August 12, 2015

Subject:	Potential purchase of surplus Alameda County property
Exhibits Attached:	Notification of Intent to Sell Surplus Property
Recommendation:	Authorize the executive director to submit an affirmative response to Alameda County
Financial Impact:	None at this time

BACKGROUND

From time to time, Alameda County offers surplus property for sale to public agencies at fair market value. With some minor exceptions, first priority is given to entities that agree to use the site for housing for persons and families of low or moderate income. If a housing authority purchases the site, State law allows the housing authority to reconvey the land to a developer who will build low and moderate income housing.

DISCUSSION AND ANALYSIS

HACA has received a notice (attached) from Alameda County offering to sell a vacant 2.46 acre site in the City of Dublin, located at the southwest intersection of Iron Horse Parkway and Martinelli Way. The site is zoned for high density residential and/or campus office. Eden Housing, an experienced non-profit developer based in Hayward (and the developer of the Arroyo Vista redevelopment project in Dublin as well as the Dublin Veterans Project, both of which have HACA project-based vouchers) is interested in working with HACA to develop the site with affordable housing. Although HACA has no funds to contribute toward the project HACA does have project-based vouchers that it could provide and such vouchers could leverage bank financing.

HACA's response to the County is due by September 19. The County will then determine the priority among the responses it receives and enter into purchase negotiations with the highest priority responder.

Staff recommends that you authorize the Executive Director to sign and submit an 'intent to purchase' to Alameda County and provide any other information, documentation or approvals that the County may require.



ALAMEDA COUNTY COMMUNITY DEVELOPMENT AGENCY

Chris Bazar
Agency Director

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Room 110

Hayward
California
94544-1215

phone:
510.670.5333
fax:
510.670.6374

www.acgov.org/cda

RECEIVED

JUL 22 2015

July 21, 2015

RE: Notification of Intent to Sell Surplus Property

To All Concerned Parties:

Pursuant to California Government Code section 54222, this letter notifies you that the Alameda County Surplus Property Authority, a public corporation, intends to sell its real property located in the City of Dublin at the southeast corner of the intersection of Iron Horse Parkway and Martinelli Way, known as Site D-1. The 2.46 acre vacant parcel (APN 986-0034-13-1) is subject to the City of Dublin's land use regulations and is zoned for campus office and/or high density residential development (minimum of 25.1 units per acre, permitting a minimum of 62 and a maximum of 195 units). Based on recent comps for similar properties in the area, the Authority believes the current market value of this property to be above \$3 million an acre. See the attached location map.

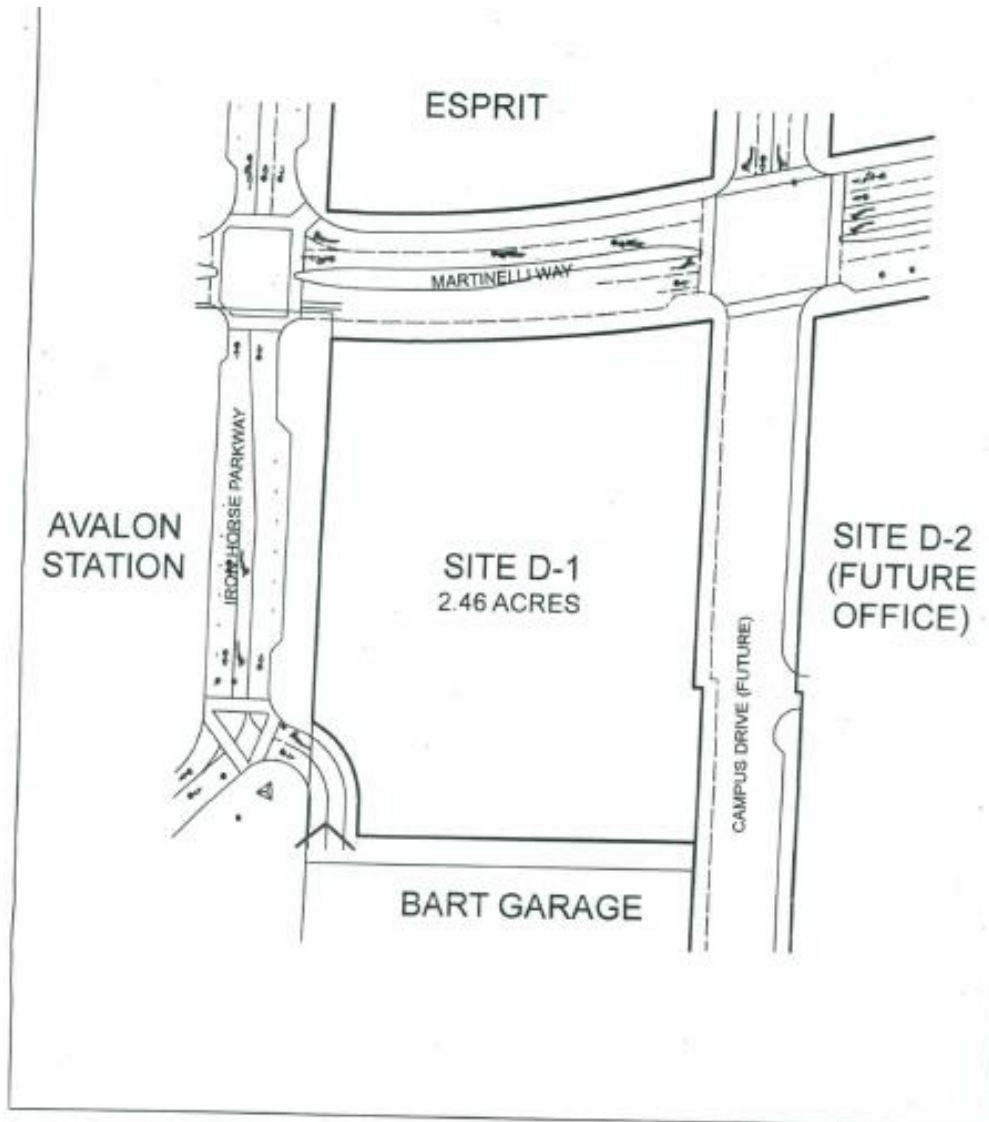
Pursuant to California Government Code section 54222, you have sixty (60) days following receipt of this letter to notify me in writing of your intent to purchase or lease the above property for the purposes set forth in California Government Code section 54222. Upon receipt of such notice we will determine the priority amongst the written notifications received by us and, if appropriate, enter into good faith negotiations for the sale or lease of the above referenced property in accordance with California Government Code section 54223.

If you have any questions, please contact me at (510) 670-6534 or stuart.cook@acgov.org.

Sincerely,

Stuart Cook
Director
Surplus Property Authority

Attachment



Site D-1 Location and Description
City of Dublin, CA

 ALAMEDA COUNTY | Community Development Agency



This map is for informational only. Data not to scale and not for use in any other project.

HOUSING AUTHORITY OF THE COUNTY OF ALAMEDA

AGENDA STATEMENT

Meeting: August 12, 2015

Subject: Administrative Plan Policy Revisions

Exhibits Attached: Redline Summary of Policy Revisions

Recommendation: Approve Proposed Policy Revisions

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.

From time to time it becomes necessary to amend the Admin Plan in order to incorporate changed HUD regulations, revised HACA practices, program initiatives, or to make clarifications or corrections.

DISCUSSION and ANALYSIS

A red-line version of the changes is enclosed. See attached.

Chapter 1 – Overview

The HACA Code of Conduct on file with HUD is updated and, in conformity with revised HUD regulations, incorporated into the HACA Administrative Plan. The Code provides that no HACA officer, employee, contractor, subcontractor or agent shall, directly or indirectly, solicit or accept from program participants, owners, suppliers, contractors, parties to sub-contracts or other companies doing business with HACA, anything of monetary value (with the exception of gifts under \$20 in value and nominal food and/or beverages).

Chapter 2 – Fair Housing

Per revised HUD regulations, incorporates added procedural requirements and timelines for conducting an investigation upon receipt of a discrimination complaint.

Chapter 11 – Re-Examinations

In accord with new HUD recommendations, adds a new HACA policy mandating that, at the annual reexamination, HACA will ask whether the tenant, or any member of the tenant's household, is subject to a lifetime sex offender registration requirement in any state. A tenant answering in the affirmative will be given the opportunity to present evidence disputing the accuracy and relevance of the information.

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

Chapter 1

OVERVIEW OF THE HOUSING CHOICE VOUCHER PROGRAM AND THIS ADMINISTRATIVE PLAN

INTRODUCTION

The Housing Authority of the County of Alameda (HACA) receives its funding for the Housing Choice Voucher (HCV) Program from the U.S. Department of Housing and Urban Development (HUD). HACA is not a federal department or agency. Like all public housing agencies (PHAs), HACA is a governmental or public body, created and authorized by state law to develop and operate housing and housing programs for low-income families. HACA enters into an Annual Contributions Contract (ACC) with HUD to administer the HCV program. HACA must ensure compliance with federal laws, regulations and notices and must establish policies and procedures to clarify federal requirements and to ensure consistency in program operation.

This chapter contains information about HACA and its programs with emphasis on the HCV program. It also contains information about the purpose, intent and use of the plan and guide.

There are three parts to this chapter:

Part I: The Housing Authority of the County of Alameda (HACA). This part includes a description of HACA, its jurisdiction, its programs, and its mission and intent.

Part II: The HCV Program. This part contains information about the Housing Choice Voucher program operation, roles and responsibilities and partnerships.

Part III: The HCV Administrative Plan. This part discusses the purpose and organization of the plan and its revision requirements.

PART I: THE HOUSING AUTHORITY OF THE COUNTY OF ALAMEDA (HACA)

1-I.A. OVERVIEW

This overview explains HACA's creation and authorization, the general structure of the organization, and the relationships among the HACA Governing Board, the HACA Housing Commission and staff.

1-1.B. ORGANIZATION AND STRUCTURE OF HACA

The Section 8 tenant-based HCV program is funded by HUD and administered by HACA for the following jurisdictions within Alameda County:

Incorporated Cities:

Albany
Dublin
Emeryville
Fremont
Hayward
Newark
Pleasanton
San Leandro
Union City

All Unincorporated Areas of Alameda County, including, but not limited to:

Ashland (unincorporated Hayward)
Castro Valley
Cherryland (unincorporated Hayward)
Livermore Valley (unincorporated Livermore)
San Lorenzo
Sunol

The officials of a PHA are known as commissioners or, collectively, as the board of commissioners. Commissioners are appointed in accordance with state housing law and generally serve in the same capacity as the directors of a corporation, establishing policies under which the PHA conducts business, ensuring that policies are followed by PHA staff, and ensuring that the PHA is successful in its mission. The board is responsible for preserving and expanding the agency's resources and assuring the agency's continued viability.

HACA's Board of Commissioners, called the Governing Board, is the Alameda County Board of Supervisors with the addition of two public housing tenants appointed by the Alameda County Board of Supervisors. The HACA Governing Board has delegated almost all of its duties to an appointed Housing Commission.

The Housing Commission is composed of a representative from each city in HACA's jurisdiction, a representative from one of the unincorporated areas of the County, and two public housing residents. The Board of Supervisors makes all appointments to the HACA Housing Commission from nominees submitted by the city council of each city in HACA's jurisdiction and, as to the representative from the unincorporated areas and the two public housing residents, from nominees submitted by HACA's Executive Director.

Formal actions of HACA are taken through written resolutions or formalized recordings of votes, adopted by the HACA Board of Commissioners or, as appropriate, the HACA Housing Commission, and entered into the official records of HACA.

The principal staff member of HACA is the Executive Director (ED), hired and appointed by the Governing Board. The ED is directly responsible for carrying out the policies established by the Housing Commission and is delegated the responsibility for hiring, training and supervising the remainder of HACA's staff in order to manage the day-to-day operations of HACA. The ED is responsible for ensuring compliance with federal and state laws and directives for the programs. In addition, the ED's duties include budgeting and financial planning for the agency.

1-I.C. HACA MISSION

The purpose of a mission statement is to communicate the purpose of the agency to people inside and outside the organization. It provides guiding direction for developing strategy, defining critical success factors, searching out key opportunities, making resource allocation choices, satisfying clients and stakeholders, and making decisions.

HACA Policy

HACA's mission is to deliver housing, housing assistance and related services to low-income:

- Elderly persons and persons with verifiable disabilities, in order to enable them to live as independently as possible within their economic resources, and
- Persons who are not elderly or do not have verifiable disabilities, for as limited a time as necessary in order to enable them to become self-sufficient and economically independent.

During the period of their assistance by HACA, these participants are expected to avail themselves, as necessary, of those supportive family services, education, training, and job development activities needed for them to achieve self-sufficiency and economic independence.

1-I.D. HACA'S PROGRAMS

The following programs are included under this Administrative Plan:

HACA Policy

HACA's Administrative Plan is applicable to the operation of the Housing Choice Voucher program.

1-I.E. HACA'S COMMITMENT TO ETHICS AND SERVICE

As a public service agency, HACA is committed to providing excellent service to HCV program participants, owners and to the community. HACA's standards include:

- Administer applicable federal and state laws and regulations to achieve high ratings in performance measurement indicators while maintaining efficiency in program operation to ensure fair and consistent treatment of participants served.
- Provide decent, safe, and sanitary housing – in compliance with the HCV program's housing quality standards – for very low income families while ensuring that family rents are fair, reasonable and affordable.
- Encourage self-sufficiency of participant families and assist in the expansion of family opportunities that address educational, socio-economic, recreational and other human services needs.
- Promote fair housing and the equal opportunity for very low-income families of all ethnic backgrounds to experience freedom of housing choice.
- Promote a housing program that maintains quality service and integrity while providing an incentive to private property owners to rent to very low-income families.
- Promote a market-driven housing program that will help qualified low-income families be successful in obtaining affordable housing and increase the supply of housing choices for such families.
- Create positive public awareness and expand the level of family, owner, and community support in accomplishing HACA's mission.
- Attain and maintain a high level of standards and professionalism in day-to-day management of all program components.
- Administer an efficient, high-performing agency through continuous improvement of HACA's support systems and a high level of commitment to our employees and their development.

HACA will make every effort to keep program participants informed of HCV program rules and regulations, and to advise participants of how the program rules affect them.

1-I.E. HACA CODE OF CONDUCT

No HACA officer, employee, contractor, subcontractor or agent shall, directly or indirectly, solicit or accept from program participants, owners, suppliers, contractors, parties to sub-

agreements or other persons or companies doing business, or proposing to do business, with HACA, any employment, retainer, compensation, loan, gift, gratuity, favor, or any other thing of monetary value, except for nominal food and/or beverages, and gifts with estimated value under \$20, as set forth in, and in compliance with, HACA's Gift Policy. Doing so constitutes a conflict of interest.

It is the responsibility of any HACA officer, employee, contractor, subcontractor or agent suspecting a conflict of interest to report this information—HACA employees to their Department Director, the HACA Deputy Director for Programs, or the HACA Executive Director; HACA officers, contractors, subcontractors or agents, to any Department Director, the HACA Deputy Director for Programs, or the HACA Executive Director.

Upon receipt of such notification, action shall be taken to resolve the potential conflict of interest, including but not limited to designating within a reasonable time an alternative HACA employee to perform the duty that is involved in the potential conflict. The disposition of the potential conflict shall be stated in writing.

If the conflict of interest is determined to be purposeful and a violation of the HACA Code of Conduct Policy, HACA may take corrective or disciplinary action up to and including termination of employment or services contract, as outlined in HACA's Personnel Policy, or, as regards a HACA officer, as determined by the HACA Housing Commission.

If any provision of the HACA Code of Conduct is found to be in conflict with either 24 CFR 982.161 or State of California Conflict of Interest laws, 24 CFR 982.161 or State of California Conflict of Interest laws, as appropriate, shall prevail.

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 based on other factors.

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.

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.

Providing Information to Families and Owners

HACA must take steps to ensure that families and owners are fully aware of all applicable civil rights laws. As part of the briefing process, HACA must provide information to HCV applicant families about civil rights requirements and the opportunity to rent in a broad range of neighborhoods [24 CFR 982.301]. The Housing Assistance Payments (HAP) contract informs owners of the requirement not to discriminate against any person because of race, color, religion, sex, national origin, age, familial status, or disability in connection with the contract.

Discrimination Complaints

If an applicant or participant believes that any family member has been discriminated against by HACA or an owner, the family should advise HACA. HUD requires HACA to make every reasonable attempt to determine whether the applicant's or participant's assertions have merit and take any warranted corrective action. In addition, HACA is required to provide the applicant or participant with information about how to file a discrimination complaint [24 CFR 982.304].

Upon receipt of a housing discrimination complaint, the PHA is required to:

- Provide written notice of the complaint to those alleged to have unlawfully discriminated and inform the complainant that such notice was made;
- Investigate the allegations and provide the complainant and those alleged to have unlawfully discriminated with findings and either a proposed corrective action or an explanation of why corrective action is not warranted; and
- Keep records of all complaints, investigations, notices, and corrective actions [Notice PIH 2014-201.

HACA Policy

Applicants or participants who believe that they have been subject to unlawful discrimination may notify HACA either orally or in writing.

Within 10 business days of receiving the complaint, HACA will provide a written notice to those alleged to have unlawfully discriminated. HACA will also send a written notice to the complainant informing him/her that notice was sent to those alleged to have unlawfully discriminated, as well as information on how to complete and submit a housing discrimination complaint form to HUD's Office of Fair Housing and Equal Opportunity (FHEO).

HACA will attempt to remedy discrimination complaints made against HACA and will conduct an investigation into all allegations of unlawful discrimination. Within 10 business days following the conclusion of HACA's investigation, HACA will provide the complainant and those alleged to have unlawfully discriminated with findings and either a proposed corrective action plan or an explanation of why corrective action is not warranted. HACA will keep a record of all complaints, investigations, notices, and corrective actions. (See Chapter 16.)

HACA will provide a copy of a discrimination complaint form to the complainant and provide ~~them~~ the complainant with information on how to complete and submit the form to HUD's Office of Fair Housing and Equal Opportunity (FHEO).

11-I.C. CONDUCTING ANNUAL REEXAMINATIONS

As part of the annual reexamination process, families are required to provide updated information to HACA regarding the family's income, expenses, and composition [24 CFR 982.551(b)].

HACA Policy

Families will be asked to submit by mail all required information (as described in the reexamination packet). The required information will include a HACA-designated reexamination form (Personal Declaration), an Authorization for the Release of Information/Privacy Act Notice, HACA Authorization to Release, as well as supporting documents or forms related to the family's income, expenses, and family composition.

If the family is unable to provide the information or materials requested by the packet due date, the family may request an extension.

If the family does not provide the required documents or information within the required time period (plus any extensions), the family will be sent a notice of termination (See Chapter 12).

Additionally, HUD recommends that at annual reexaminations PHAs ask whether the tenant, or any member of the tenant's household, is subject to a lifetime sex offender registration requirement in any state [Notice PIH 2012-28].

HACA Policy

At the annual reexamination, HACA will ask whether the tenant, or any member of the tenant's household, is subject to a lifetime sex offender registration requirement in any state. HACA will use the Dru Sjodin National Sex Offender database to verify the information provided by the tenant. If HACA proposes to terminate assistance based on lifetime sex offender registration information, HACA must notify the household of the proposed action and must provide the subject of the record and the tenant a copy of the record and an opportunity to dispute the accuracy and relevance of the information prior to termination. [24 CFR 5.903(f) and 5.905(d)]. (See Chapter 12.)

The information provided by the family generally must be verified in accordance with the policies in Chapter 7. Unless the family reports a change, or HACA has reason to believe a change has occurred in information previously reported by the family, certain types of information that are verified at admission typically do not need to be re-verified on an annual basis. These include:

- Legal identity
- Age
- Social security numbers
- A person's disability status
- Citizenship or immigration status

If adding a new HACA approved family member to the unit causes overcrowding according to the housing quality standards (HQS) (see Chapter 8), HACA must issue the family a new

HOUSING AUTHORITY OF THE COUNTY OF ALAMEDA

AGENDA STATEMENT

Meeting: August 12, 2015

Subject: Amendment to Budgeted Positions

Exhibits Attached: Resolution 07-15

Recommendation: Adopt the Resolution Amending the Budgeted Positions

Financial Statement: \$8,556 at Step 1 to \$10,812 at Step 5, annually

BACKGROUND

At today's Personnel Committee meeting the Committee considered the reallocation of one vacant Eligibility Technician (ET) position to the existing classification of Housing Specialist in the Special Programs Unit. If the Personnel Committee approves the reallocation, staff recommends that your Commission adopt the attached resolution amending HACA's Budgeted Positions in order to implement the Personnel Committee's action.

DISCUSSION AND ANALYSIS

Background. In May 2013, the Housing Commission approved a reorganization of the Section 8 program operations in order to maximize operational efficiencies. The then-existing units of Housing Assistance and Housing Management (HAHM) and Housing Assistance and Family Services (HAFS) became the Programs Unit and Special Programs Unit, respectively.

There were two significant impacts on the Special Programs Unit as a result of the reorganization. One impact was that the unit became a smaller unit in terms of personnel than that of the prior HAFS unit. The other was the reallocation of the HAFS Manager to a new classification of Special Programs Manager, whereby the incumbent would assume both caseload and management responsibilities, which was not the case with the previous HAFS Manager classification.

Currently, the Special Programs Manager and one Housing Specialist share approximately 960 cases. While even higher numbers of participants would be handled by Housing Specialists working in the regular HCV program if they had caseloads (Housing Specialists in the regular HCV program work in functional teams and do not have designated caseloads), the variety of housing programs assigned to the Special Programs Unit have more regulations and require coordination

with agencies outside HACA. The unit serves a higher number of disabled participants with supportive services, which requires communicating with multiple people for each participant. In addition, the unit handles all of the initial eligibility and voucher issuance for new participants of the HCV program and special programs.

An increased workload in the Special Programs Unit is imminent. HACA's remaining 72 Public Housing units are being converted to the RAD program and the Special Programs Unit will handle the Section 8 project-based duties for these units. Project-based contracts in the cities of Dublin and Fremont are also being added to the unit's caseload in 2016. Further, HUD has notified us that two more Section 8 properties will opt-out of their Multifamily Housing contracts and that we will receive vouchers for these properties under HUD's Enhanced Voucher program, the most highly regulated housing program we administer. Finally, Alameda County has asked us to take on an increased number of Continuum of Care participants (serving the mentally ill with rental subsidy and support services).

The increase in the Special Programs Unit caseload will require work that falls more appropriately in the Housing Specialist classification rather than the ET classification. This includes HCV, PBV, Continuum of Care and Enhanced Voucher briefings, preparing HAP contracts, processing rent increases, processing rent calculations for annual re-certifications, handling program integrity duties and responding to participant and landlord inquiries.

Position Reallocation. Currently, there is a vacant ET position within the Special Programs Unit. There is an existing Eligibility List for the classification of Housing Specialist that expires on October 8, 2015. Since the next four eligibles on this list are current HACA employees who work in the ET classification, the appointment of one of them to the reallocated classification of Housing Specialist within the Special Programs Unit will create a promotional opportunity. The ET position they leave will not be filled due to budget constraints.

The financial impact of reallocating the vacant ET position to the Housing Specialist classification with the appointment of an internal HACA candidate will be modest. The actual net difference in salary between the two classifications will depend on the current salary step of the ET who is ultimately appointed to the Housing Specialist classification. The difference in salary between the two classifications ranges from \$8,556 at Step 1 to \$10,812 at Step 5, annually.

Reallocating the vacant ET position to the existing classification of Housing Specialist requires your Commission to amend the Budgeted Positions you approved through Resolution 05-15 at your June 10, 2015 meeting as part of adopted HACA's FY 2015-16 Operating Budget.

HOUSING AUTHORITY OF THE COUNTY OF ALAMEDA

RESOLUTION NO. 07-15

**APPROVING AN AMENDMENT TO THE BUDGETED POSITIONS IN THE HOUSING AUTHORITY'S
FISCAL YEAR 2015-2016 OPERATING BUDGET**

WHEREAS, in May 2013 the Housing Authority of the County of Alameda ("HACA") Housing Commission approved a reorganization of the Section 8 program operations in order to maximize operational efficiencies which resulted in the creation of the Special Programs Unit to administer a variety of special housing programs that are rigorously regulated by the U.S. Department of Housing and Urban Development; and

WHEREAS, an impending increase in the workload for the Special Programs Unit requires that an employee in the Housing Specialist classification perform such increased work; and

WHEREAS, an Eligibility Technician ("ET") classification is assigned to the Special Programs Unit and one ET position within the Unit is vacant; and

WHEREAS, HACA Personnel Rule 4.7 provides that whenever the Personnel Committee determines that a position does not properly belong in the class to which it has been allocated, such position may be reallocated to the appropriate class; and

WHEREAS, at a meeting held on August 12, 2015, the HACA Personnel Committee, determined that a vacant ET position in the Special Programs unit should be reallocated to the appropriate classification of Housing Specialist; and

WHEREAS, on June 10, 2015, the Housing Commission adopted Resolution No. 05-15 approving HACA'S Operating Budget for the July 1, 2015 - June 30, 2016 fiscal year ; and

WHEREAS, an amendment to the Budgeted Positions in the Operating Budget is required in order to reallocate the vacant ET position in the Special Programs Unit to the appropriate classification of Housing Specialist;

NOW, THEREFORE, BE IT RESOLVED, that the Housing Commission does hereby approve an amendment to HACA'S Budgeted Positions.

Housing Authority of the County of Alameda

Resolution No. 07-15: Approving an Amendment to the Budgeted Positions in the Housing Authority's Operating Budget for the
July 1, 2015 - June 30, 2016 Fiscal Year

PASSED, APPROVED AND ADOPTED by the Housing Commission of the Housing Authority of the
County of Alameda on this 12th day of August 2015 by the following vote:

AYES:

NOES:

ABSTAIN:

EXCUSED:

ABSENT:

Don Biddle
Housing Commission Chairperson

Attest:

Christine Gouig
Commission Secretary/Executive Director

Adopted: _____

HOUSING AUTHORITY OF ALAMEDA COUNTY**AGENDA STATEMENT**

August 12, 2015

Subject: 2015 HACA Scholarship Program Awards

Exhibits Attached: None

Recommendation: Approve the 2015 HACA Scholarship Awards

Financial Statement: \$12,750 included in 2015-2016 budget

DISCUSSION AND ANALYSIS

This year, 14 applications, shown below by city of residence, were submitted to your Commission's Scholarship Committee (Commissioners Asher, Cashmere, Gacoscas and Hannon) for their review.

- Hayward 6
- Newark 1
- San Leandro 2
- San Lorenzo 1
- Union City 4

A telephone meeting with the Scholarship Committee was held on August 4. After discussing their selections, the Scholarship Committee recommended that all 14 applicants receive scholarship awards, as shown below, totaling \$12,750. If your Commission approves the recommendation of the Scholarship Committee, staff will ask the scholarship recipients to attend your next Commission meeting to receive their awards.

NAME	SCHOOL	DEGREE PROGRAM / FIELD OF STUDY	AWARD
Sarah Bahadur	Cal State East Bay	Masters - Public Administration	\$1,250
Deimon Brown	Chabot College	Real Estate	\$225
Tori Chea	Cal State East Bay	Bachelors - Art	\$950
Quiana Easter	Saint Mary's College	Masters - Counseling/School Psychology	\$1,250
Patricia Jones	Fremont Adult School	GED	\$375
Cristina Mitchell	Chabot College	Behavioral Science	\$500
Mohamed Musa	San Jose State	Bachelors - Computer Engineering	\$950
Maya Nelson	Chabot College	Business Administration	\$500
Kemisha Radford	Cal State East Bay	Masters - School Counseling	\$1,250
Jacqueline Richardson	Chabot College	Sociology	\$500
Stacy Sorrells	San Jose State	Masters - Library and Information Science	\$1,250
Deeletra Stroughter-Barb	San Francisco State	Masters - Kinesiology	\$1,250
Nkechi Uzoew	Chicago School of Professional Psychology	Masters - Forensic Psychology	\$1,250
Rochanda Wellington	Cal State East Bay	Masters - Public Administration	\$1,250
2015 HACA Scholarship Awards Total:			\$12,750

HOUSING AUTHORITY OF THE COUNTY OF ALAMEDA

AGENDA STATEMENT

Meeting: August 12, 2015

Subject:	Quarterly Investment Portfolio Report
Exhibits Attached:	Investment Portfolio Report for Quarter ended June 30, 2015
Recommendation:	Receive Report
Financial Statement:	\$9,260,866 Invested at an Average Monthly Yield ranging from 0.08% to 0.28% (excluding FSS Escrow Participant Accounts)

BACKGROUND

Public Agencies are required to file an investment policy with their governing boards and to provide quarterly financial reports on the status of the Agency's investments and to certify to their compliance with the approved investment policy.

DISCUSSION AND ANALYSIS

The investment portfolio report that is attached reflects the investments at quarter ending June 30, 2015 for each program that HACA administers. \$5.54M or 60% of the total portfolio is invested in Union Bank commercial papers and \$3.72M or 40% is in the State of California Local Agency Investment Fund (LAIF).

The Housing Choice Voucher program has a total investment of about \$1.5M, which is 16% of the total investment portfolio. As of June 30, 2015, HACA has used all of its Net Restricted Position (NRP) to augment HUD HAP funding received. The re-establishment of HUD-held program reserves as well as the decreasing balance of Unrestricted Net Position will cause amounts available for investment to decrease and the duration to maturity will become shorter and shorter.

The Housing Development Fund has a total investment of \$3,721,527, which is 40% of the total investment portfolio and entirely in LAIF.

The Public Housing program has a total investment of about \$1.6M, which is 17% of the total investment portfolio.

PACH, Ocean Avenue and Park Terrace investments are 14%, 2% and 11% of the total investment, respectively.


The FSS Participant Escrow Accounts are maintained in a savings account, in accordance with HUD regulations, at Union Bank.

HACA AGENDA ITEM NO.: 5-7.

Housing Authority of Alameda County
Investment Portfolio
For the Quarter ended June 30, 2015

PROGRAM NAME	TYPE OF ACCOUNT	AMOUNT	INTEREST RATE	MATURITY DATE
Conventional PH	Union Bank N.A. Commercial Paper	\$ 1,599,796.00	0.09001%	7/30/15
PACH	Union Bank N.A. Commercial Paper	\$ 1,299,811.50	0.09001%	7/1/15
Ocean Avenue	Union Bank N.A. Commercial Paper	\$ 139,979.70	0.09001%	7/1/15
Park Terrace	Union Bank N.A. Commercial Paper	\$ 999,855.00	0.09001%	7/1/15
HCV	Union Bank N.A. Commercial Paper	\$ 1,499,896.67	0.08001%	7/10/15
	Sub-total	\$ 5,539,338.87		
Housing Dev Fund	State of CA - Local Agency Investment Fund	\$ 3,721,526.72	0.28000%	N/A
TOTAL		\$ 9,260,865.59		

The above investment portfolio is in compliance with the policy approved by the Housing Commission.


Christine Gouig
Executive Director

8-5-15
Date

PROGRAM ACTIVITY

REPORT

HOUSING AUTHORITY OF THE COUNTY OF ALAMEDA

AGENDA STATEMENT

Meeting: August 12, 2015

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

SECTION 8 HOUSING CHOICE VOUCHERS

- **Lease-Up:** As of July 1, 2015, the Section 8 Housing Choice Voucher program had 5,992 units under contract and 5,990 as of August 1, 2015. The fiscal year-to-date lease-up average is 96.85% units as of August 1, 2015. The budget authority use average through July 2015 is 103%.
- **Program Utilization:** As of August 1, 2015, the average HAP subsidy was \$1,084 and the average tenant-paid rent portion was \$474 for an average Contract Rent of \$1,559. Amounts vary by \$1 due to rounding.
 - ❖ As of July 1, 2015, HACA had 58 outgoing billed portability contracts (i.e., HACA voucher holders who are housed in another housing authority's jurisdiction) and 62 as of August 1, 2015.
 - ❖ As of July 1, 2015, HACA billed other housing authorities, primarily the Oakland Housing Authority, for 716 incoming portability contracts and 672 as of August 1, 2015. The number is dropping as HACA absorbs older port-in contracts in order to increase its lease-up, which has been dropping due to skyrocketing rents in the county and the inability of tenants to locate affordable units. 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 \$3,323.67 for the month of May 2015 and \$4,856.56 for June 2015. A total of \$24,756.36 was retained over the last six months.

HACA AGENDA ITEM NO.: 5-8.

- **Landlord Rental Listings:** As of July 1 and August 1, 2015 there were 678 landlords with properties in HACA's jurisdiction utilizing the *GoSection8* rental listing service. There was one new landlord added to the Section 8 program in July 2015 and zero new landlords added in August 2015. There were 5 active properties listed as of July 1, 2015 and 3 active properties listed as of August 3, 2015.

FAMILY SELF SUFFICIENCY (FSS)

The FSS Department hosted a bi-monthly Bay Area FSS Coordinators meeting in June. These meetings provide a venue for FSS Coordinators across the greater Bay Area to meet and discuss best practices and network.

Also in June, HUD announced the availability for FSS program funding for the coming year (we have to apply every year). Staff successfully submitted its application and expects to hear from HUD regarding awards in the coming months.

The FSS Department hosted a First Time Home Buyers workshop in July aimed at assisting first time home buyers with understanding their credit, developing a budget that will lead to successful home ownership and understanding how mortgages and the real estate transaction process works.

The FSS Department is getting ready for their annual Health and Resource Fair. The fair is scheduled for Saturday, August 8, 2015 from 10:00 a.m. to 1:00 p.m. The fair will feature mini workshops, information tables, poster drawing and a backpack giveaway for the children.

PUBLIC HOUSING

- **Occupancy:** As of July 1, 2015, the Public Housing program had 69 of 72 units leased and 68 of 72 units leased as of August 1, 2015. The program has a 95.14% fiscal year-to-date lease up rate as of August 1, 2015. Three of the unleased units are in the Emery Glen public housing project and are off-line due to water damage from the incomplete exterior siding project. The fourth unit will be leased in August 2015.

HOUSING AUTHORITY OF THE COUNTY OF ALAMEDA

Section 8 Contract and HAP Report for the Month of June 2015

	Certificates		Vouchers		June 2015 TOTAL			
City	Number	HAP*	Number	HAP**	Number	HAP	June 2014	June 2013
Albany	0	\$0	28	\$29,512	28	\$29,512	30	36
Castro Valley	11	\$11,330	207	\$218,178	218	\$229,508	229	233
Dublin	3	\$3,090	355	\$374,170	358	\$377,260	360	360
Emeryville	6	\$6,180	120	\$126,480	126	\$132,660	118	114
Fremont	25	\$25,750	1,109	\$1,168,886	1,134	\$1,194,636	1,229	1,320
Hayward	118	\$121,540	2,063	\$2,174,402	2,181	\$2,295,942	2,364	2,533
Newark	3	\$3,090	226	\$238,204	229	\$241,294	248	274
Pleasanton	2	\$2,060	114	\$120,156	116	\$122,216	127	132
San Leandro	19	\$19,570	1,485	\$1,565,190	1,504	\$1,584,760	1,506	1,456
San Lorenzo	1	\$1,030	214	\$225,556	215	\$226,586	229	234
Union City	6	\$6,180	754	\$794,716	760	\$800,896	810	832
TOTALS	194	\$199,820.00	6,675	\$7,035,450.00	6,869	\$7,235,270.00	7,250	7,524

*Based on an average June Housing Assistance Payment (HAP) of \$1030 per certificate contract

**Based on an average June Housing Assistance Payment (HAP) of \$1054 per voucher contract

HOUSING AUTHORITY OF THE COUNTY OF ALAMEDA

Section 8 and HAP Report for the Month of July 2015

	Certificates		Vouchers		July 2015 TOTAL			
City	Number	HAP*	Number	HAP**	Number	HAP	July 2014	July 2013
Albany	0	\$0	28	\$30,212	28	\$30,212	30	33
Castro Valley	11	\$11,275	207	\$223,353	218	\$234,628	228	224
Dublin	3	\$3,075	351	\$378,729	354	\$381,804	360	355
Emeryville	6	\$6,150	120	\$129,480	126	\$135,630	118	110
Fremont	25	\$25,625	1,100	\$1,186,900	1,125	\$1,212,525	1,224	1,266
Hayward	117	\$119,925	2,036	\$2,196,844	2,153	\$2,316,769	2,347	2,432
Newark	3	\$3,075	224	\$241,696	227	\$244,771	245	255
Pleasanton	2	\$2,050	113	\$121,927	115	\$123,977	123	128
San Leandro	19	\$19,475	1,486	\$1,603,394	1,505	\$1,622,869	1,519	1,502
San Lorenzo	1	\$1,025	211	\$227,669	212	\$228,694	225	235
Union City	6	\$6,150	749	\$808,171	755	\$814,321	803	836
TOTALS	193	\$197,825.00	6,625	\$7,148,375.00	6,818	\$7,346,200.00	7,222	7,376

*Based on an average July Housing Assistance Payment (HAP) of \$1025 per certificate contract

**Based on an average July Housing Assistance Payment (HAP) of \$1079 per voucher contract

HOUSING AUTHORITY OF THE COUNTY OF ALAMEDA

Section 8 Average Contract Rent Report for the Month of: June 2015

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	28	\$1,368	\$1,090	\$277	20%
Castro Valley	189	\$1,506	\$1,036	\$470	31%
Dublin	276	\$1,710	\$1,252	\$458	27%
Emeryville	115	\$1,353	\$950	\$402	30%
Fremont	1,060	\$1,696	\$1,178	\$518	31%
Hayward	2,015	\$1,453	\$988	\$465	32%
Newark	228	\$1,911	\$1,308	\$603	32%
Pleasanton	114	\$1,422	\$1,009	\$413	29%
San Leandro	1,488	\$1,430	\$977	\$453	32%
San Lorenzo	217	\$1,736	\$1,235	\$501	29%
Union City	577	\$1,753	\$1,230	\$523	30%

*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: July 2015

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	28	\$1,369	\$1,091	\$278	20%
Castro Valley	190	\$1,510	\$1,038	\$472	31%
Dublin	275	\$1,712	\$1,255	\$457	27%
Emeryville	115	\$1,353	\$951	\$402	30%
Fremont	1,052	\$1,706	\$1,195	\$511	30%
Hayward	2,013	\$1,458	\$994	\$463	32%
Newark	226	\$1,920	\$1,318	\$602	31%
Pleasanton	114	\$1,429	\$1,009	\$420	29%
San Leandro	1,482	\$1,440	\$981	\$459	32%
San Lorenzo	214	\$1,742	\$1,230	\$512	29%
Union City	573	\$1,771	\$1,245	\$526	30%

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

DEBT COLLECTIONS

2014-2015

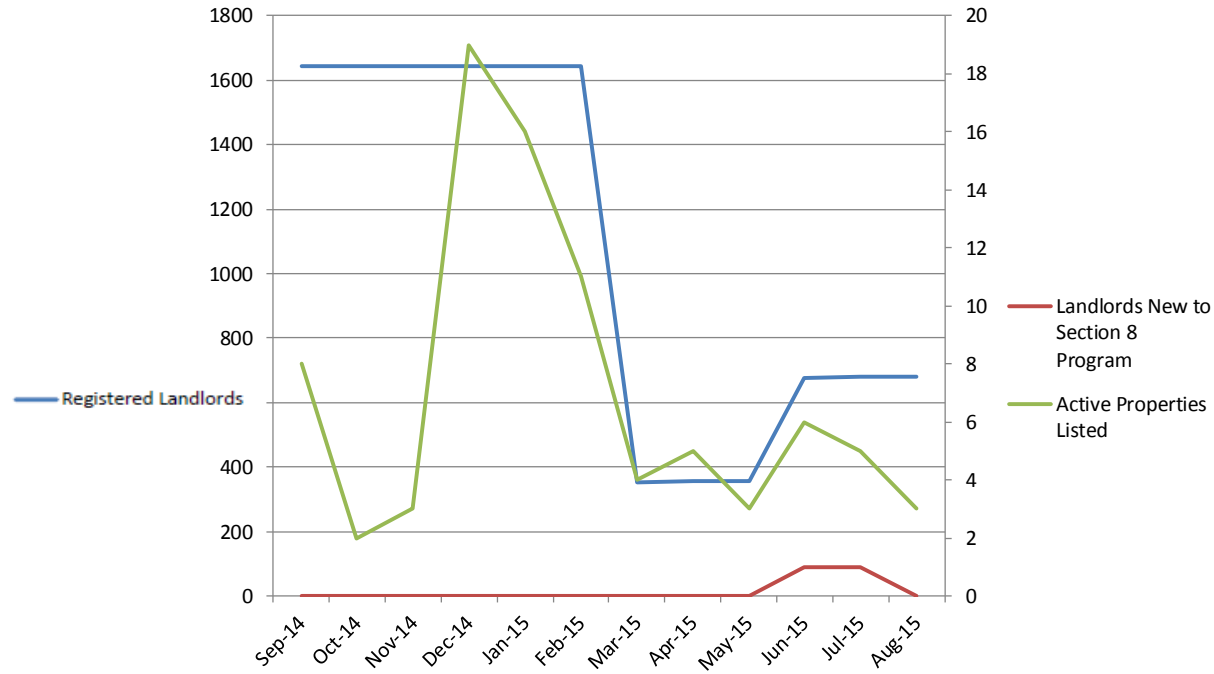
FYE 06/30/15

	JULY	AUGUST	SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER	JANUARY '15	FEBRUARY	MARCH	APRIL	MAY	JUNE	GRAND TOTALS
<i>DAMAGE CLAIMS</i>	\$170.00	\$125.00	\$170.00	\$136.00	\$50.00	\$290.00	\$150.00	\$0.00	\$0.00	\$200.00	\$210.00	\$281.00	\$1,782.00
<i>FRAUD REPAYMENTS</i>	\$2,820.43	\$3,557.50	\$3,986.71	\$7,315.00	\$3,075.76	\$7,260.33	\$2,892.15	\$2,389.00	\$3,159.69	\$8,135.29	\$3,323.67	\$4,856.56	\$52,772.09
TOTALS	\$2,990.43	\$3,682.50	\$4,156.71	\$7,451.00	\$3,125.76	\$7,550.33	\$3,042.15	\$2,389.00	\$3,159.69	\$8,335.29	\$3,533.67	\$5,137.56	\$54,554.09

Landlord Rental Listing Report

Monthly

	9/2/2014	10/1/2014	11/3/2014	12/1/2014	1/2/2015	2/2/2015	3/2/2015	4/1/2015	5/1/2015	6/1/2015	7/1/2015	8/3/2015
Registered Landlords	1643	1643	1643	1643	1645	1645	354	355	355	675	678	678
Landlords New to Section 8 Program	0	0	0	0	0	0	0	0	0	1	1	0
Active Properties Listed	8	2	3	19	16	11	4	5	3	6	5	3





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

Program Summary	July 2015
Total Clients Under Contract:	139
MDRC:	100
Graduates:	3
Escrow Disbursed:	\$14,832.41
Ports In:	0
Ports Out:	0
Terminations:	2
New Contracts:	1

FSS PROGRAM NEWS:

Workshops

On Saturday, July 11, 2015, NID Housing Counseling Agency presented a First Time Home Buyers workshop. Participants were introduced to:

- Understanding credit
- Developing a budget
- Mortgage basics
- Understanding mortgage documents
- The process of a real estate transaction

Annual Health and Resource Fair

The FSS team is finalizing the details of our annual Health and Resource Fair. The event is scheduled to take place at HACA on Saturday, August 8, 2015. The event will begin at 10:00 a.m. and end at 1:00 p.m. Community vendors with information tables, mini workshops, poster drawings, and a free backpack with school supplies are some of the activities planned for the parents and children. A few of the vendors include:

- City of Hayward Fire Department
- Healthy Oakland and their Community Health Van
- Gloria Brown, Life Coach
- Champions for Change Network for a Healthy California
- Eden Area One Stop Career Center

Referrals = 47



To: Christine Gouig, Executive Director
From: Daniel Taylor, Special Programs Manager
Re: **FSS Program Summary**
CC: Ron Dion, Linda Evans, Phyllis Harrison, Mary Sturges, Eli Isaacs
Date: July 1, 2015

Program Summary	June 2015
Total Clients Under Contract:	143
MDRC:	100
Graduates:	3
Escrow Disbursed:	\$20,368.05
Ports In:	0
Ports Out:	0
Terminations:	0
New Contracts:	0

FSS PROGRAM NEWS:

Workshops

On Tuesday, June 9th, the FSS team hosted the bi-monthly Bay Area FSS Coordinators' Meeting. The meeting is a chance for Family Self-Sufficiency Coordinators from housing authorities across the greater Bay Area to meet and discuss a variety of topics including best practices, community networking and funding sources. The housing authorities with FSS programs take turns hosting the meeting to ease the financial burden of traveling. We had 15 people in attendance representing seven different housing authorities. Surelink Mobile was our guest speaker for the meeting. They gave a presentation about free cell phone services for our program participants.

On Thursday, June 25th, the U.S. Department of Housing and Urban Development announced the availability of funding for HUD's Fiscal Year 2015 Family Self-Sufficiency Program. The FSS team will work with Jennifer Cado, Senior Administrative Analyst, to complete the application for submission by the deadline, July 27, 2015.

Referrals = Case Management = 42

COMMUNICATIONS

California Association of Housing Authorities Comments on HUD's Proposed Administrative Fee Formula



July 27, 2015

Regulations Division, Office of General Counsel
U.S. Department of Housing and Urban Development
451 7th Street SW., Room 10276
Washington, DC 20410-0500

Re: Docket No. FR-5874-N-01 (Title: HUD Administrative Fee Formula)

To Whom It May Concern:

The California Association of Housing Authorities (CAHA) represents the housing authorities in the state of California. California housing authorities administer approximately 300,000 Housing Choice Vouchers, which is 14% of all vouchers nationwide. We offer the following comments on the Housing Choice Voucher (HCV) Administrative (Admin) Fee Study (Study) and the proposed Admin Fee funding formula.

General Process

The authors state that the results of the Study statistically explain only 63% of the costs of operating the Section 8 program. A change such as that proposed by HUD that will radically alter how administrative costs are funded should require a greater degree of accuracy. This is especially true when 39 California agencies are 'decliners' under the Study (46% of all California PHAs with HCV programs) and face dramatic cuts to already anemic funding if the new formula is used.

CAHA believes that HUD's proposed timetable for implementing the new formula effective January 1, 2017 is premature. If HUD wishes to pursue a change in how Admin Fees are calculated, further work needs to be done to provide a much more complete accounting of the HCV program's administrative costs. The Study has produced a data set and created a model with that data that estimates costs. However, we would expect that the next step would be to test the estimating ability of the model by gathering new data comparable to the first data set. This would be done by completing another Random Moment Sampling but of a different set of 60 high performing PHAs and determining how well the proposed formula's estimates compare to the new data set of actual labor costs. The Study produced a model based on eight weeks of study at 2.6% of all PHAs, conducted on a rolling basis from January 2013 to April 2014. This is not enough to have confidence in the model.

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Email: cahapha@gmail.com
Website: cahahousing.org

CAHA is further concerned that the Study period (2011 – 2013) included the deepest downward prorations in the history of the HCV program—Admin Fees (69%) and Housing Assistance Payments (HAP) (94%). Draconian Admin Fee and HAP prorations in combination with a budget-based HAP renewal funding formula had a negative and atypical effect on the rate of PHAs' intake, eligibility, lease-up and other program functions. As a result, the Study fee formula undervalues PHAs' true administrative costs.

Proposed Administrative Fee Formula

The proposed new Admin Fee formula, HUD's response to pleas from PHAs to correct and address the serious lack of reasonable funding, is a step back. Not only do we object to any change in the formula that reduces funding to California PHAs, but we also object to the basis from which HUD determined "reasonable cost."

1. Wage index.

The wage index factor compares state wage data to national wage data. In California, a statewide average does not adequately capture wage variations that are needed to attract personnel to high cost urban centers such as the San Francisco Bay Area and Los Angeles area. The use of this comparison unfairly penalizes PHAs with complex programs that need to be competitive in attracting experienced personnel. Every PHA in California, with the exception of five rural PHAs, has the same ratio—1.26. No adjustments are made to reflect more localized costs and it would be incorrect in a state the size and with the economic diversity of California to assume that wages for government employees are similar throughout the state.

2. Health insurance cost index.

Like the wage index, the health insurance cost index is a ratio of the cost to employers of health insurance in the state to the national average cost to employers of health insurance. We have the same concern as described above for the wage index with respect to the use of a statewide average to craft an index for all PHAs in a large and diverse state such as California.

We agree that employee benefit costs are a substantial component of labor costs for the HCV program but for many California PHAs pension costs represent a higher percentage of cost to the PHA than the health insurance premiums. For example, over the past two years at the Housing Authority of the County of Santa Cruz pension expenses averaged 53% of total benefit costs versus health insurance premiums that averaged only 38% of the total benefits paid. We don't believe that using health insurance premiums as a proxy for all employee benefit costs is either an adequate or accurate measure of this critical cost area.

The Study recommendation to use health insurance premiums as a proxy for all benefits is also problematic given the Study's use of annual average health insurance cost data from private employers. This seems a poor method for comparison given the substantial differences between private employers and public sector employers. For example, many public sector employers have union-negotiated health insurance plans that cover all their employees and their families while many private sector employers have non-union employees and often offer plans with less robust coverage or no plan at all.

3. Percentage of households with earned income.

The assumption is that more effort is required by a PHA to certify (and recertify) households with wage earners. But this indicator penalizes a PHA that serves a large number of elderly and/or disabled households – whose primary income source is Social Security, Supplemental Security Income, or pension/retirement benefit. These households require just as much staff time as do earned income households but on different tasks. For example, it is common for elderly and fixed-income households to submit envelopes filled with receipts for medical expenses, which then must all be verified. Further, elderly and disabled households often need more assistance in locating and maintaining their housing and require additional help in explaining the Section 8 program to prospective landlords.

Current HUD regulations require that 75% of all households admitted to the HCV program each year be extremely low-income (i.e., 30% AMI). It is unlikely that families in this category will have earned income. Thus, PHAs that have diligently complied with the income targeting rule will have their fee restricted under the proposed formula. Likewise, PHAs serving areas with high unemployment, low educational attainment and an aging population, all of which make finding jobs difficult, will be penalized for such demographic and economic conditions over which they have no control. Formula factors such as this will result in PHAs considering policy decisions totally unintended by the Study—e.g., creating a preference for earned income households.

4. New admission rate.

HUD's request for comments asks whether HUD should use three years of admission data or five years. While CAHA recommends that three years be used we further recommend that the cost should reflect the total amount of staff time needed to produce new admissions. This factor suggests that PHAs should be compensated on the ability of a household with a voucher to find a suitable unit and go under contract (lease). This factor does not take into account:

- a. The supply of affordable housing units in the PHA's jurisdiction or HUD's FMRs that, in the San Francisco Bay Area for example, are grossly below actual current market rents. PHAs must do a tremendous amount of work to issue vouchers only to have voucher holders not be able to use their vouchers. The New Admission Rate factor counts only those vouchers that lease up and does not compensate PHAs for all the work they did to issue vouchers in the first place.
- b. Challenges faced by households with elderly and/or disabled members that require an accessible unit; multiple minors; or those with poor credit and/or rental histories.

5. Small area rent ratio.

This factor measures successful leasing in higher rent neighborhoods. It does not take into account:

- a. Extremely high cost regions where HUD's published Fair Market Rents are not sufficient to lease units in many neighborhoods.
- b. The right of each household to exercise family choice in determining the neighborhoods that best meets its needs.

6. Distance from main office.

CAHA agrees that PHAs serving voucher families over a very large geographic area have higher costs. However, the size of the area is not the sole determinant. In some cases traveling 60 miles can be done in 60 minutes but in other cases, particularly in certain rural areas, can take up to two hours where the roads are not highways but are narrow, winding routes through mountainous regions. Travel time and labor costs are bigger cost factors than mileage reimbursement. As it may be impractical to determine travel time perhaps reducing the 60 miles to 50 miles would pick up more PHAs with significant travel time.

It appears that HUD calculated the 60 mile threshold using topography rather than calculating the actual road distance. For example, the Housing Authority of the County of Los Angeles did not receive any credit under this category even though it has a satellite office that is over a 70 mile drive from its main office. We believe HUD simply measured the actual distance on a map which, in this case, is just under 50 miles, but the only way to get to that office using this methodology is by air. In addition to requesting a reduction in the distance threshold, we also request that HUD utilize road distance to accurately reflect the driving distance to satellite offices.

Additional Factors (numbering corresponds to Federal Register notice)

E. Maximum funding. HUD seeks comment on whether there should be maximum funding per unit per month. If the formula is valid, why should an artificial cap be placed on the result?

F. HUD requests comment on whether Admin Fees should be reduced in connection with regulatory and other long-sought program changes that, theoretically, will reduce costs. Given that the Study predicts only 63% of the costs, CAHA opposes this 'fine' a use of the results. We note it is particularly troubling that HUD does not seek comment on whether the Admin Fee should be increased when new HUD regulations and requirements are issued. For example, the new Affirmatively Furthering Fair Housing regulations will add thousands of dollars in costs to prepare the Assessment Tool. Will the Admin Fee formula provide an increase in funding to pay for this?

G. HUD seeks comment on reducing funding disruptions, particularly for the decliner PHAs. Phasing in any cuts for the decliners over a five year period would be one method of mitigation.

H. HUD further requests comment on how to treat program priorities and strategic goals with the Admin Fee; for example, serving homeless households, expanding housing opportunities, investigating fraud and administering special voucher programs such as VASH (for veterans). As these efforts vary widely across PHAs we believe compensation for them should not be built into the proposed formula but, instead, should be paid outside the Admin Fee as a supplemental fee.

Costs Not Included in the Proposed Formula

The Study notes that there may be costs not accounted for in the proposed formula. CAHA agrees with this statement and suggests that the costs of:

- setting up and administering a VASH program (such as coordinating with the VA and doing specialized outreach to landlords),
- providing enhanced services to maintain housing for disabled households,

- working with families with no or limited English proficiency (LEP) where significant staff time is spent with the interpreter (whose cost is borne by the PHA) communicating existing policies and procedures along with explanations of the documentation required to complete the eligibility/recertification process,
- coordinating with local service providers and creating specialized programs to assist an increasing number of chronically homeless families,
- providing customer service to applicants,
- designing and establishing a project-based voucher program and administering it on an on-going basis (e.g., work that isn't required in the regular HCV program such as requiring a family to move when it is in a wrong-sized unit, ensuring that families with supportive services complete their services plan, processing requests for vacancy loss payments), and
- opening an HCV waiting list (which requires months of preparation and software costs) as well as maintaining that list (e.g., taking calls from applicants as to their place on the list, revising applicant information as applicants submit it)

are among the number of tasks undertaken by PHAs that are not considered in the formula. We do not understand why there is no provision for this work in the formula, even as a supplement, given the fact that PHAs actually do this work. It strikes us as exceedingly unfair to pay PHAs based on a partial task list yet expect us to do everything.

Disproportionate Impact on California PHAs

HUD published a table comparing the Study's formula funding at 100 percent proration for each PHA in the country to 79.769 percent of each PHA's fee rate in calendar 2014 (PHAs received a prorated fee of 79.769 in 2014). As a result of this comparison, HUD claimed that the percent of PHAs losing funding under the new formula was small. However, comparing the proposed funding at 100 percent proration to essentially 79.8 percent of the existing fee rates makes little sense and it's obvious that most PHAs would be classified as 'gainers' under this approach.

However, even with this unusual comparison HUD's table shows that 39 California PHAs are 'decliners,' which is 46% of California PHAs with HCV programs and 28% of all decliner PHAs in the country (excluding US territories). This seems illogical given that California's urban centers have some of the highest costs of living anywhere in the country, but further analysis shows California to be, in reality, even more heavily impacted. To make an accurate 'apples-to-apples' comparison one should compare 100 percent of the Study fee formula on a per unit per month basis (PHAs are paid based the number of units under lease every month) to 100 percent of the average fee rate per unit per month, all for calendar year 2014. When this is done 67 California PHAs (79%) are decliners, an extraordinary number in just one state. CAHA requests that HUD address this issue in a test and verification of the Study's results as described in our comments under General Process above.

Thank you for your consideration in this matter. If you have any questions about our comments, please contact either of CAHA's Legislative Committee Co-chairs, Christine Gonig (510-727-8513, chrisg@haca.net) or Ana Gamiz (909-332-6307, agamiz@hacsb.com).

Very truly yours,



Grace Stepter, President
California Association of Housing Authorities