



HOUSING COMMISSION AGENDA
Regular Meeting: October 12, 2011

Time: 8:00 a.m.

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

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

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

*The Housing Commission Secretary of the Housing Authority of the County of Alameda has, on **Thursday, October 6, 2011**, duly distributed this Agenda to the Clerk of the Board of Supervisors for posting in the office of the Alameda County Administration Building and has posted it on the bulletin board of the Housing Authority of the County of Alameda.*

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

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MINUTES
September 14, 2011



HOUSING COMMISSION MINUTES

REGULAR MEETING: SEPTEMBER 14, 2011 HACA BOARD ROOM

SUMMARY ACTION MINUTES

1. CALL TO ORDER/ROLL CALL

Call to Order

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

Roll Call

Present: Cmr. Atkin, Biddle, Cashmere, Gacoscos, Gerry, Haddock, Iosefa, Medina, Peixoto, Reed, and Steiner

Excused: Cmr. Biddle

2. ACTION: APPROVAL OF THE MINUTES OF THE JULY 20, 2011 MEETING

Recommendation: Approve the minutes as presented.

Motion/Second: Reed/Atkin.

10 ayes; 1 abstain: Cmr. Natarajan.

APPROVED AS RECOMMENDED.

3. PUBLIC COMMENT – On matters not on the agenda

None.

4. NEW BUSINESS

4-1. PRESENTATION: RECOGNITION OF HAYWARD FIRE STATION NO. 1

Personnel from the City of Hayward Fire Station No. 1 were not able to attend so this item will be on the agenda for the October Housing Commission meeting.

4-2. RESOLUTION NO. 20-11 APPROVING THE OPERATING BUDGET FOR THE JULY 1, 2011 – JUNE 30, 2012 FISCAL YEAR

Christine Gouig, Executive Director, prefaced the staff report with a brief explanation of the budget preparation process and described how the drastic cuts in HUD funding and the recently negotiated labor contract have impacted the budget. Cathy Leoncio, Finance Director, presented the staff report. Her report included a summarization of the income and expenses for the Housing Choice Voucher and Public Housing programs. Ms. Leoncio also identified the key components of the budget that relate to HACA's operations.

Recommendation: Adopt Resolution No. 20-11 approving the operating budget

for the July 1, 2011 – June 30, 2012 fiscal year.

Commission Discussion: Cmr. Atkin asked why HACA’s fiscal year did not correspond with HUD’s funding year as HACA is dependent upon funding from HUD. Ms. Gouig commented that although HUD’s fiscal year begins in October, funding information may not be released until a few months later making it very difficult to prepare a budget. Ms. Leoncio commented that with a July 1-June 30 fiscal year, the funding information is available for at least half of the year and that staff can use this information along with other tools for analysis and make educated projections for the other half of the year.

Cmrs. Atkin and Cashmere thanked Ms. Leoncio for her work on the budget.

Motion/Second: Reed/Natarajan.

Ayes: All Motion passed.

APPROVED AS RECOMMENDED.

4-3. ACTION: APPROVE MANAGEMENT AGREEMENT WITH PRESERVING ALAMEDA COUNTY HOUSING, INC. (PACH)

Ron Dion presented the staff report. He explained that the agreement sets forth the terms for HACA’s management of the former public housing units that have been conveyed to PACH.

Recommendation: Approve the management agreement between HACA and PACH.

Commission Discussion: Chairperson Steiner asked about the budget for PACH and if it is going to be incorporated into HACA’s budget. Ms. Gouig responded that an entirely separate budget will be prepared and will have to be adopted by the PACH Board of Directors.

Motion/Second: Natarajan/Gerry.

Ayes: All Motion passed.

APPROVED AS RECOMMENDED

4-4. ACTION: APPROVE REVISIONS TO SECTION 8 ADMINISTRATIVE PLAN

Ron Dion presented the staff report. Mr. Dion reported that HUD has made recent rulings in conjunction with the Violence Against Women Act (VAWA) and explained that the proposed revisions incorporate these HUD updates into HACA’s Section 8 Administrative Plan. He also reported that revisions to HACA’s policies regarding informal hearings are being proposed.

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

Commission Discussion: Cmr. Cashmere asked if the final ruling will impact wait

list preference points for women who are victims of domestic violence. Ms. Gouig explained that the ruling did not address that subject specifically.

Motion/Second: Haddock/Medina.

Ayes: All Motion passed.

APPROVED AS RECOMMENDED.

4-5. ACTION: CONTRACT FOR HQS AND UPCS INSPECTION SERVICES

Tom Makin, Deputy Director for Operations, presented the staff report. Mr. Makin reported that staff issued a Request for Proposals for inspection services for the Housing Choice Voucher and Public Housing programs. He stated that based on experience, local presence, references from nearby housing authorities and pricing, staff recommends that the Commission award the contract to Sterling Company, Inc.

Recommendation: Award a contract for HQS and UPCS inspection services to Sterling Company, Inc.

Commission Discussion: Cmr. Gerry and Mr. Makin discussed the pricing per inspection.

Motion/Second: Gerry/Reed.

Ayes: All Motion passed.

APPROVED AS RECOMMENDED.

4-6. INFORMATION: ENERGY AUDIT CONTRACT FOR PUBLIC HOUSING

Tom Makin, Deputy Director for Operations, reported that in accordance with HACA's Procurement Policy regarding procurements valued at \$25,000-\$100,000, staff awarded a contract in the amount of \$31,360 to 2rw Consultants, Inc. for energy audit services for the public housing properties.

Commission Discussion: Cmr. Gerry asked if staff has looked into the energy conservation programs that are being offered by agencies such as PG&E. Mr. Makin indicated that staff has explored some of these programs and has used some in the past.

4-7. INFORMATION: QUARTERLY INVESTMENT REPORT FOR THE QUARTER ENDING JUNE 30, 2011

Report received with no questions or comments from the Commission.

4-8. INFORMATION: QUARTERLY BUDGET STATUS REPORT FOR THE QUARTER ENDING JUNE 30, 2011

Report received with no questions or comments from the Commission.

4-9. INFORMATION: PROGRAM ACTIVITY REPORT

Report received.

Commission Discussion: Chairperson Steiner encouraged Commissioners to attend the FSS “It’s Your Time to Shine” event in November.

6. COMMITTEE REPORTS

None.

7. COMMISSIONER REPORTS

Chairperson Steiner reported that the City of Pleasanton interviewed four development teams for the rehabilitation of the units at Kottinger Place.

8. COMMUNICATIONS

Ms. Gouig discussed the Commissioner travel rotation process and announced that Cmr. Natarajan will be attending the NAHRO National Conference in St. Louis in October and that Cmr. Gerry will be attending the NAHRO Legislative Conference in Washington D.C. in March.

Ms. Gouig reported that the House Appropriations Subcommittee on Transportation and HUD approved a budget bill for FY 2012. A chart outlining the FY 2012 appropriations was distributed to the Commission and to the members of the public. Ms. Gouig explained how the proposed HUD funding levels equate to even further cuts in program funding and the severe impact that these cuts will have on HACA’s budget if the bill becomes final. She described the next step in the process and indicated that housing authorities are reaching out to their elected officials for support. Chairperson Steiner mentioned that NAHRO sent out a form letter that can be signed and submitted electronically and encouraged Commissioners to submit the letter. Cmr. Natarajan stated that the Housing Trust of Santa Clara will be meeting with Senators Boxer and Feinstein in Washington, D.C. and suggested that staff provide this group with information about the cuts.

9. ADJOURNMENT

There being no further business, Chairperson Steiner adjourned the meeting at 8:55 a.m.

Respectfully submitted,

Melissa Taesali
Executive Assistant

Christine Gouig
Executive Director/Commission Secretary

Christine Steiner
Housing Commission Chairperson

NEW BUSINESS

October 12, 2011

HOUSING AUTHORITY OF ALAMEDA COUNTY

AGENDA STATEMENT

Meeting: October 12, 2011

Subject: Recognition of City of Hayward Fire Station No. 1

Exhibits Attached: None

Recommendation: Approve Certificate of Appreciation

BACKGROUND

The objective of the Family Self-Sufficiency (FSS) program is to reduce the dependency of low-income families on Section 8, welfare and other public assistance provided through Federal, State, or local programs.

FSS participants sign a 5-year Contract of Participation and HACA's FSS Coordinators use various public and private sector resources to provide education and job training opportunities to motivate FSS participants and help them achieve their goals of self-sufficiency.

Each year, FSS hosts a Health and Resource Fair in August and a Holiday Gift Giving event in December for the FSS participants and their families. The Captains and Firefighters of Station No. 1, City of Hayward Fire Department, have partnered with the FSS Program on these events.

DISCUSSION and ANALYSIS

For the last four years, Station No. 1 has sent a truck or engine to the Health and Resource Fair. The Firefighters have engaged and excited the Fair's attendees. Their presence has promoted fire safety and created a positive connection to the children and parents of the FSS Program.

Station No. 1 also supports the FSS Holiday Gift Giving event. Each year, FSS has been one of the beneficiaries of the Firefighters' Toy Drive. The Firefighters' work and personal generosity has ensured that the children of FSS have a happy holiday.

Staff recommends that your Commission approve a Certificate of Appreciation for the City of Hayward Fire Station No. 1 and recognize the Station for its continued support of the FSS Program.

HOUSING AUTHORITY OF ALAMEDA COUNTY

AGENDA STATEMENT

Meeting: October 12, 2011

Subject: Recognize Barbara Zimmerman for 25 Years of Service and as the Employee of the Quarter for October-December 2011

Exhibits Attached: None

BACKGROUND

The Housing Authority has two recognition programs to acknowledge employee achievements and exceptional individual contributions. In recognition of an employee's *length of service*, the Housing Authority annually presents awards to employees who during the previous calendar year have reached specific years of service benchmarks. In recognition of *exceptional individual contributions*, the Communications Committee created the "Employee of the Quarter" program.

DISCUSSION

The Housing Authority is privileged to have on its staff Barbara Zimmerman ("BZ"), an exceptional employee who has achieved 25 years of service with the Housing Authority. BZ is the Secretary to Tom Makin, Deputy Director of Operations. Barbara has spent her entire career at the Housing Authority working in the Administrative Services Department for Tom, handling Human Resources, Labor Relations, Risk Management, Procurement, Maintenance Services, Contracting, Procurement, Communications and Fleet Administration.

Barbara first came to the Housing Authority in June 1986 as a temporary employee, working as a Clerk II. In August 1986, she was appointed provisionally as a Housing Authority employee to the same class. In December 1987, she was appointed to the Administrative Clerk classification. In 1998, Barbara was designated as the Housing Authority's "Employee of the Year." In February 2001, Barbara was promoted to the Secretary classification, her present job.

Not only has Barbara achieved 25 years of service with the Housing Authority, she was also selected as the Employee of the Quarter for the quarter October through December 2011. Her selection was announced at the all-staff meeting held on September 28. Those who nominated Barbara recognized her for her outstanding work in the following categories: Acknowledgement from the Public, Co-Workers and Clients; Team Effort & Flexibility in Working with Others; Customer Service; and Problem Solving. Some of the comments made by those who nominated her were:

"... Barbara has become an invaluable resource for many at HACA. It would be hard to find a HACA employee who has not experienced her infectious laugh, bubbly personality or genuine desire to help. It's that desire to help others that has made Barbara (BZ) the 'go to person' for so many. When one goes to BZ with a dilemma, she never disappoints. She either has the answer, knows who has the answer, or knows where to get the answer."

"Many use the term 'above and beyond' to describe those tasks performed in addition to a person's job description. For BZ, this is not an exaggeration... she's gone to HACA properties, after hours, to meet with vendors, turn off alarms, or follow-up on the unusual..."

"Whether it's calming an irate client, dealing with a delivery of goods, going to HACA properties, or cleaning up around the office, BZ always has HACA's best interest at heart. It's for these reasons and many more, too numerous to list here, that we nominate Barbara Zimmerman for employee of the quarter. Come to think of it, maybe BZ really stands for BUSY!"

Staff recommends your Housing Commission recognize BZ for her 25 years of service and as the Employee of the Quarter for October-December 2011.

HOUSING AUTHORITY OF THE COUNTY OF ALAMEDA

AGENDA STATEMENT

Meeting: October 12, 2011

Subject: Section 8 Benefit Payment Standards

Exhibits Attached: None

Recommendation: Approve the Proposed Payment Standards

BACKGROUND

A housing authority's payments to landlords to subsidize the rents of Section 8 Housing Choice Voucher Program (HCVP) participants are called "Housing Assistance Payments" (HAP). A formula determines the total HAP that HUD provides annually to each housing authority. Congress may or may not appropriate sufficient funds to fund 100% of that formula.

A housing authority must manage the HAP funds that it receives from HUD to pay landlords enough so that families can afford modest housing and yet not run out of money before the end of the year when new funding is provided. If a housing authority sets the rents that families are allowed to pay too low for its market area, families won't be able to find suitable housing and/or will have to pay too much (i.e., more than 30% to 40% of their income) as rent. If the housing authority sets rents too high, it will run out of HAP funds and will have to reduce the size of its program, possibly having to terminate the leases of participating families.

The rents that a housing authority allows participating families to pay are determined, in part, by HUD. Each year, HUD publishes the fair market rents for each market area in the United States to be effective on October 1 of that year. Fair market rent (FMR) is the rent, including the cost of utilities (except telephone and cable TV), that must be paid in the market area to rent privately owned, decent, safe and sanitary rental housing that is *modest* (i.e., non-luxury). It is not intended that the FMRs enable a participating family to rent every type of unit in a community.

After HUD publishes the FMRs, each housing authority must then adopt one or more payment standard schedules based on the FMRs. A housing authority may either adopt a single payment standard amount for the whole FMR area, or a separate payment standard amount for each designated part of the FMR area (e.g., each city).

The payment standard establishes the voucher payment standard amount for each unit size, i.e., the **maximum** gross rent (rent plus utilities) that will be used by the housing authority to compute the monthly HAP that it will pay the landlord on behalf of the family. (The **actual** gross rent that the housing authority will use is based on the reasonableness of the rent in comparison to that of similar units in the same neighborhood; it is not automatically the payment standard.)

The housing authority may establish the payment standard amount for a unit size at any level between 90 percent and 110 percent of the published FMR for that unit size. HUD approval is not required to establish a payment standard amount in that range (called the

“basic range”), but is required to establish a payment standard amount that is higher or lower than the basic range.

DISCUSSION AND ANALYSIS

HUD has now published this year’s final FMRs, which were effective October 1.

Staff has analyzed data including gross rents currently being paid by Section 8 participants, the number of “over-housed” families (i.e., families living in a unit larger than their voucher size), the number of families whose rent exceeds the current payment standards (where the tenant pays the overage), recently approved increases in the utility allowance, and the impact on the total tenant rent portion of existing participants. From a thorough analysis of its data, staff concluded the following:

- Staff has set the payment standards at the percentage of the new FMRs that most closely equals our average gross rents except where the increased FMRs has required staff to set the payment standards at 90 percent in order to keep those payment standards within the basic range. For unit sizes where staff had no average gross rent data (due to our not having any units of a particular size in a city), staff carried over the payment standard set last year.
- Additionally, Dublin payment standards are higher due to the commitment to relocate Arroyo Vista residents; however, staff has reduced the payment standards to between 107 and 110 percent of the FMR in order to keep those payment standards within the basic range and to adjust the payment standards to more closely match our average gross rents. Once the redevelopment of Arroyo Vista is complete and residents can return, Dublin’s payment standards will be revised as appropriate.

Staff recommends that your Housing Commission approve the payment standards shown below. All proposed payment standards are within the basic 90-110% range that does not require HUD approval.

Payment Standards by City

City	Unit Size by Bedrooms							
	Studio	1	2	3	4	5	6	7
Albany	\$944	\$1,140	\$1,462	\$1,851	\$2,292	\$2,635	\$2,979	\$3,323
Castro Valley (u)	\$905	\$1,065	\$1,337	\$1,851	\$2,409	\$2,769	\$3,131	\$3,492
Dublin	\$1,078	\$1,301	\$1,542	\$2,091	\$2,518	\$2,977	\$3,366	\$3,754
Emeryville	\$882	\$1,105	\$1,420	\$1,832	\$2,268	\$2,608	\$2,948	\$3,289
Fremont	\$1,032	\$1,117	\$1,448	\$2,021	\$2,432	\$2,715	\$2,754	\$3,072
Hayward	\$925	\$1,065	\$1,323	\$1,851	\$2,198	\$2,608	\$2,948	\$3,289
Newark	\$993	\$1,199	\$1,462	\$2,040	\$2,502	\$2,742	\$3,100	\$3,458
Pleasanton	\$882	\$1,065	\$1,406	\$2,002	\$2,526	\$2,608	\$2,948	\$3,289
San Leandro	\$882	\$1,065	\$1,351	\$1,832	\$2,362	\$2,823	\$3,192	\$3,560
San Lorenzo (u)	\$915	\$1,105	\$1,420	\$1,983	\$2,385	\$2,742	\$3,100	\$3,458
Union City	\$915	\$1,105	\$1,420	\$1,926	\$2,362	\$2,769	\$3,131	\$3,492

HOUSING AUTHORITY OF ALAMEDA COUNTY

AGENDA STATEMENT

Meeting: October 12, 2011

Subject: Family Self Sufficiency (FSS) Funding

Exhibits Attached: Form HUD 52651, Appeal Letter

Recommendation: Consider providing FSS funding for one year

Financial Impact: 0 - \$335,500, depending on option chosen

BACKGROUND

HACA has operated a Family Self Sufficiency (FSS) Program since 1992 when the program first began. As your Commission knows, our program is extremely successful and is considered a model by many in the FSS field. On September 22, we received a press release from HUD listing the housing authorities that had been awarded FSS funding for calendar year 2012. Our name was not on the list.

Determining the Problem

When we saw that our application wasn't funded we thought it was a mistake and contacted the staff person in the San Francisco HUD office who is assigned to HACA. She, too, thought it was a mistake "because you have such a good program." She urged us to contact the HUD Grants Management Center (GMC) in Washington D.C. as it is the GMC that makes the FSS funding decision, not the local San Francisco office.

Of course we contacted the GMC immediately. Although the analyst assigned to our application was not available, we were able to speak with that person's co-worker who, although she couldn't give us any details, said that our rejection was not a mistake. She also said we could not request a debriefing or appeal the decision until the award and rejection letters were mailed out (as of October 5 we still have not received an official letter).

Still believing this to be an error, and not wanting to wait for a debriefing at which point all the funds would be committed, we requested a debriefing anyway. At the same time we audited our application to determine what the problem might be. It was through this audit that we found we had neglected to submit a routine form, the HUD 52651 (attached).

As you can see, the form contains our name, address and contact person, the amount we are requesting and the number of FSS staff positions. This information is provided

on other material included with the application so the absence of the form really doesn't have any substantive impact. Our reading of the Notice of Funding Availability (NOFA) for the FSS Program indicated that we should have been given the opportunity to correct the omission during the technical review period. After all, what is the purpose of a "technical deficiency period" if we aren't told of a technical problem and given the opportunity to fix it?

The NOFA language is as follows: **Unacceptable Applications.** After the technical deficiency correction period (as provided in the General Section), the GMC will disapprove applications that it determines are not acceptable for processing. Applications that fall into any of the following categories are ineligible for funding under this NOFA:

(a. – f. various situations not applicable to us).

g. Applicants that submit only a SF424 and applicants that fail to submit form HUD52651.

Note that the NOFA language says "**After** the technical deficiency correction period..." We read this to mean that if **after** the technical deficiency period the items listed in a. through g. are still missing, the application is denied. If we had been notified **during** the review period that we were missing the form, we would have submitted it (we had prepared it—we just neglected to attach it electronically to the email). However, HUD's interpretation of this language is that a missing form isn't correctable and that the application is rejected if the form is missing.

Actions Taken

Although we didn't have any information from HUD as to why our application wasn't funded, we assumed the missing form was the reason and appealed the decision, citing the argument above. Following protocol, we directed our appeal to the GMC program analyst (attached). That same day (Friday September 23), we contacted Congressman Pete Stark's Washington office and asked for assistance as well as notified the San Francisco HUD regional administrator. On Monday September 26 we followed up with a letter to the director of the GMC.

Our appeal caused quite a debate at HUD, so much so that a meeting of involved parties at HUD in Washington D.C. was held on Thursday September 29. By that time Congressman Stark's office had contacted HUD a couple times and the San Francisco HUD office staff had provided its analysis and opinion, which we believe to have been in our favor. However, on Monday October 3 we received a call from Melina Whitehead, Acting PIH director at the San Francisco HUD office, telling us that HUD GMC was standing by its rejection of our application based on its interpretation of the NOFA language and that 24-25 other housing authorities were in the same situation.

Ironically, Ms. Whitehead indicated that HUD planned to rewrite the language for next year's NOFA, making clear its interpretation.

DISCUSSION and ANALYSIS

HACA is faced with a difficult decision. Retaining the program without the HUD FSS funds will be expensive. Following are three options.

Option 1: Close down the program

HUD's FSS funding is provided on a calendar year basis and HACA has sufficient funds to operate the program through December 31. Under this option we would begin to wind down the program now, informing participants and program partners. We would pay out escrow balances and lay off the three FSS staff on December 31. These staff would be eligible to apply for HACA jobs (for which they qualify) that become available due to the early retirements.

This option is not as straightforward as it seems. HACA has 128 "mandatory" FSS slots—slots we are required to have per HUD regulations. The mandatory slots decrease as participants graduate. We're not sure how HUD would treat our shut down of the program vis a vis the "mandatory" nature of these 128 participants. Also, escrows are accumulated over the five-year contract period and paid out upon successful graduation. We would be paying out the escrows now, without completion of the five-year contracts. An alternative would be for HACA to keep the escrows and add the funds to our Housing Assistance Payment (HAP) reserves to be used to subsidize rents for additional tenants. For a new FSS participant, with only a few dollars in escrow, this may not matter but for a participant with four years of escrow who is planning to purchase a home our keeping the escrow would be a significant blow.

Choosing this option would also mean that we would likely never have an FSS program again. HUD's funding priorities give *first* priority to those housing authorities with an existing FSS program and current HUD funding; *second* priority to housing authorities with an existing FSS program and current HUD funding and who lost FSS positions due to HUD funding shortfalls; *third* priority to housing authorities with an existing FSS program that is not funded by HUD; and *fourth* priority to housing authorities that do not operate an FSS program. While it's always possible that a fourth priority program would be funded, the odds are against it.

Option 2: Operate a partial program

Included in our last year's FSS funding was \$69,000 for a fourth FSS coordinator position. We were awarded this extra funding due to the number of FSS participants we have and the success of our program. Although the funding theoretically was available for the 2011 calendar year, HUD didn't distribute it until mid-April. As we were just beginning labor negotiations at that time we weren't sure if we ever would fill the position so didn't expend the funds. Negotiations concluded with the position remaining in the

budget and the Personnel Committee authorized recruitment at its September 14 meeting.

We have submitted a request to HUD to be allowed to not hire a fourth coordinator, but keep the funding and use it to pay one of our existing FSS staff. Obviously, this would mean a much-reduced program size, as one person cannot handle a caseload of 193 (the current number of participants in our program). We haven't worked out the details of this option but one possible approach would be to cut the program down to those mandatory slots with only one or two years remaining on their contracts and provide them with just the most basic services. HUD may have the same concerns with this plan as they could with our shutting down the program completely—that is, we would be working with fewer families than our mandatory slots and we would be paying out escrows regardless of contract completion.

Congressman Stark has indicated he will support our request to retain the \$69,000. He and his staff have been strongly in our corner on this entire issue during these last few weeks so we are hopeful HUD will approve our use of the funds in this way. However, even if we weren't allowed to keep the funds we could use our unrestricted net assets (i.e., Section 8 reserves) to pay one staff person and keep the program marginally afloat. An obvious advantage of doing this is that we would be considered in the third priority category for funding next year, as we would have an existing program. If we were allowed to retain the \$69,000 for the fourth coordinator, we would be considered in the first priority category, as we would have an existing program with HUD funding.

The total cost (salary and benefits) of an FSS coordinator is \$83,500. If HUD allowed us to keep the \$69,000 we would still have to cover \$14,500 from unrestricted net assets. If HUD disapproves our request, the entire \$83,500 would need to come from our reserves.

Option 3: Operate a full program

A third option is to operate a full program and retain all three existing FSS coordinators. (Of course, we would not hire a fourth coordinator.) The only change from current operations would be that we would not enroll any new FSS participants, even to fill slots of those who graduate, and would work only with those 193 families who already have contracts with us. We would apply for 2012 FSS funding as soon as the NOFA is announced. An advantage of this option is that FSS funding is based partially on the number of enrolled participants. Operating a full program would allow us to continue to serve 193 participants and would entitle us to funding for at least three coordinators.

This is the most expensive option. If HUD allows us to apply the \$69,000 to our current staff, the amount required from Section 8 reserves would be \$266,500. If we can't keep the \$69,000 the amount needed is \$335,500.

Given the costs, do we want to retain the program?

RECOMMENDATION

The FSS program is worth saving. As Commissioners know, the purpose of the FSS program is to promote economic self-sufficiency by supporting participants in their educational and employment goals. Participants enter into five-year contracts with HACA in which they commit to certain goals. In the Section 8 program participants pay rent based on 30% of their income-- if your income goes up your rent share goes up. But in the FSS program HACA places the value of the increase in an escrow account. If a participant successfully completes the five-year contract, that escrow is released to them. Families use their escrow for a downpayment on a home, to further their or their children's education, to purchase a computer, etc.

During 2010 we had 210 participating households. Fourteen "graduated" by completing their five-year contracts and an average of \$11,800 in escrow funds was paid to each of them. Since the inception of the program we have had 225 graduates and 20 of these have purchased homes, including one last month who purchased a home in Hayward. We currently have 83 families with an escrow balance.

Due to the Great Recession, for the last couple years our FSS Department has concentrated significant effort on employment counseling and providing training on interviewing and job search. In 2010 we provided referrals and job leads to 169 participants. Eighty-three participants were employed full time and 60 part-time. Sixty-six families increased their income over that of 2009 by an average of \$4,429.

The program continues to be popular among Section 8 families. In 2010, 55 new families enrolled and 39 have enrolled to date this year. We have 79 on our waiting list.

Your Commission has direct experience with some of the FSS participants. Seven out of the 11 scholarships that you awarded in July went to FSS participants. In addition, the *Health and Resource Fair* that was held here in our courtyard in August is an FSS event. Young artists draw posters at the *Fair* for submittal to NAHRO's poster contest and we just learned today that three of our six local winners have been selected to represent Northern California and have been sent on to compete at the national level. And, in November, the FSS Department honors program participants, particularly graduates and poster contest winners, at its "It's Your Time to Shine" event at the San Leandro Library. All these events would disappear if we shut down the program.

Budget commitment

As of the fiscal year ending June 30, 2011, we had about \$2.87 million in reserves. Approximately \$463,000 will be needed for the seven employees taking an early retirement, leaving \$2.4 million.

Staff does not believe that using reserves just to continue paying on-going costs is a wise use. Given the severe cuts to the Section 8 Administrative Fee it is unlikely that we will be able to rebuild spent reserves. Reserves should be used strategically to achieve specific goals or meet important, one-time needs. Using reserves to pay for the early retirements is a good example of a one-time use that meets a specific goal.

In the FSS situation, staff recommends use of the reserves to fund all three FSS coordinators but for one year only. After funding, remaining reserves would be \$2.14 million or \$2.07 million, depending on whether we receive HUD approval to use the \$69,000. We would apply for 2012 FSS funding as soon as the NOFA is published. If we were unsuccessful in obtaining HUD funding a second time staff would recommend closing down the program.

**Housing Choice Voucher
(HCV) Family Self-
Sufficiency (FSS)
Program Coordinator
Funding**

U.S. Department of Housing
and Urban Development
Office of Public and Indian
Housing

OMB Approval No. 2577-0178
Exp. (09/30/2013)

Public reporting burden for this collection of information is estimated to average 0.75 hours. This includes the time for collecting, reviewing, and reporting the data. Information provided is to determine the eligibility of the applicant for funding for the salary of a program coordinator. HUD uses the information to determine eligibility of the applicant to receive funding. Information is required to obtain benefit under 24 CFR 982.302(b). The information is subject to the confidentiality requirements of the HUD Reform Legislation. This agency may not collect this information, and you are not required to complete this form unless it displays a currently valid OMB control number.

PART I: General Information. (To be completed by all applicants.)

Applicant Category: <input type="checkbox"/> PHAs Not Currently administering FSS <input checked="" type="checkbox"/> PHAs Currently administering FSS	Moving-to-Work PHA? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No State or Regional PHA? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	DUNS Number of Applicant: 0891883530000	Funding Request for Fiscal Year: 2011
A. PHA Legal Name (For joint applicants, lead PHA name): Housing Authority of the County of Alameda Address: 22941 Atherton Street City: Hayward County: Alameda State: CA Zip Code: 94541-6633 PHA Number of Applicant: CA067			
B. Legal Name of Joint Applicant PHA. (If applicable.) None Address: City: County: State: Zip Code: PHA Number of Applicant:			
Legal Name of Joint Applicant PHA. (If applicable.) Address: City: County: State: Zip Code: PHA Number of Applicant:			
Legal Name of Joint Applicant PHA. (If applicable.) Address: City: County: State: Zip Code: PHA Number of Applicant: PHA Number of Applicant:			
List any additional co-applicants on page 4			
C. Evidence demonstrating salary comparability to similar positions in the local jurisdiction for each position requested is on file at the PHA.			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

D. Contact information person most familiar with application:

Name: Sharon DeCray

Telephone Number; (510) 727-8560

Email Address: sharond@haca.net

PART II: Funding/Positions Requested by PHAs that are Currently Administering HCV/FSS Programs

A. Previously Funded Positions

FY Last Funded	Salary Amount Last Funded	Salary Requested Per Position ** under this NOFA	Number of Positions at salary level	Is applicants request above percentage allowed in the NOFA? 'Y' or 'N' ***
2010	\$69,000	\$69,000	1	N
2010	\$68,680	\$68,680	3	N

B. New Positions –Total salary requested per position including fringe benefits, if applicable. If more than one position, list each separately:

Salary Requested, including Fringe Benefits**

C. Total Requested

1.	4	Total number of positions requested in Part II
2.	\$275,040	Total \$ requested in Part II

** Salary awards will not exceed the cap per position stated in the most recent HCV/FSS NOFA.
 *** For any position, where the applicant is requesting a percentage increase above the amount provided for in the current HCV/FSS NOFA, the applicant must comply with justification requirements in the current HCV/FSS NOFA.

Additional space for Part II A and B on page 4

PART III: Requests for PHAs that are NOT currently administering HCV/FSS Programs

A. FSS Action Plan Information:

	The number of HCV/FSS program slots in the HUD-approved Action Plan. (For Joint applications, provide total approved slots for all joint applicant PHAs.)
--	---

B. Position/Salary Requested:

Number of Positions	Salary Requested, including Fringe Benefits if applicable**

Additional space for Part III B on page 4

C. Total Requested.

1.		Total number of positions requested in Part III B
2.		Total \$ requested in Part III B

** Salary awards will not exceed the cap per position stated in the most recent HCV/FSS NOFA.

Continuation of Part I. B, Legal Name of Joint Applicant PHAs

Legal Name of Joint Applicant PHA. (If applicable.)	
Address:	
City:	County:
State:	Zip Code:
PHA Number of Applicant:	
Legal Name of Joint Applicant PHA. (If applicable.)	
Address:	
City:	County:
State:	Zip Code:
PHA Number of Applicant:	
PHA Number of Applicant:	

Continuation of Part II. A, Previously Funded Positions:

FY Last Funded	Salary Amount Last Funded	Salary Requested Per Position ** under this NOFA	Number of Positions at salary level	Is applicants request above percentage allowed in the NOFA? 'Y' or 'N' ***

Continuation of Part II. B, New Positions:

Salary Requested, including Fringe Benefits**

Continuation of Part III. B, Position/Salary Requested:

Number of Positions	Salary Requested, including Fringe Benefits if applicable**



Housing Authority of the
County of Alameda

22941 Atherion Street, Hayward, CA 94541
Tel. 510.538.8876 TDD 510.727.8551 Fax 510.727-8554 www.haca.net

September 23, 2011

Darrin Dorsett, Program Analyst
Grants Management Center
451 7th Street, SW
B133 Potomac Center, 3rd Floor
Washington, DC 20410

Re: Housing Choice Voucher Family Self Sufficiency Funding Notification
Funding Opportunity Number FR-5500-N-07

Dear Mr. Dorsett:

The Housing Authority of the County of Alameda (HACA), PHA Code CA067, applied for 2012 Family Self Sufficiency Funding under funding opportunity number FR-5500-N-07. HACA was not listed on HUD's funding notification released yesterday, September 22, 2011. HACA immediately conducted an internal audit of the submission and determined that there was a technical deficiency in the application, namely that HACA did not include form HUD-52651 as an attachment to the submission. The form was prepared and available; however, was inadvertently omitted from the submission. HACA believes this may be why its application was not funded.

HACA's submission did include the Application for Federal Assistance, form SF-424, indicating the total funding requested by HACA. The omitted form restates the amount requested and indicates that, as specified in the NOFA, the funding provides salary and benefits for four staff persons. Neither the Grants Management Center nor the San Francisco HUD Field Office notified HACA of the omission of this form during the deficiency correction period.

Section V.B.6. of the program section of the NOFA states that, "after the technical deficiency correction period, the Grants Management Center will disapprove applications that it determines are not acceptable for processing" including applications that fail to submit form HUD-52651 (section V.B.6.g). This statement indicates the omission of form HUD-52651 is a technical deficiency that a housing authority would have the opportunity to correct.

HACA has a strong and robust Family Self-Sufficiency program, which has been funded continuously for almost 20 years (since December 1992). The program serves 199 families, 100 of whom have active escrow accounts. These program participants should not be penalized because HACA staff inadvertently omitted a form.

Darin Dorsett
Grants Management Center
Page 2

HACA is formally appealing HUD's decision not to fund its FSS program for 2012. If there are additional issues beyond the omission of form HUD-52651, HACA requests an opportunity to address these as well.

Sharon DeCray, HACA's Manager of Housing Assistance and Family Services, can answer any questions you may have and will serve as HACA's contact on this matter. Her phone number is 510-727-8560 and her email is sharond@haca.net.

I look forward to your favorable review of this appeal.

Very Truly Yours,



Christine Gouig
Executive Director

Cc: Ophelia Basgal, Regional Director, Region 9
Melina Whitehead, Acting PIH Director, San Francisco

HOUSING AUTHORITY OF ALAMEDA COUNTY

AGENDA STATEMENT

Meeting: October 12, 2011

Subject: Contract for Davis Bacon Wage Rate Monitoring

Exhibits Attached: None

Recommendation: Award Contract to Eliza Grace Daniels

BACKGROUND

Federal law mandates the Housing Authority to require the payment of prevailing wages to workers on construction and maintenance contracts totaling more than \$2,000. These rates are referred to as the "Davis Bacon Wage Rates", named after the 1931 Congressional Act establishing the requirement. There are also HUD-determined wage rates that may be required, depending on the work activity.

For most contracts, Housing Authority staff includes the required wage rates in the bid documents and management staff monitors the payment of these rates by collecting reports of contractor payrolls and interviewing workers on the job site. For bigger jobs, where in some cases there may be 30 or more sub-contractors and where the length of construction is as much as a year or longer, staff recommends contracting out the monitoring.

DISCUSSION and ANALYSIS

There are several projects where Davis Bacon monitoring services are currently needed: Wexford Way and Carlow Court at the Emerald Vista project in Dublin, Main Street Village in Fremont and Station Center in Union City. In these cases, the wage rate monitoring requirement is touched off by our issuance of Section 8 Project Based Vouchers for these projects. Staff may also use the monitoring services for the Main Office Renovation Project or other projects that arise.

On August 16, 2011, staff issued a Request for Proposals (RFP) for these services. Five proposals were received by the September 19, 2011 due date. Staff reviewed the proposals and rated them based on experience, responsiveness and price.

Staff recommends awarding the contract to Eliza Grace Daniels. Ms. Daniels is a Santa Rosa-based consultant who has worked on many public sector and affordable housing projects in the Bay Area. Ms. Daniels presented the best relevant experience at an affordable price. She previously completed a small project for the demolition work at

the Arroyo Vista site while staff prepared this RFP. Staff checked additional references which were acceptable.

The quoted price for the projects listed above is \$37,635 (Dublin) and \$46,425 (Fremont and Union City), for the base work. Because there may be the necessity to investigate or gather more documentation than is anticipated, there is an hourly rate in the contract for additional services at \$65.00/hour, subject to approval by staff. The Housing Authority's RFP for its Project Based Voucher Program provided that the developers would pay the cost of the monitoring for projects with such vouchers.

The contract is for a three-year period with options for two one-year extensions at the Housing Authority's discretion.

HOUSING AUTHORITY OF ALAMEDA COUNTY

AGENDA STATEMENT

Meeting: October 12, 2011

Subject: Contract for Financial Audit Services

Exhibits Attached: None

Recommendation: Award Contract to Patel & Associates

BACKGROUND

HUD regulations require that a financial audit by an independent public accounting firm be completed each fiscal year. Our last audit, per HUD regulations, was for the fiscal year ending June 30, 2010 and the audit for the fiscal year ending June 30, 2011 needs to get underway. However, our contract for financial audit services has expired and so a new audit contract must be procured and executed.

DISCUSSION and ANALYSIS

On August 4, 2011, staff issued a request for proposals (RFP) for financial audit services. The RFP was for one year of auditing services with four additional one-year renewal options, each at HACA's discretion.

Staff received six proposals by the September 13, 2011 deadline. Staff reviewed the proposals and scored them using 12 different criteria including qualifications and experience of the firm and assigned personnel, Quality Control practices, timelines and estimates, demonstration of knowledge of the scope of work and price. After review, staff recommends the firm of Patel & Associates.

This firm's proposal demonstrated the best understanding of the scope of work in its detailed response. The firm also projected reasonable timelines, has experienced personnel and quoted an affordable price. Patel & Associates is just concluding a five-year engagement with HACA and staff has been satisfied with their work. They list the San Mateo County Housing Authority and the Berkeley Housing Authority as current clients as well as several of Alameda County's departments including the Office of Auditor-Controller and the Community Development agency.

The cost of the first year audit would be \$36,000. The cost of all five years, should HACA exercise its options, would be \$173,250. The audit expenses are provided for in each fiscal year's operating budget.

Staff recommends your Commission award the contract for Financial Audit Services to Patel & Associates and authorize the Executive Director to execute it.

HOUSING AUTHORITY OF ALAMEDA COUNTY

AGENDA STATEMENT

Meeting: October 12, 2011

Subject: Designation of a Panel to Hear Appeals of Determinations of Non-Responsiveness of Contractors Bidding on the Main Office Renovation Project

Exhibits Attached: None

Recommendation: Approve Recommended Panel

BACKGROUND

Staff is working on the Bid Specifications for the Main Office Renovation Project. The Public Contract Code requires public agencies to award construction contracts to the lowest responsible bidder but due to the current downturn in the economy, particularly in the construction industry, staff is concerned that the low bidder may not be truly responsive or responsible. To address this possibility, staff is developing a process of requiring general contractors and their principal sub-contractors to provide detailed information and responses that would be analyzed to determine if the bidder can complete the project in an acceptable manner.

DISCUSSION and ANALYSIS

Staff will provide questions and requests for information to the general contractors and sub-contractors as part of the bidding process. Staff will review the responses for qualifications and experience. Should staff's analysis of the responses indicate that a contractor or sub-contractor is not responsive, a due process mechanism must be in place to allow the contractor or sub-contractor an appeal. This model is used by many public agencies in the construction bidding and award process.

Since both the Deputy Director for Operations and the Maintenance and Modernization Manager will be reviewing and evaluating the bid responses, it is not appropriate to have either of these staff serve on the Appeal Panel. Staff requests that your Housing Commission designate the Housing Authority's Executive Director and the Procurement Analyst as the Appeal Panel, should a contractor or sub-contractor wish to avail itself of the appeal process.

HOUSING AUTHORITY OF THE COUNTY OF ALAMEDA

AGENDA STATEMENT

Meeting: October 12, 2011

Subject: Quarterly Investment Portfolio Report

Exhibits Attached: Investment Portfolio Report for Quarter Ended September 30, 2011

Recommendation: Receive Report

Financial Statement: \$25,553,880 Invested at an Average Monthly Yield ranging from 0.25% to 0.48% (excluding FSS Escrow Participant Accounts)

BACKGROUND

Public Agencies are required to file an annual 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 September 30, 2011 for each program that HACA administers.

The Housing Choice Voucher program has a total investment of \$5,998,203, which is 23% of the total investment portfolio.

The Housing Development Fund has a total investment of \$10,898,463, which is 43% of the total investment portfolio. Approximately 61% of its portfolio is in the State of California Local Agency Investment Fund (LAIF).

The Public Housing program has a total investment of \$7,053,057, which is 27% of the total investment portfolio. Of this amount, \$6,033,788 is the available loan balance for Eden Housing.

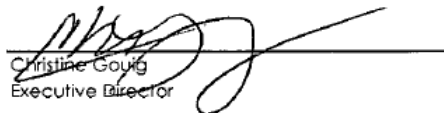
Ocean Avenue and Park Terrace investments are 3% and 4% of the total investment, respectively.

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

**Housing Authority of Alameda County
Investment Portfolio
For the Quarter ended September 30, 2011**

PROGRAM NAME	TYPE OF ACCOUNT	AMOUNT	INTEREST RATE	MATURITY DATE
Section 8	Union Bank N.A.	\$ 5,998,203.34	0.22009%	11/18/11
Ocean Avenue	Union Bank N.A.	\$ 679,644.97	0.25016%	12/15/11
Park Terrace	UBS Finance Delaware LLC	\$ 924,511.81	0.25016%	12/15/11
Housing Dev Fund	Abbey National N America LLC	\$ 1,999,083.33	0.25011%	11/18/11
	UBS Finance Delaware LLC	\$ 2,248,562.50	0.25016%	12/15/11
	State of CA - Local Agency Investment Fund	\$ 6,647,930.75	0.480%	LAIF Avg Eff Yield 06/30/11
Public Housing	Union Bank NA Commercial Paper	\$ 199,920.56	0.22090%	11/18/11
	Union Bank NA Commercial Paper	\$ 499,680.56	0.25016%	12/15/11
Arroyo Vista	Union Bank NA Commercial Paper	\$ 5,849,272.00	0.14002%	9/1/11
	State of California	\$ 504,184.33	0.480%	LAIF Avg Eff Yield 06/30/11
Local Fund (Dublin)	Local Agency Investment Fund	\$ 2,886.30	0.480%	LAIF Avg Eff Yield 06/30/11
TOTAL		\$ 25,553,880.45		

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


 Christine Gouig
 Executive Director

10-4-11
 Date

BUDGET STATUS **REPORT**

Housing Authority of Alameda County
HOUSING CHOICE VOUCHER
Budget Status Report FYE 2011-2012
JULY 2011

FY 2012 OPERATING BUDGET	Budgeted @ 7/31/2011	Actual @ 7/31/2011	OVER (UNDER)	SCH. NO.	2011 BUDGET	2012 BUDGET	DIFFERENCE
INCOME							
Investment Income	300	430	130	A1	3,600	3,600	0
Misc. Income	28,753	29,546	792	A1	358,200	345,040	(13,160)
(Fees)	605,914	590,977	(14,938)	A	8,060,912	7,270,973	(789,939)
TOTAL INCOME	634,968	620,952	(14,015)		8,422,712	7,619,613	(803,099)
EXPENSES							
Administration							
Salaries	365,950	350,495	(15,455)	B-1&2	4,749,188	4,391,400	(357,788)
Other Admin.	89,751	52,085	(37,666)	C-1&2	1,099,199	1,077,012	(22,187)
Total	455,701	402,581	(53,120)		5,848,386	5,468,412	(379,975)
General							
Insurance	17,002	14,525	(2,477)	E	194,547	204,029	9,482
Employee Benefits	182,975	181,668	(1,307)		2,374,594	2,195,700	(178,894)
Miscellaneous	0	0	0		0	0	0
Total	199,977	196,194	(3,784)		2,569,141	2,399,729	(169,412)
Total Routine Expenses	655,678	598,774	(56,904)		8,417,527	7,868,141	(549,386)
Capital Expenditures	0	0	0	D2	0	0	0
TOTAL EXPENSES	655,678	598,774	(56,904)		8,417,527	7,868,141	(549,386)
NET INCOME (DEFICIT)	(20,711)	22,178	42,889		5,185	(248,527)	(253,713)

Unrestricted Net Assets @ 6/30/10
Unaudited Income (Deficit) @ 6/30/11
Budgeted Income/(Deficit) @ 6/30/12
Budgeted Unrestricted Net Assets-AF @ 6/30/12

\$ 2,919,589
(50,795)
(248,527)
\$ 2,620,267

**Housing Authority of Alameda County
PUBLIC HOUSING
Budget Status Report FYE 2011-2012
JULY 2011**

FY 2012 OPERATING BUDGET	YTD BUDGET 7/31/2011	YTD ACTUALS 7/31/11	OVER/ (UNDER) BUDGET	SCH. NO.	2011 BUDGET	2012 BUDGET	Difference
INCOME							
Dwelling Rentals	67,079	86,004	18,925	A-1	1,030,260	804,948	(225,312)
Investment Income	169	151	(18)	A	900	2,025	1,125
Misc. Income	7,092	6,158	(935)	A-1	158,756	85,108	(73,648)
Operating Subsidy	41,386	33,303	(8,083)	A-1	398,218	496,628	98,410
Asset Reposition Fee	12,383	0	(12,383)	A-1	0	148,594	148,594
Capital Grant	14,106	0	(14,106)	A-1	231,178	169,275	(61,902)
TOTAL INCOME	142,215	125,616	(16,600)		1,819,312	1,706,579	(112,732)
EXPENSES							
Administration							
Salaries	31,954	25,821	(6,132)	B-1& 2	312,533	383,445	70,912
Other Admin.	13,947	4,246	(9,701)	C-1	64,902	167,363	102,461
Total	45,901	30,067	(15,833)		377,435	550,808	173,373
Tenant Services							
Resident Managers	458	225	(233)		5,500	5,500	0
Recreation	625	4,277	3,652		7,500	7,500	0
Total	1,083	4,502	3,419		13,000	13,000	0
Utilities							
Water	6,167	3,826	(2,341)		74,000	74,000	0
Electricity	1,583	1,316	(267)		19,000	19,000	0
Gas	217	121	(94)		2,600	2,600	0
Sewage	3,967	4,138	171		47,600	47,600	0
Total	11,933	9,401	(2,531)		143,199	143,199	0
Maintenance							
Salaries	11,652	9,800	(1,852)	B-2	189,144	139,820	(49,324)
Materials	5,330	4,524	(806)	D	80,600	63,960	(16,640)
Contract Costs	38,879	26,282	(12,597)	D	586,151	466,552	(119,599)
Total	55,861	40,605	(15,256)		855,895	670,332	(185,564)
General							
Insurance	6,726	7,327	602	E	87,800	80,712	(7,087)
Tax-In Lieu Of	5,515	7,392	1,878		88,706	66,175	(22,531)
Employee Benefits	21,803	17,221	(4,582)		250,839	261,633	10,794
Collection Loss	83	0	(83)		1,000	1,000	0
Miscellaneous	83	0	(83)		1,000	1,000	0
Total	34,210	31,940	(2,269)		429,344	410,520	(18,824)
Total Routine Expenses	148,988	116,516	(32,470)		1,818,874	1,787,859	(31,015)
Capital Expenditure					0	0	0
TOTAL EXPENSES	148,988	116,516	(32,470)		1,818,874	1,787,859	(31,015)
NET INCOME (DEFICIT)	(6,773)	9,100	15,870		438	(81,280)	(81,718)

		DHA
Unrestricted Net Assets @ 6/30/11	\$ 40,322	\$ 1,238,915
Budgeted Income/(Deficit) @ 6/30/12	(81,280)	
Budgeted Unrestricted Net Assets @ 6/30/12	(40,959)	\$ 1,238,915
Combined Net Assets Balance		\$ 1,197,957

PROGRAM ACTIVITY **REPORT**

HOUSING AUTHORITY OF THE COUNTY OF ALAMEDA

AGENDA STATEMENT

Meeting: October 12, 2011

Subject: Programs Activity Report

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

Recommendation: Receive Report

Financial Statement: None

SECTION 8 HOUSING CHOICE VOUCHERS

- **Lease-Up:** As of October 1, 2011 the Section 8 Housing Choice Voucher program had 5,637 units under contract. The fiscal year-to-date lease-up average is 98.32% units. The budget authority use average through July 2011 is 98%.
- **Program Utilization:** As of October 1, 2011 the average HAP subsidy is \$1,047 and the average tenant-paid rent portion is \$393 for an average Contract Rent of \$1,440.
 - ❖ As of October 1, 2011 HACA had 58 outgoing billed portability contracts (i.e., HACA voucher holders who are housed in another housing authority's jurisdiction).
 - ❖ As of October 1, 2011 HACA billed other housing authorities, primarily the Oakland Housing Authority, for 1,571 incoming portability contracts. HACA receives only 80% of the HUD-authorized Administrative Fee for billed incoming portability contracts.
- **Section 8 Contract Report:** A copy of the Contract Report is attached.
- **Fraud / Debt Recovery:** HACA retained \$13,226.48 in fraud and debt recovery payments for the month of August 2011 and \$3,941.52 for the month of September 2011. A total of \$41,166.75 was retained over the last six months.

HACA retained \$350.00 in Housing Assistance Payment (HAP) overpayments for the month of August 2011 and \$343.00 for the month of September 2011. A total of \$2,686.00 was retained over the last six months.

- **Landlord Rental Listings:** As of September 29, 2011 there were 1,498 landlords with properties in HACA's jurisdiction utilizing the *GoSection8* rental listing service. There were three new landlords to the Section 8 program this month. There were 110 active properties listed.

FAMILY SELF SUFFICIENCY (FSS)

FSS had a very busy month hosting workshops on Small Business Start-Up, Auto-Finance, and Homeownership for the Elderly and Disabled. These workshops show the range of opportunities offered by our FSS Coordinators. The highlight of the month was the closure of a home purchase for one of the FSS Section 8 Homeownership families. Mr. and Mrs. Najibullah Yusufi and their family of six have purchased a four-bedroom home in Hayward. Linda Evans worked closely with the family, their realtor, and lender for the last nine months to close this short sale purchase. She reviewed the financing documents leading to a reduced interest rate and a credit of \$5,000. Linda is currently working with another family on a pending purchase.

PUBLIC HOUSING

- **Occupancy:** As of October 1, 2011 the Public Housing program had 222 of 230 units leased and has a 97.50% fiscal year-to-date lease up rate.

HOUSING AUTHORITY OF THE COUNTY OF ALAMEDA

Section 8 Contract and HAP Report for the Month of: September 2011

City	Certificates		Vouchers		SEPTEMBER 2011 TOTAL		SEPTEMBER 2010	SEPTEMBER 2009
	Number	HAP*	Number	HAP**	Number	HAP		
Albany	-	\$ -	43	\$ 45,021	43	\$ 45,021	44	43
Castro Valley	13	\$ 11,453	239	\$ 250,233	252	\$ 261,686	253	246
Dublin	1	\$ 881	297	\$ 310,959	298	\$ 311,840	268	220
Emeryville	5	\$ 4,405	104	\$ 108,888	109	\$ 113,293	90	95
Fremont	33	\$ 29,073	1,358	\$ 1,421,826	1,391	\$ 1,450,899	1,406	1,413
Hayward	106	\$ 93,386	2,408	\$ 2,521,176	2,514	\$ 2,614,562	2,432	2,390
Newark	2	\$ 1,762	286	\$ 299,442	288	\$ 301,204	297	289
Pleasanton	4	\$ 3,524	161	\$ 168,567	165	\$ 172,091	158	142
San Leandro	15	\$ 13,215	1,388	\$ 1,453,236	1,403	\$ 1,466,451	1,343	1,332
San Lorenzo	2	\$ 1,762	204	\$ 213,588	206	\$ 215,350	198	193
Union City	4	\$ 3,524	732	\$ 766,404	736	\$ 769,928	712	697
TOTALS	185	\$162,985	7,220	\$7,559,340	7,405	\$7,722,325	7,201	7,060

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

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

11-12

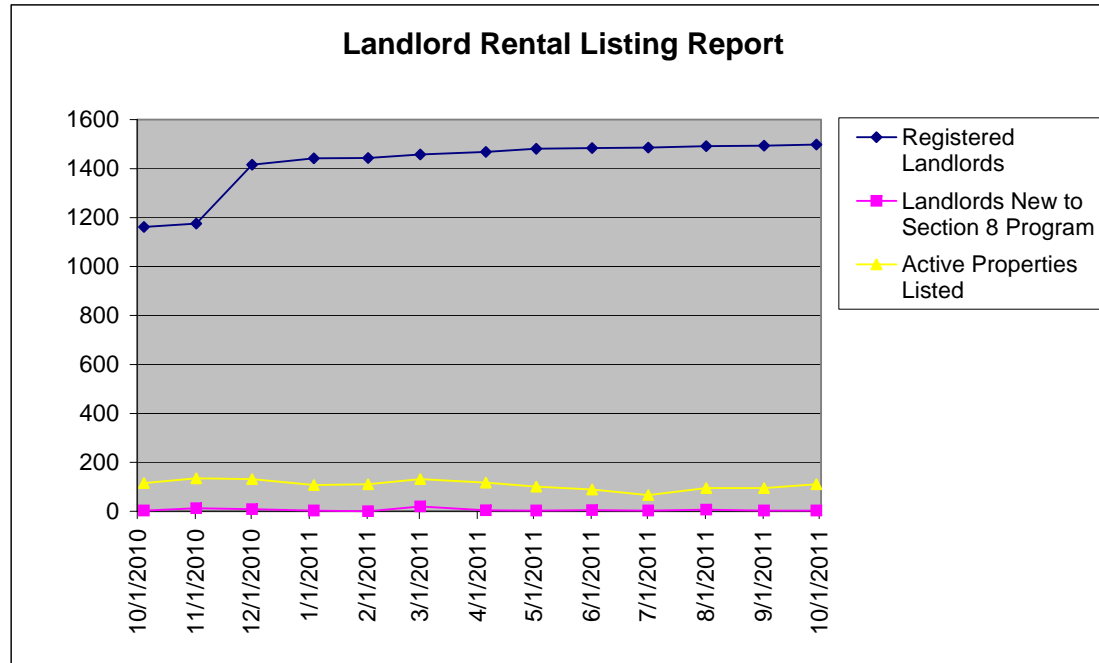
DEBT COLLECTIONS
FYE 06/30/12

	JULY	AUGUST	SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER	JANUARY	FEBRUARY	MARCH	APRIL	MAY	JUNE	GRAND TOTALS
<i>DAMAGE CLAIMS</i>	\$0.00	\$0.00	\$0.00										\$0.00
<i>FRAUD REPAYMENTS</i>	\$6,603.63	\$13,226.48	\$3,941.52										\$23,771.63
<i>HAP OVERPAYMENTS</i>	\$200.00	\$350.00	\$343.00										\$893.00
TOTALS	\$6,803.63	\$13,576.48	\$4,284.52	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$24,664.63

Landlord Rental Listing Report

Monthly

	10/4/2010	11/1/2010	12/1/2010	1/3/2011	2/1/2011	3/1/2011	4/5/2011	5/2/2011	6/1/2011	7/1/2011	8/1/2011	9/1/2011	9/29/2011
Registered Landlords	1162	1175	1416	1442	1443	1458	1468	1481	1484	1486	1492	1494	1498
Landlords New to Section 8 Program	3	13	9	3	0	19	4	3	5	3	7	3	3
Active Properties Listed	115	134	132	107	110	132	117	101	89	66	95	95	110





To: Christine Gouig, Executive Director
From: Sharon DeCray, HAFS Manager
Re: **FSS Program Summary**
CC: Ron Dion, Linda Evans, Phyllis Harrison, Mary Sturges
Date: October 4, 2011

Program Summary	September 2011
Total Clients Under Contract:	192
Graduates:	1
Escrow Disbursed:	\$1,550.19
Ports In:	0
Ports Out:	1
Terminations:	1
New Contracts:	4

FSS PROGRAM NEWS:

Workshops

Wednesday, September 7, 2011 Operation Hope conducted a “Small Business Start-up Resources” workshop here at HACA. Sonja Brooks, Business Development Specialist, facilitated the event. Twelve enrolled and 12 attended. Topics included:

- Are you thinking about your own business?
- What does it look like in today’s economy?
- How do I choose what is right for me?
- What about credit scoring?
- What are the best ways to finance my start up?
- What do I need to start?
- Tips in creating a successful business.

On Tuesday, September 13, 2011 our FSS Department hosted an FSS Bay Area Coordinators’ meeting. The meeting is held every other month at various housing authorities in the Bay Area. Representatives from seven housing authorities attended. We discussed topics such as FSS contracts, participant goals and escrow accounts and each housing authority provided feedback on how it processes these.

Saturday, September 24, 2011 Meriwest Credit Union presented a “Credit Myths and Auto Financing” workshop. The workshop covered how to:

- Achieve higher credit scores.
- Access free credit reports and scores.
- Permanently remove inaccurate items from your credit report.
- Save money buying your next car.
- Buy extended auto warranties for less.

The FSS Department held a Program Coordinating Committee (PCC) meeting here on Thursday, September 29, 2011. The PCC is the advisory board for our FSS program and assists in accessing community resources. FSS staff gave updates on the FSS programs and upcoming events. Realtor Maria Sanchez discussed the real estate outlook for low-income families wanting to purchase a home. Ollie Arnold, representing Eden I & R / 211, gave updates on available resources in the community and tips on how to navigate through their phone lines. In attendance were two new possible members representing Healthy Oakland / Healthy Communities and Chabot College.

FSS Orientation

Tuesday, September 20, 2011 the FSS Department facilitated a Section 8 Homeownership orientation for the elderly and/or disabled. We presented a basic overview of HACA’s Section 8 Homeownership program and the qualifications to start the process. Thirty-seven reserved a space and 25 attended.

Section 8 Homeowner

FSS and Section 8 Homeownership participant Najibullah Yusufi and his family purchased a 4-bedroom home in South Hayward this month. The closing occurred on Tuesday, September 20, 2011. The family is comprised of Mr. and Mrs. Yusufi, their four children and Mrs. Yusufi’s elderly parents. The family is extremely excited with the help they received from HACA as they went through their purchasing process. They participated in pre-purchase counseling with Linda Evans, FSS Leadworker, throughout the transaction and were able to benefit from Linda reviewing the financial loan documents. With HACA’s help, the family was able to receive cash back in the amount of approximately \$5,000 in addition to a lower interest rate than they initially agreed to. The family also plans to participate in post-purchase counseling. FSS will highlight their success at our annual “It’s Your Time to Shine” event on November 10, 2011.

Referrals= 45