



HOUSING COMMISSION AGENDA
Special Meeting: October 30, 2013

Time: 8:00 a.m.

Nidus Court Recreation Room, 2020 Nidus Court, Union City, CA 94587

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 24, 2013** 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.*

1. CALL TO ORDER / ROLL CALL		PAGE
2. CLOSED SESSION		
<i>Contract Negotiations with SEIU Local 1021 and the Housing Authority of the County of Alameda</i>		
<i>Labor Negotiations Pursuant to Government Code 54957.6</i>		
<i>Conference with Legal Counsel - Anticipated Litigation</i>		
<i>Initiation of Litigation Pursuant to Subdivision (c) of Section 54956.9 (one case)</i>		
3. APPROVAL OF THE MINUTES OF THE SEPTEMBER 11, 2013 MEETING	ACTION	2
4. PUBLIC COMMENT		
On matters not on the Agenda		
5. NEW BUSINESS		
5-1. Recognize Meranda Jones as HACA's Shining Star	PRESENTATION	7
5-2. Public Hearing on Subcontractor Substitution and Award of Contract for Office Building Remodel	ACTION PUBLIC HEARING REQUIRED	8
5-3. Resolution Authorizing Submittal of Rental Assistance Demonstration (RAD) Application to HUD	ACTION	15
5-4. Resolution Approving Amendment to HACA's Conflict of Interest Code	ACTION	25
5-5. Resolution Reaffirming Mandatory Pre-tax Employee Contributions to the Alameda County Employees' Retirement Association (ACERA)	ACTION	29
5-6. Quarterly Investment Portfolio Report for the Quarter Ended September 30, 2013	INFORMATION	32
5-7. Budget Status Report	INFORMATION	34
5-8. Program Activity Report	INFORMATION	37
6. COMMITTEE REPORTS		
7. COMMISSIONER REPORTS		
Report on National NAHRO Conference		
8. COMMUNICATIONS		
9. ADJOURNMENT		

MINUTES

September 11, 2013



**HOUSING COMMISSION MINUTES
REGULAR MEETING: SEPTEMBER 11, 2013 8:00 A.M.
HACA BOARD ROOM**

SUMMARY ACTION MINUTES

1. CALL TO ORDER/ROLL CALL

Call to Order

Chairperson Reed called the meeting to order at 8:00 a.m. and led the Pledge of Allegiance in honor of the September 11 National Day of Remembrance.

Roll Call

Present: Cmr. Apodaca, Biddle, Gascos, Gerry, Haddock, Iosefa, Natarajan, Peixoto and Reed

Excused: Cmr. Steiner

Absent: Cmr. Asher and Cashmere

2. EXECUTIVE SESSION

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

The Commission adjourned into Executive Session at 8:02 a.m. and reconvened in regular session at 8:26 a.m. Chairperson Reed reported that there were no reportable actions taken during the Executive Session.

3. APPROVAL OF THE MINUTES OF THE AUGUST 14, 2013 COMMISSION MEETING

Recommendation: Approve the minutes of the August 14, 2013 meeting as presented.

Motion/Second: Biddle/Haddock.

7 ayes; 2 abstentions: Cmr. Natarajan and Peixoto. Motion passed.

APPROVED AS RECOMMENDED.

4. PUBLIC COMMENT - On matters not on the agenda.

Santos Quintero, SEIU Local 1021 representative, introduced himself to the Commission and said that he would be acting as a negotiator for SEIU should HACA and SEIU enter into labor contract negotiations.

5. NEW BUSINESS

5-1. ACTION: SECTION 8 PAYMENT STANDARDS

Christine Gouig, Executive Director, introduced this item. Jennifer Cado, Senior Administrative Analyst, presented the staff report. Ms. Cado reported that HUD has published its proposed Fair Market Rents (FMRs) for 2013-2014 and that staff has conducted an analysis of these FMRs to determine what adjustments would need to be made to HACA's payment standards. She presented the proposed payment standards and explained the findings from the analysis.

Recommendation: Approve the proposed payment standards.

Commission Discussion: Cmr. Natarajan and Ms. Gouig discussed how the recently proposed HUD FMRs have affected the payment standard for the city of Dublin. Cmr. Gerry commented that rents have increased dramatically in recent months.

Motion/Second: Apodaca/Biddle. Ayes: All Motion passed.

APPROVED AS RECOMMENDED.

5-2. PRESENTATION: NEWS STORY: PRICED OUT: SEQUESTER CUTS DEVASTATE SILICON VALLEY'S MOST VULNERABLE

Christine Gouig presented the staff report. A video featuring the testimonies of Section 8 tenants in Santa Clara County who have been impacted by federal sequester cuts was presented to the Commission. Ms. Gouig reported that the California Association of Housing Authorities (CAHA) will talk with the producers of this video about producing a video of testimonies from Section 8 tenants throughout California. She also reported that members of CAHA have talked about the impact of the sequester cuts with Congresspersons Sam Farr and Barbara Lee.

Commission Discussion: Cmr. Peixoto commented that the presentation was very powerful. Ms. Gouig described some of the measures that the Santa Clara County Housing Authority had to take in order to deal with the sequester cuts and how these measure resulted in dramatic rental increases for some of their Section 8 tenants.

5-3. INFORMATION: FINANCIAL STATUS REPORT FOR QUARTER AND YEAR ENDING JUNE 30, 2013 (UNAUDITED)

Cathy Leoncio, Finance Director, presented the staff report. Ms. Leoncio reported on the agency's financial status for the quarter and fiscal year ending June 30, 2013.

Commission Discussion: Cmr. Peixoto and Ms. Leoncio discussed the HUD capital fund grant program, how capital funds are tracked and what these funds can be used for. Ms. Gouig provided an update on the status of the federal budget.

5-4. INFORMATION: PROGRAM ACTIVITY REPORT

Sharon DeCray, acting Special Programs Manager, reported that the annual *It's Your Time to Shine* event will be held on November 7. She also reported that the FSS national study is underway and that an additional FSS Coordinator has been funded by HUD and hired.

6. COMMITTEE REPORTS

None.

7. COMMISSIONER REPORTS

None.

8. COMMUNICATIONS

Ms. Gouig reported that the HACA main office remodel project is out to bid and requested to change the date of the October Commission meeting to October 30 in order to allow enough time for staff to prepare a recommendation for the Commission to award the contract for this project. George Smith, Maintenance and Modernization Manager, commented on the bid process. Cmr. Natarajan and Mr. Smith discussed the increase in construction costs. Ms. Gouig also announced that HACA was selected to receive a NAHRO Award of Excellence for the *Paperless Portability Documentation Processing* project. She thanked Cathy Leoncio, Jennifer Cado, Jim McRoberts, staff and the software vendors for their contributions to this project.

9. ADJOURNMENT

There being no further business, Chairperson Reed adjourned the meeting at 9:03 a.m.

Respectfully submitted,

Melissa Taesali
Executive Assistant

Christine Gouig
Executive Director/Housing Commission Secretary

Approved:

Ursula Reed
Housing Commission Chairperson

NEW BUSINESS

October 30, 2013

HOUSING AUTHORITY OF ALAMEDA COUNTY

AGENDA STATEMENT

Meeting: October 30, 2013

Subject: Recognize Meranda Jones as HACA's Shining Star for October 2013-March 2014

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 Meranda Jones, an Eligibility Leadworker in HACA's Programs Unit. Her selection was announced at an all-staff meeting held on October 16. Those who nominated Meranda recognized her for her outstanding work in the following categories: 1) Innovative Ideas and 2) Problem Solving. Some of the comments made by those who nominated Meranda were:

"Meranda Jones is not only great at multi-tasking and at coming up with clear and concise directions, she is also a wiz for coming up with housing solutions for our low income families. ... I consulted her pertaining to a case involving two other Section 8 families. The families were not being forthright with their information and were failing to report household income and were sharing the children in a failed effort to receive larger subsidy sizes. I took this special case to Meranda and she helped me to design an action plan for each case... I listened to her advice and instruction to ensure each family composition and household income was being accurately reported and calculated with great results. Meranda helped me in coming up with the appropriate probing questions for each family... In addition to this, Meranda Jones assisted in designing forms for adding children, live-in aides, and adult members. These forms lessen the amount of times requests go out to households asking for this information. The addition of household members forms are short, clear, concise and easy to follow. These forms will not only assist HACA employees but will assist participants in the future when requesting to add someone to the household."

Staff recommends that your Housing Commission recognize Meranda Jones as "HACA's Shining Star" for October 2013-March 2014.

HOUSING AUTHORITY OF THE COUNTY OF ALAMEDA

AGENDA STATEMENT

Meeting: October 30, 2013

Subject:	Public Hearing regarding Subcontractor Substitution and Award of Contract for the Main Office Project
Exhibits Attached:	Bid Tabulation, Letter from Sausal Corporation, Statements from subcontractors Golden State Acoustics and Arrow Acoustics
Recommendation:	Conduct a Public Hearing and Render a Decision Regarding Sausal Corporation's Request to Substitute a Subcontractor in its Bid and Award a Contract to Sausal Corporation for the HACA Main Office Project
Financial Statement:	Authorize \$ 5,096,410 from the Local Fund

BACKGROUND

On September 10, 2013, staff issued an Invitation for Bids for the renovation of the Housing Authority's main office. The project entails demolition and reconstruction of most of the interior walls and the addition of a modest amount of square footage in order to better align departments and improve public services and security. Additionally, all building systems (water, electric and HVAC) will be replaced and made more efficient; the parking lot will be extended and reconfigured; the exterior lighting will be replaced and new fencing and security cameras installed.

The building is designed as a LEED Silver project. The Housing Authority's architect of record, K2A and Associates, and K2A's sub-consultants developed the design elements in consultation with HACA staff. The new design will provide a vast improvement in efficiency, employee security and comfort, as well as improved service to HACA clients.

Bids were received on October 10, 2013, until 1:00 PM. Bidders were required to submit Post-Bid Qualifications answers and information by 4:00 PM on the same day. Contractors who submitted both the required bid documents and the Post-Bid Qualification documents by the deadline had their bids opened. Ten (10) bids and qualifications were received and opened. The Bid Tabulation is attached for your review.

The low bidder is Sausal Corporation, San Leandro, California ("Sausal"). Sausal also passed the Housing Authority's Post-Bid Qualification test, which considered the company's experience, capabilities and finances.

DISCUSSION AND ANALYSIS

Subcontractor Substitution. Subsequent to staff's receipt of the bids, Sausal notified us that there was a clerical error in the listing of their subcontractors and, in accordance with the State of California Public Contract Code, requested substitution of the subcontractor they had

intended to list. Staff contacted County Counsel regarding this request. Counsel advised that the State Public Contract Code, Sections 4107 and 4107.5, allows for a subcontractor substitution but requires the awarding authority to hold a public hearing regarding the substitution of a subcontractor when a clerical error has been alleged.

Sausal Corporation has provided an explanation of the clerical error made in recording the subcontractors on the required list (attached). A representative from Sausal will attend your meeting to respond directly to any questions regarding the clerical error. Sausal has also provided signed statements from the subcontractor listed in error, Golden State Acoustical, and the subcontractor who should have been listed, Arrow Acoustics (both attached). All parties agree with the substitution.

Your Commission's decision regarding the subcontractor substitution will not affect Sausal's bid price as presented to the Housing Authority. Once your decision in the subcontractor substitution has been rendered, staff recommends that your Commission award the contract for the HACA Main Office Project to Sausal Corporation.

Contract Award. Sausal is the lowest responsible and responsive bidder as determined by staff. Staff checked the last three projects that Sausal has completed and found that they passed our qualification test. Additionally, Sausal has completed projects in other local jurisdictions including San Leandro's Washington Manor Aquatic Park project, Emeryville's Police Station renovation and Fremont's Fire Station #7 project.

The bid award is for \$4,633,100, which includes \$4,536,000 for the base work and \$97,100 for two alternates (the courtyard renovation and tile on the bathroom walls). Additionally, staff requests authorization for up to 10% for change orders, which are very likely in an old building such as ours. The funding for this project has been discussed at prior Commission meetings and is budgeted from the Housing Authority's Local Fund.

K2A and Associates and the Housing Authority's construction management firm, URS, will monitor the construction. It is anticipated that construction will take approximately one year.

Staff recommends that your Commission authorize the Executive Director to execute a contract with Sausal Corporation in the amount of \$4,633,100 for the base bid and two alternates, along with any other necessary documents, and further authorize the Executive Director to utilize up to an additional 10% of the contract amount (\$463,310) for contingencies and change orders.

HACA MAIN OFFICE REMODEL AND ADDITION BID OPENING

Thursday, October 10, 2013 at 4:00 p.m.

Present:

HACA

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

URS

Jim Herrenbruck, Senior Project Manager

Beverly Brewer announced that it was 4:00 p.m. and that the submittal for bids and post bid qualification documents was closed. The following bids were opened and announced:

<u>Firm</u>	<u>Grand Total Base Bid Price</u>
Vila Construction, Co. <i>Richmond</i>	\$5,210,000.00
Cal Pacific <i>Pacifica</i>	\$4,731,000.00
Arbor Building Group, Inc. <i>Lafayette</i>	\$4,799,000.00
Calstate Construction, Inc. <i>Fremont</i>	\$4,579,999.00
Diede Construction, Inc. <i>Woodridge</i>	\$4,780,000.00
S. W. Allen Construction, Inc. <i>Sacramento</i>	\$4,898,990.00
Sausal Corporation <i>San Leandro</i>	\$4,536,000.00
D. L. Falk <i>Hayward</i>	\$4,690,500.00
Alten Construction <i>Richmond</i>	\$5,003,000.00
Zovich Construction <i>Sacramento</i>	\$5,449,000.00

:bz 2013 HACA 2013-04Bid Opening Results - Main Office Remodel and Addition

SAUSAL CORPORATION

422 WHITNEY ST., SAN LEANDRO, CALIF. 94577
510/568-6600 FAX: 510/632-9769

October 22, 2013

Beverly Brewer
Procurement Analyst
Housing Authority of the County of Alameda (HACA)
22941 Atherton Street
Hayward, CA 94541

RE: Construction Bid from Sausal Corporation

Ms. Brewer:

We printed our initial subcontractor list for the bid at our office, over an hour before the bid deadline of 1 PM. Our representative Michelle McClellan then drove to the bid opening location. In the meantime subcontractor bids continued to come in on our fax. Golden State Acoustical submitted a bid in the morning and they were entered in our spread sheet and their name was then printed on the subcontractor list produced around 11:30 AM. Arrow Acoustics faxed in their lower bid at 12:33 and it was entered in our spread sheet. When we tried to print the updated list the printer connection failed. We then called Michelle and had her mark revisions on the original list. Golden State was supposed to be crossed off and Arrow listed but the change was not made due to an inadvertent clerical error. We were not aware of this mistake until we received a copy of our marked up list after the bid.

Copies of the time stamped bids, received by fax, are attached.

We requested that our subcontractor list be corrected to strike Golden State and substitute Arrow Acoustics.

Sincerely,



Greg Gillis
Vice President



California State Contractor's License No. 281425

DOCUMENT NO. 00 43 36
SUBCONTRACTORS LIST

CONTRACT HACA 2013-04

Bidder submits the following information as to the subcontractors Bidder intends to employ if awarded the Contract.

	Name of Subcontractor and Location of Mill or Shop	License #	Description of Work: Reference to Contract Items	WBE / MBE
1.	Reliance Burlingame	938131	Haz Mat Abatement	
2.	VEM Hayward	776295	Demo, sitework, etc	
3.	Hazard Alamo	671135	Site concrete	
4.	Hazard Alamo	671135	Concrete	
5.	Delta Steel Valley Iron Works mm Co Michael Edi mm	956902 664179 mm	Steel, metal fab	
6.	No. Amer. Fence Oakland	961501	Metal fences, gates	
7.	Westmark Tacoma	574139	Plastic lam cabinets	
8.	Coast Dublin	465440	Insulation	
9.	WA Mountain View	649862	PVC roofing	
10.	ACR Glass Oakland	956086	Aluminum storefront	
11.	Service Plaster San Leandro	897848	Lath & plaster	
12.	Concord Drywall Concord	729000	Gypsum board	
13.	Fischer Tile Sacramento	187135	Ceramic, alternate	
14.	Golden State Acous Rancho Cordova	735493	Acoustical ceilings	
15.	CCF Sacramento	446458	Floor & base	
16.	D&D Painting Pleasanton	711509	Painting	
17.	Chris Plumbing San Leandro mm Fire Protection mm	795048 662466 mm	Fire Protection & Plumbing	
18.	Champion's Plumbing Martinez	792404	Plumbing mm	
19.	Niles Fremont	168342	Electrical	
20.	Pavers & More Elk Grove	821453	Porous pavers, 2000 sf	
	RMT landscape oakland	372869	Planting & Irrig	
	Crown Masonry Alameda 762254	762254	Masonry mm	
	Stebak San Francisco 776603	776603	HVAC mm	
	SCR Fairfield	495355	metal roof Panels	
	Stebak San Francisco	776603	HVAC	
	Crown masonry alameda	762254	masonry	

BIDDER: Sausal Corporation

FAX From: Greg Gillis

S A U S A L CORPORATION

October 16, 2013

Building Contractor # 281425
422 Whitney Street
San Leandro, CA, 94577-1112
greg@sausal.net
Phone(510)568-6600
FAX(510)632-9769



TO: Andrzej Czaja / Golden State Acoustical
916-631-8657

RE : HACA bid

Per our discussion this morning you understand that Golden State Acoustical was on our subcontractor list due to a clerical error and that Arrow Acoustics should have been listed. We have requested a substitution and the Owner needs to confirm that you will not contest the substitution.

Please acknowledge by returning this fax with your signature

Original will not follow in mail

I hereby consent to the substitution of Arrow Acoustics in lieu of Golden State Acoustical on Sausal Corporation's subcontractor list.



Andrzej Czaja, President / Golden State Acoustical

FAX back to :
Sausal 510-632-9769
HACA, Beverly Brewer (510) 886-1964

OCT. 17. 2013 4:21PM

SAUSAL CORPORATION

NO. 756 P. 1

FAX From: Greg Gillis

S A U S A L CORPORATION

Building Contractor # 281425
422 Whitney Street
San Leandro, CA, 94577-1112
greg@sausal.net
Phone(510)568-6600
FAX(510)632-9769

October 17, 2013



TO: David Hanson / Arrow Acoustics
510-783-4970

RE : HACA bid

Per my recent phone call you understand that Golden State Acoustical was on our subcontractor list due to a clerical error and that Arrow Acoustics should have been listed. We have requested a substitution and the Owner needs to confirm that you agree with the substitution.

Please acknowledge by returning this fax with your signature

Original will not follow in mail

I hereby consent to the substitution of Arrow Acoustics in lieu of Golden State Acoustical on Sausal Corporation's subcontractor list.

David Hanson / Arrow Acoustics

FAX back to :
Sausal 510-632-9769
HACA, Beverly Brewer (510) 886-1964

HOUSING AUTHORITY OF ALAMEDA COUNTY

AGENDA STATEMENT

Meeting: October 30, 2013

Subject: Resolution authorizing submittal of RAD Application to HUD

Exhibits Attached: – Board Approval Form
 – Resolution No. 13-08
 – RAD Powerpoint

BACKGROUND

About a year and a half ago, HUD introduced its Rental Assistance Demonstration (RAD) program. Under RAD, public housing is converted into either Project-Based Vouchers (PBV) or Project Based Contract Assistance (PBCA), both of which tend to provide more reliable funding streams than public housing. In addition, removal from the public housing program allows a housing authority to borrow against the income from the property, like any rental property owner can, and to obtain Low Income Housing Tax Credits. Since Congress has not appropriated sufficient public housing operating subsidy or public housing capital funds for decades, HUD views RAD as *the* way to preserve the housing and to maintain its affordability for low-income households for the long term.

HUD has currently received RAD applications for about 47,000 public housing units. It has congressional authorization for 60,000 and expects that all 60,000 will be committed by the end of the year. Therefore, it is important that HACA submit its application as soon as possible.

Staff presented a Powerpoint discussion of the RAD program to your Commission in March. That presentation is attached again for your reference.

DISCUSSION

HACA owns only two public housing projects: Mission View in Union City and Emery Glen in Emeryville. Both are family projects (as opposed to projects just for seniors) and each is 36 units. HACA converted the rest of its public housing (158 units) to PBVs under HUD's Section 18 Demolition/Disposition Program. (We also converted the 150-units in Dublin under the Section 18 program.) The Section 18 program generally is no longer available and HUD is urging housing authorities to use RAD instead.

Staff has designed HACA's RAD application to convert our projects to PBVs. This offers several advantages: 1) the PBVs are administered by HACA as opposed to an outside contract administrator were we to use the PBCA approach, 2) we don't have to comply with the PBCA inspection protocol and instead can use the Housing Quality Standards protocol that we use for all our Section 8 units, and 3) we follow the PBV regulations that are very familiar to us as opposed to having to learn the entirely "new-to-us" PBCA program with all its regulations and practices.

No current tenant will have to move due to the RAD conversion. The method for calculating the tenant rent share remains the same. In addition, certain tenant rights under the public housing program remain in place such as the right to have a resident council, access to modest funding for resident activities, and the right to a grievance hearing. Staff met with the residents of both Emery Glen and Mission View, as is required by RAD, and explained these rights along with the general program parameters. No tenant objected to the RAD conversion.

HUD does not provide any new funding for RAD—instead, it sums the amount of public housing operating subsidy and the amount of public housing capital fund, adds that to the average tenant rent contribution and "converts" that total into a monthly PBV or PBCA payment (there is no difference in funding between the two programs). In our case, because we have previously converted some public housing under the Section 18 program, we will have an additional amount included that represents Replacement Housing Factor (RHF) funds. HUD gives housing authorities RHF funds over a 5-10 year period to build replacement housing for the public housing they converted. As we will not have any more public housing after RAD, HUD allows us to add the RHF funds to our monthly subsidy total.

The attached Board Approval Form is a HUD form that must be submitted with the application. It generally shows the sources and uses of funds to convert the project and undertake any renovation work along with income and expenses of the project once it is operating. HACA plans to do about \$2 million of rehabilitation work, using up the balance of its public housing funds, a couple years' worth of RHF funds and possibly a very small amount of PACH funds. Once this work is complete, we will deposit an annual amount into a replacement reserve to provide for future repairs. The "bottom line" is a projected annual positive cash flow of about \$190,000.

Attachment 1A: Board Approval Form

ALAMEDA COUNTY HSG AUTH RAD Application for Niles and Dyer

AMP No:	CA067000001
Units:	72

Type of Conversion

2b (Project Based Voucher)

Proposed Units for Conversion and De Minimis

Summary	Total Units Proposed for Conversion	Units Proposed to be Reduced	de minimis threshold
	72	0	5
Explanation for de minimis reduction: Unit Count			

Pro Forma Sources and Uses

Sources of Funds	Amount	Per Unit
New First Mortgage Loan	\$0	\$0
Public Housing Operating Reserves	\$425,100	\$5,904
Public Housing Capital Funds	\$0	\$0
Replacement Housing Factor	\$0	\$0
Low Income Housing Tax Credit Equity - 6%	\$0	\$0
Low Income Housing Tax Credit Equity - 9%	\$0	\$0
Other	\$0	\$0
Other	\$0	\$0
Other	\$0	\$0
Total Sources of Funds	\$425,100	\$5,904
Uses of Funds	Amount	Per Unit
Acquisition Costs	\$0	\$0
Construction Costs	\$335,500	\$4,646
Relocation Costs	\$0	\$0
Professional Fees	\$25,000	\$347
Loan Fees and Costs	\$0	\$0
Reserves	\$294,600	\$4,092
Developer Fees	\$0	\$0
Total Uses of Funds	\$425,100	\$5,904

Estimated Cash Flow Pro Forma

	Total	PLUPA
Gross Potential Rents for RAD Units	\$592,324	\$8,225
Gross Potential Rents for Other Apartment Units	\$184,512	\$0
Gross Potential Rents for Commercial	\$0	N/A
Vacancy Loss and Bad Debt Loss	(\$54,472)	-\$755
Other Income	\$0	\$0
Effective Gross Income	\$722,364	\$10,000
Total Operating Expenses	(\$502,866)	(\$6,984)
Annual Deposit to Replacement Reserve	(\$25,300)	(\$350)
Net Operating Income	\$194,298	\$2,666
First Mortgage Debt Service	\$0	\$0
Operating Cash Flow	\$194,298	\$2,666

PHA's Explanation of Any Relocation of Tenants (Estimated Relocation Cost is \$0)

NA

PHA's Explanation of Capacity and Experience to Carry Out the RAD Conversion

The housing authority is not proposing to borrow any outside funds or use LIHTCs. Instead, the rehabilitation work we will do in the initial five years will be paid for by using the balance of our public housing reserves and two years of FMP funding that we have accumulated. The housing authority has exceeded capacity to undertake the rehabilitation work since we have initiated these two projects since we first built them in the 1960s. We disposed of 100 public housing units under Section 18 and converted most of them to project-based vouchers. Therefore, we are very familiar with the PBV regulations and in using PBVs in former public housing. Conversion of these 72 units will take us out of the public housing program completely.

Attachment 1A: Board Approval Form

ALAMEDA COUNTY HSG AUTH RAD Application for Miles and Dyer

PHA's Explanation of the Proposed Total Operating Cost being less than 85% of the 3 Year Historical Operating Expenses					
3 Year Historical Average Comparison	2009	2010	2011	Average	Proposed
	\$1,804,851	\$1,645,000	\$2,221,210	\$1,889,855	\$502,866
HUD's historical data included 250 total units. 138 of these were newly deemed of under Section 18, leaving the 72 units that are the subject of this RAD application. The 72 units had the operating expenses shown above as the PHA corrected figures, calculated as 72/250ths of the HUD historical figures. The average over the three year period was approximately \$81,806, or \$8,217 per unit per year. For this application we are assuming operating expenses will be 85% of the three year average, which equals \$69,596 total or \$9,884 per unit per year. We believe that with the elimination of most of the public housing regulations and requirements for these units a 15% reduction is reasonable and achievable.					

PHA's Explanation of the Capital Needs and Replacement Reserves Estimate
The housing authority's in-house Maintenance and Modernization Manager, who is an architect by education and training, prepared a complete Physical Needs Assessment (PNA) for the properties that are the subject of this RAD application two years ago. The Maintenance and Modernization Manager then subtracted out the capital improvements that have been done in those two years and updated the costs for the purpose of this RAD application based on actual current bids and costs of capital improvements undertaken at the projects as well as costs of non-capital work completed as part of operations.

Discussion of QAP timing
NA

Demonstration of recent success obtaining 9% LHTCs
NA

Likelihood of obtaining 9% LHTCs
NA

I hereby certify to the following: (1) that I have the requisite authority to execute this application on behalf of the owner; (2) that HUD can rely upon this certification in evaluating the Application; (3) that I acknowledge that I have read and understand PHA Notice 2012-02 (the "Notice"), which describes the Rental Assistance Demonstration (RAD) (the "Program"), and agree to comply with all requirements of the Program or Notice; (4) that all materials submitted in association with the application are accurate, complete and not misleading; (5) that the application meets all applicable eligibility requirements for the Program set forth in the Notice; (6) that the owner approves the creation of a single-asset entity of the affected project if required by the lender to facilitate financing; (7) that, if selected for award, the owner will comply with the fair housing and civil rights requirements at 24 CFR 5.105(a) (general requirements) and will affirmatively further fair housing; (8) that there are no debarments, suspensions, or Limited Denials of Participation in Federal programs lodged against the applicant, PHA Executive Director, board members, or affiliates; (9) that this Board Approval Form has been approved by the Board of Commissioners on the date noted below; and (10) that, if selected for an award, the PHA will comply with all provisions of HUD's Commitment to Enter into a HAP (CHAP), which shall indicate the HUD-approved terms and conditions for conversion of assistance, or will indicate to HUD within 15 days that it is refusing the terms of the CHAP and withdrawing from RAD participation.

Warning: HUD will prosecute false claims and statements. Conviction may result in criminal and/or civil penalties (18 USC Sections 1001, 1010, 1012); 41 USC Sections 8729, 8802)

PHA Certification by Christine Gouly (Executive Director)

Signature: _____

October 30, 2018
Date: _____

HOUSING AUTHORITY OF THE COUNTY OF ALAMEDA

RESOLUTION NO. 13-08

**RESOLUTION AUTHORIZING SUBMITTAL OF AN APPLICATION FOR THE
RENTAL ASSISTANCE DEMONSTRATION PROGRAM**

WHEREAS, the Housing Authority of the County of Alameda ("HACA") owns two public housing projects totaling 72 units: Mission View in Union City and Emery Glen in Emeryville; and

WHEREAS, Congress has not appropriated sufficient public housing operating subsidy or public housing capital funds to preserve public housing units or to maintain their affordability for the long term; and

WHEREAS, the United States Department of Housing and Urban Development ("HUD") has introduced its Rental Assistance Demonstration ("RAD") Program that converts public housing to another form of subsidy that provides a more reliable funding stream than public housing; and

WHEREAS, no current tenants of the Mission View or Emery Glen projects will have to move due to RAD conversion and there were no tenant objections to the conversion; and

WHEREAS, it is HACA's desire to submit an application to HUD to convert its Mission View and Emery Glen public housing projects to the RAD program;

NOW, THEREFORE BE IT RESOLVED, that the Housing Commission of the Housing Authority of the County of Alameda hereby authorizes the Executive Director or her designee 1) to sign and submit a RAD application to HUD and 2) to submit any other documents or information requested by HUD and 3) to execute any and all documents and approvals that may be required by any party to complete the application and conversion process.

PASSED, APPROVED AND ADOPTED by Housing Commission of the Housing Authority of the County of Alameda on this _____ of _____ 2013 by the following votes:

AYES:

NOES:

ABSTAIN:

EXCUSED:

ABSENT:

Attest:

Christine Gouig
Executive Director/Housing Commission Secretary

Ursula Reed,
Housing Commission Chairperson

RENTAL ASSISTANCE DEMONSTRATION (RAD) PROGRAM

HUD's New Program to Convert Public Housing

What is RAD?

- Allows Housing Authorities to:
 - Get out from under the Public Housing Program laws, rules and regulations while maintaining the housing units as affordable
 - Convert Public Housing to another form of subsidy
 - Borrow against the property income to do rehab
 - Apply to their state for Low Income Housing Tax Credits and Tax-exempt Bonds to do rehab

Why Did HUD Create RAD?

- Public Housing nationwide needs \$26 billion worth of capital repairs
- Little support in Congress for Public Housing; Congress continually cuts the Public Housing operating subsidy and capital fund
- HUD views RAD as the future for Public Housing
- HUD wants Public Housing to operate using practices from private market housing

How is the Conversion Funded?

- (Unfortunately) the Housing Authority gets the same amount of funds it gets now
- Funding comprised of tenant rent, operating subsidy and capital fund; for HACA this is about \$775 per month
- Increased annually by OCAF
- Can use any accumulated Public Housing reserves to do rehab

Two Conversion Options

- Project Based Contract Assistance (PBCA)
- Project Based Vouchers (PBV)
- PBCA: 100% of units; PBV: 50% of units
- PBCA: Oversight by HUD PBCA Administrator (currently CAHI)
- PBV: HACA oversight
- Resident Mobility: PBCA: 2 years; PBV 1 year

How Does HACA Apply?

- Housing Authority applies to HUD; special unit set up to process RAD applications
- 60,000 units authorized under demonstration; only 14,000 applied for under competitive round so now open window
- HUD eager for applications; essentially all are being approved

Some Issues for HACA

- What is the per unit cost of rehab that is needed at HACA's projects?
- When combined with Public Housing operating reserves can the income from the properties support a loan sufficient to do the rehab?
- Is there a lender likely to make a loan to HACA on terms that work for the project?

Some Issues for HACA (cont.)

- Would HACA be a successful applicant for Low Income Housing Tax Credits and tax-exempt bonds?
- Is there a tax credit investor that would purchase HACA's tax credits, if awarded?
- With the PBCA option HACA would have to learn a different HUD program (forms, reporting, regulations)

What's Next?

- Contract with CSG Advisors to develop feasibility analysis
- Work with CSG Advisors to determine lender interest
- If project appears feasible, meet with Public Housing residents (required)
- Work with CSG Advisors to complete HUD application (Commission approval required)

HOUSING AUTHORITY OF THE COUNTY OF ALAMEDA

AGENDA STATEMENT

Meeting: October 30, 2013

Subject:	Resolution Approving Amendments to the Conflict of Interest Code
Exhibits Attached:	<ul style="list-style-type: none">- Edited and Clean versions of the proposed amendments to the HACA Conflict of Interest Code- Resolution No. 13-09
Recommendation:	Approve the proposed amendments
Financial Statement:	None

BACKGROUND

The Political Reform Act (Government Code §81000) requires state and local governmental agencies to adopt and promulgate a Conflict of Interest Code (Code) and to review the Code on a biennial basis.

In 2010, staff reviewed the Code and determined that changes to department and job titles, newly created job classifications, and the elimination of positions warranted amendments to the Code. Your Commission approved these changes at your November 2010 meeting.

DISCUSSION AND ANALYSIS

Since November 2010 there have been additional changes to department and job titles. In order to reflect these changes, amendments to the Code's List of Designated Employees are necessary.

Edited and clean versions of Appendix A of HACA's Conflict of Interest Code are attached. Staff recommends that your Commission approve the proposed amendments to the Code.

Upon approval, the amended Code will be submitted to the Alameda County Board of Supervisors for final approval. The amended Code is not effective until it has been approved by the Board.

EDITED

APPENDIX "A"
CONFLICT OF INTEREST CODE FOR THE
HOUSING AUTHORITY OF THE COUNTY OF ALAMEDA

	<u>Designated Employees</u>	<u>Disclosure Categories</u>
	Administrative Analyst	ALL
	*Consultants	ALL
	Deputy Director for Operations	ALL
	Deputy Director for Programs	ALL
	Eligibility Services Leadworker	I, III
	Executive Assistant	ALL
	Family Self-Sufficiency Leadworker	I, III
DELETE	Housing Assistance and Housing Management Manager	ALL
DELETE	Housing Assistance and Family Services Manager	ALL
	Housing Inspector	I, III
	Housing Management Assistant	I, III
	Housing Management Leadworker	I, III
	Housing Specialist	I, III
	Human Resources Analyst	ALL
	Information Technology Manager	ALL
	Leasing Services Leadworker	I, III
	Maintenance and Modernization Manager	ALL
	Network Administrator	I, III
	Procurement Analyst	ALL
ADD	Programs Manager	ALL
ADD	Special Programs Manager	ALL
	Sr. Administrative Analyst	ALL

CLEAN

APPENDIX "A"
CONFLICT OF INTEREST CODE FOR THE
HOUSING AUTHORITY OF THE COUNTY OF ALAMEDA

<u>Designated Employees</u>	<u>Disclosure Categories</u>
Administrative Analyst	ALL
*Consultants	ALL
Deputy Director for Operations	ALL
Deputy Director for Programs	ALL
Eligibility Services Leadworker	I, III
Executive Assistant	ALL
Family Self-Sufficiency Leadworker	I, III
Housing Inspector	I, III
Housing Management Assistant	I, III
Housing Management Leadworker	I, III
Housing Specialist	I, III
Human Resources Analyst	ALL
Information Technology Manager	ALL
Leasing Services Leadworker	I, III
Maintenance and Modernization Manager	ALL
Network Administrator	I, III
Procurement Analyst	ALL
Programs Manager	ALL
Special Programs Manager	ALL
Sr. Administrative Analyst	ALL

HOUSING AUTHORITY OF THE COUNTY OF ALAMEDA

RESOLUTION NO. 13-09

**APPROVING AMENDMENTS TO THE HOUSING AUTHORITY OF THE COUNTY OF ALAMEDA
CONFLICT OF INTEREST CODE**

WHEREAS, the Political Reform Act (Government Code §81000 et seq.) requires every local governmental agency to review its Conflict of Interest Code ("Code") to determine if it is necessary to amend the Code; and

WHEREAS, the Housing Authority of the County of Alameda ("HACA") has reviewed its Code and has determined that amendments to the Code's List of Designated Employees are necessary including department names, job titles and newly created job classifications;

NOW, THEREFORE, BE IT RESOLVED, that the Housing Commission of the Housing Authority of the County of Alameda does hereby approve the amendments to the Code.

BE IT FURTHER RESOLVED, that the Executive Director shall submit the amended Code to the Alameda County Board of Supervisors for final approval.

PASSED, APPROVED AND ADOPTED by the Housing Commission of the Housing Authority of the County of Alameda on this _____ of _____ 2013 by the following vote:

AYES:

NOES:

ABSTAIN:

EXCUSED:

ABSENT:

Ursula Reed
Chairperson

Attest:

Christine Gouig
Executive Director/Housing Commission Secretary

HOUSING AUTHORITY OF THE COUNTY OF ALAMEDA

AGENDA STATEMENT

Meeting Date: October 30, 2013

Subject: Resolution restating and reaffirming the Housing Authority's treatment of mandatory employee retirement contributions

Exhibits Attached: Resolution No. 13-10

Financial Statement: None

BACKGROUND

HACA is a participating employer in the Alameda County Employees' Retirement Association (ACERA). Currently, and in accordance with Internal Revenue Code (IRC) section 414(h)(2), ACERA allows members to make mandatory contributions as well as purchase and re-deposit contributions using pre-tax payroll deductions. ACERA has requested that all participating employers adopt a resolution to reaffirm and restate their practice of treating *mandatory* employee contributions as pre-tax pursuant to pre-tax rules under IRC 414(h)(2). ACERA will provide advance written notice to its members that it will no longer accept pre-tax payroll deductions for service purchases and re-deposits, effective January 1, 2014.

DISCUSSION AND ANALYSIS

Recently, ACERA received new guidance under IRS Revenue Ruling 2006-43 on using pre-tax payroll deductions for employee contributions. While Revenue Rulings are not the law, they are the IRS's interpretation of the law. This new ruling provides that pre-tax payroll deductions can only be used for *mandatory* contributions, not for voluntary contributions. Because service purchases and re-deposits are considered voluntary, the IRS will not approve pre-tax payroll deductions for them.

Failure to implement IRS Revenue Ruling 2006-43 presents a potential financial risk to participating employers such as HACA and a potential tax qualification issue that could impact ACERA's tax exempt status. Under this ruling, the IRS could make the determination that pre-tax payroll deductions violate the IRC and thus the participating employer could be required to pay the taxes it should have withheld plus interest and penalties. For ACERA, the potential tax qualification issue could potentially impact ACERA's tax exempt status along with payment of penalties and interest.

Staff recommends that your Commission adopt the attached resolution that restates and reaffirms our treatment of mandatory employee contributions as pre-tax. The resolution was drafted by ACERA's legal counsel and ACERA has requested that all its participating employers (i.e., Alameda County, the courts, HACA, etc.) adopt it.

HOUSING AUTHORITY OF THE COUNTY OF ALAMEDA

RESOLUTION NO. 13-10

**RESOLUTION REAFFIRMING AND RESTATING HACA'S PRACTICE OF TREATING MANDATORY
EMPLOYEE CONTRIBUTIONS TO THE ALAMEDA COUNTY EMPLOYEES' RETIREMENT ASSOCIATION
AS PRE-TAX UNDER INTERNAL REVENUE CODE SECTION 414(h)(2)**

WHEREAS, employees of the Housing Authority of the County of Alameda (hereinafter "Employer") participate in the Alameda County Employees' Retirement Association ("ACERA") in accordance with the County Employees Retirement Law of 1937 ("the 1937 Act") as set forth in the California Government Code; and

WHEREAS, members of ACERA make mandatory employee retirement contributions to ACERA and may also elect to redeposit member contributions, and/or make additional contributions for the purchase of service credit, and other purposes as permitted under the 1937 Act; and

WHEREAS, the Employer has determined it is in the best interests of the Employer and its employees for employee contributions to ACERA to be pre-tax pickups under Internal Revenue Code (IRC) Section 414(h)(2) to the extent available under the tax law; and

WHEREAS, the Employer wishes to reaffirm and restate its prior actions for employee contributions to ACERA to be pre-tax;

NOW, THEREFORE, BE IT RESOLVED BY THE Housing Commission of the Housing Authority of the County of Alameda:

This Resolution restates and reaffirms the prior action of the Employer with respect to contributions by its employees to ACERA.

1. This Resolution applies to all regular, periodic contributions that are required to be made by any employee of the Employer as members of ACERA, in accordance with the 1937 Act, on a payroll deduction basis and which are reported to ACERA and credited to individual employee accounts. These member contributions to ACERA are referred to as normal contributions under the 1937 Act and are called "mandatory employee retirement contributions" in this Resolution.
2. All mandatory employee retirement contributions made to ACERA, although designated as employee contributions under the 1937 Act and although deducted from the employee's compensation, shall be picked up by the Employer for tax purposes in accordance with IRC Section 414(h)(2) and shall be treated by the Employer as paid by the Employer to ACERA in lieu of contributions by employees who are members of ACERA.
3. Employees shall not have the option of choosing to receive mandatory employee retirement contributions directly instead of having them paid by the Employer to ACERA.
4. The Employer shall pay to ACERA all mandatory employee retirement contributions thereby resulting in tax deferral of the employee contributions to the extent provided under the IRC, the Treasury Regulations and the guidance thereunder.

5. The effective date of this pre-tax payroll deduction plan under IRC section 414(h)(2) for mandatory employee retirement contributions is January 1, 2014.
6. The Employer shall comply with all reporting, contribution, and other administrative requirements established by ACERA with respect to all employees whose contributions are picked up in accordance with this Resolution.

PASSED, APPROVED AND ADOPTED by the Housing Commission of the Housing Authority of the County of Alameda on this _____ day of _____ 2013 by the following vote:

AYES:

NOES:

ABSTAIN:

EXCUSED:

ABSENT:

Ursula Reed
Housing Commission Chairperson

Attest:

Christine Gouig
Executive Director/Housing Commission Secretary

HOUSING AUTHORITY OF THE COUNTY OF ALAMEDA

AGENDA STATEMENT

Meeting: October 30, 2013

Subject: Quarterly Investment Portfolio Report

Exhibits Attached: Investment Portfolio Report for Quarter ended September 30, 2013

Recommendation: Receive Report

Financial Statement: \$19,415,367 Invested at an Average Monthly Yield ranging from 0.08% to 0.24% (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 September 30, 2013 for each program that HACA administers.

The Housing Choice Voucher program has a total investment of \$5,999,440 which is 31% of the total investment portfolio. As HACA begins to use Net Restricted Assets (NRA) to augment HUD HAP funding, amounts available for investment continue to decrease and the duration to maturity will become shorter and shorter.

The Housing Development Fund has a total investment of \$10,689,616, which is 55% of the total investment portfolio. Approximately 63% of its portfolio is in the State of California Local Agency Investment Fund (LAIF).

The Public Housing program has a total investment of \$1,507,085, which is 8% of the total investment portfolio.


Ocean Avenue and Park Terrace investments are 1% and 5% 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, 2013

PROGRAM NAME	TYPE OF ACCOUNT	AMOUNT	INTEREST RATE	MATURITY DATE
HCV	Union Bank N.A. Commercial Paper	\$ 5,999,440.00	0.08%	10/28/13
Ocean Avenue	Union Bank N.A. Commercial Paper	\$ 219,860.30	0.18%	12/5/13
Park Terrace	Union Bank N.A. Commercial Paper	\$ 999,365.00	0.18%	12/5/13
Housing Dev Fund	State of CA - Local Agency Investment Fund	\$ 6,688,212.11	0.24%	LAIF Avg Eff Yield 6/30/13
	Union Bank N.A. Commercial Paper	\$ 3,996,500.00	0.15%	10/16/13
Local Fund (formerly DHA)	State of CA - Local Agency Investment Fund	\$ 2,904.10	0.24%	LAIF Avg Eff Yield 6/30/13
Public Housing	Union Bank N.A. Commercial Paper	\$ 999,793.33	0.12%	10/1/13
	State of CA - Local Agency Investment Fund	\$ 507,291.70	0.24%	LAIF Avg Eff Yield 6/30/13
TOTAL		\$ 19,415,366.54		

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


Christine Gouig
Executive Director

10-22-13
Date

BUDGET STATUS

REPORT

Housing Authority of Alameda County
HOUSING CHOICE VOUCHER
Budget Status Report FYE 2013-2014
September 2013

FY 2014 - HCV OPERATING BUDGET	Budgeted @ 9/30/2013	Actual @ 9/30/2013	OVER (UNDER)	PROJECTED TO 6/30/14	SCH. NO.	2013 BUDGET	2014 BUDGET	DIFFERENCE
INCOME								
Investment Income	900	593	(307)	2,374	A1	3,600	3,600	0
Misc. Income	86,500	28,538	(57,962)	114,153	A1	208,000	346,000	138,000
Administrative Fee Income	1,645,733	1,517,338	(128,395)	6,069,352	A	6,905,311	6,582,930	(322,381)
TOTAL INCOME	1,733,133	1,546,470	(186,663)	6,185,878		7,116,911	6,932,530	(184,381)
EXPENSES								
Administration					B-1&2	(4,362,145)	(3,857,494)	504,651
Salaries	(964,373)	(988,121)	(23,748)	(3,670,165)	C-1&2	(1,161,477)	(1,313,499)	(152,022)
Other Admin.	(328,375)	(306,851)	21,524	(1,227,402)		(5,523,622)	(5,170,993)	352,629
Total	(1,292,748)	(1,294,972)	(2,224)	(4,897,568)				
General					E	(201,590)	(182,340)	19,250
Insurance	(45,585)	(21,933)	23,652	(87,732)		(2,224,694)	(2,005,897)	218,797
Employee Benefits	(501,474)	(531,161)	(29,686)	(2,124,643)		0	0	0
Miscellaneous	0	0	0	0		(2,426,284)	(2,188,237)	238,047
Total	(547,059)	(553,094)	(6,035)	(2,212,375)				
Total Routine Expenses	(1,839,807)	(1,848,066)	(8,258)	(7,109,942)		(7,949,906)	(7,359,229)	590,676
Capital Expenditures	0	0	0	0	D2	0	0	0
TOTAL EXPENSES	(1,839,807)	(1,848,066)	(8,258)	(7,109,942)		(7,949,906)	(7,359,229)	590,676
Income (Deficit) Unfunded 2012 FSS (1/2 year) - Use of Reserve						(158,607)		
Income (Deficit) UNSPECIFIED BUDGET REDUCTION						(674,387)	(426,699)	
NET INCOME (DEFICIT)	(106,675)	(301,596)	(178,405)	(924,064)		(832,994)	(426,699)	(775,057)

Unrestricted Net Assets @ 6/30/13
Projected Income (Deficit) @ 6/30/14
Projected Unrestricted Net Assets @ 6/30/14

\$ 2,478,875
(924,064)
\$ 1,554,811

Housing Authority of Alameda County
PUBLIC HOUSING
Budget Status Report FYE 2013-2014
September 2013

FY 2014 - PH OPERATING BUDGET	YTD BUDGET 9/30/2013	YTD ACTUALS 9/30/13	OVER/ (UNDER) BUDGET	Projected to 6/30/14	SCH. NO.	2013 BUDGET	2014 BUDGET	Difference
INCOME								
Dwelling Rentals	97,636	83,265	(14,371)	333,060	A-1	533,610	390,545	(143,065)
Office Rental (Mission Blvd-net)	11,672	0	(11,672)	0	A	0	46,688	46,688
Investment Income	550	632	82	2,527	A	2,200	2,200	0
Misc. Income	17,813	20,720	2,908	82,880	A-1	135,764	71,250	(64,514)
Transfer of Reserves from Ocean Ave				0		500,000		(500,000)
Operating Subsidy	51,494	152,700	101,205	205,974	A-1	380,579	205,974	(174,605)
Asset Reposition Fee	46,309	0	(46,309)	0	A-1	199,020	185,237	(13,783)
Capital Grant	7,390	0	(7,390)	0	A-1	258,378	29,559	(228,819)
TOTAL INCOME	232,864	257,317	24,452	624,442		2,009,551	931,454	(1,078,096)
EXPENSES								
Administration								
Salaries	(56,554)	(60,042)	(3,488)	(240,168)	B-1&2	(233,093)	(226,217)	6,876
Other Admin.	(7,207)	(4,824)	2,383	(19,297)	C-1	(116,368)	(28,830)	87,538
Total	(63,762)	(64,866)	(1,105)	(259,465)		(349,461)	(255,047)	94,414
Tenant Services								
Resident Managers	(1,375)	(675)	700	(2,700)		(5,500)	(5,500)	0
Recreation	(1,875)	0	1,875	0		(7,500)	(7,500)	0
Total	(3,250)	(675)	2,575	(2,700)		(13,000)	(13,000)	0
Utilities								
Water	(12,520)	(11,505)	1,015	(46,021)		(74,000)	(50,081)	23,919
Electricity	(4,750)	(2,438)	2,312	(9,753)		(19,000)	(19,000)	0
Gas	(350)	2	353	8		(2,600)	(1,400)	1,200
Sewage	(6,600)	(2,682)	3,918	(10,728)		(47,600)	(26,400)	21,200
Total	(24,220)	(16,623)	7,597	(66,494)		(143,199)	(96,881)	46,318
Maintenance								
Salaries	(17,496)	(19,924)	(2,429)	(79,698)	B-2	(69,983)	(69,983)	(0)
Materials	(12,986)	(2,996)	9,989	(11,985)	D	(63,960)	(51,942)	12,018
Contract Costs	(92,204)	(49,509)	42,696	(198,035)	D	(594,158)	(368,818)	225,340
Total	(122,686)	(72,429)	50,257	(289,718)		(728,101)	(490,743)	237,357
General								
Insurance	(10,270)	(6,170)	4,101	(24,681)	E	(80,712)	(41,081)	39,631
Tax-In Lieu Of	(7,342)	(7,341)	0	(29,366)		(39,041)	(29,366)	9,675
Employee Benefits	(38,506)	(24,150)	14,356	(96,599)		(154,569)	(154,024)	545
Collection Loss	(250)	0	250	0		(1,000)	(1,000)	0
Miscellaneous	(250)		250	0		(1,000)	(1,000)	0
Total	(56,618)	(37,661)	18,957	(150,646)		(276,322)	(226,472)	49,850
Total Routine Expenses	(270,536)	(192,256)	78,282	(769,023)		(1,510,083)	(1,082,143)	427,940
Capital Expenditure-exterior renovation of Emery Glen						(500,000)		500,000
TOTAL EXPENSES	(270,536)	(192,256)	78,282	(769,023)		(2,010,083)	(1,082,143)	927,940
NET INCOME (DEFICIT)	(37,672)	65,061	102,734	(144,581)		(533)	(150,689)	(150,156)

Unrestricted Net Assets @ 6/30/13
Projected Income/(Deficit) @ 6/30/14
Projected Unrestricted Net Assets @ 6/30/13

\$1,378,834
(144,581)
\$1,234,253

PROGRAM ACTIVITY

REPORT

HOUSING AUTHORITY OF THE COUNTY OF ALAMEDA

AGENDA STATEMENT

Meeting: October 30, 2013

Subject: Programs Activity Report

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

Recommendation: Receive Report

Financial Statement: None

SECTION 8 HOUSING CHOICE VOUCHERS

- **Lease-Up:** As of October 1, 2013, the Section 8 Housing Choice Voucher program had 6,200 units under contract. The fiscal year-to-date lease-up average is 97.24% units. The budget authority use average through July 2013 is 104.01%.
- **Program Utilization:** As of October 1, 2013, the average HAP subsidy is \$1,037 and the average tenant-paid rent portion is \$417 for an average Contract Rent of \$1,454.
 - ❖ As of October 1, 2013, HACA had 143 outgoing billed portability contracts (i.e., HACA voucher holders who are housed in another housing authority's jurisdiction).
 - ❖ As of October 1, 2013, HACA billed other housing authorities, primarily the Oakland Housing Authority, for 1,176 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 \$555.00 in fraud and debt recovery payments for the month of September 2013. A total of \$11,931.40 was retained over the last six months.
- **Landlord Rental Listings:** As of October 1, 2013, there were 1,598 landlords with properties in HACA's jurisdiction utilizing the *GoSection8* rental listing service. There were four new landlords added to the Section 8 program this month. There were 18 active properties listed.

FAMILY SELF SUFFICIENCY (FSS)

FSS programs are competitively funded by HUD annually. This month, the FSS Department completed its application for funding for the coming year. We should learn before the end of the year whether we are funded.

The FSS study will begin in earnest this month with the first orientation for potential new FSS participants being held on October 22, 2013.

FSS staff are busily preparing for this year's *It's Your Time to Shine* celebration where the achievements of FSS families over the last year are recognized. The event is scheduled for Thursday, November 7 at the San Leandro Main Library.

Two of HACA's FSS participant children have won National NAHRO's 2014 poster contest and will be featured in the 2014 calendar. The contest theme, as usual, is: What Home Means to Me. The winners will receive a \$100 savings bond and a framed certificate. HACA will honor these two national winners, along with three local winners, at *It's Your Time to Shine*.

PUBLIC HOUSING

- **Occupancy:** As of October 1, 2013, the Public Housing program had 67 of 72 units leased and has a 94.79% 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 2013

	Certificates		Vouchers		September 2013 TOTAL			
City	Number	HAP*	Number	HAP**	Number	HAP	September 2012	September 2011
Albany	-	\$ -	34	\$ 35,292	34	\$ 35,292	37	41
Castro Valley	13	\$ 11,453	213	\$ 221,094	226	\$ 232,547	244	250
Dublin	2	\$ 1,762	359	\$ 372,642	361	\$ 374,404	282	304
Emeryville	6	\$ 5,286	103	\$ 106,914	109	\$ 112,200	115	109
Fremont	28	\$ 24,668	1,255	\$ 1,302,690	1,283	\$ 1,327,358	1,376	1,390
Hayward	115	\$ 101,315	2,368	\$ 2,457,984	2,483	\$ 2,559,299	2,586	2,503
Newark	2	\$ 1,762	264	\$ 274,032	266	\$ 275,794	278	290
Pleasanton	4	\$ 3,524	125	\$ 129,750	129	\$ 133,274	142	167
San Leandro	16	\$ 14,096	1,470	\$ 1,525,860	1,486	\$ 1,539,956	1,440	1,400
San Lorenzo	2	\$ 1,762	231	\$ 239,778	233	\$ 241,540	227	206
Union City	4	\$ 3,524	829	\$ 860,502	833	\$ 864,026	822	748
TOTALS	192	\$169,152.00	7,251	\$7,526,538.00	7,443	\$7,695,690.00	7,549	7,408

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

***Based on an average September Housing Assistance Payment (HAP) of \$1038 per certificate contract*

HOUSING AUTHORITY OF THE COUNTY OF ALAMEDA
Section 8 Average Contract Rent Report for the month of: September 2013

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	34	\$1,285	\$1,002	\$281	22%
Castro Valley	216	\$1,375	\$924	\$451	33%
Dublin	360	\$1,580	\$1,209	\$371	23%
Emeryville	105	\$1,225	\$857	\$369	30%
Fremont	1,267	\$1,581	\$1,117	\$464	29%
Hayward	2,401	\$1,363	\$966	\$397	29%
Newark	263	\$1,805	\$1,292	\$513	28%
Pleasanton	125	\$1,370	\$967	\$401	29%
San Leandro	1,466	\$1,366	\$969	\$397	29%
San Lorenzo	232	\$1,674	\$1,241	\$432	26%
Union City	731	\$1,648	\$1,199	\$449	27%

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

DEBT COLLECTIONS

2013-2014

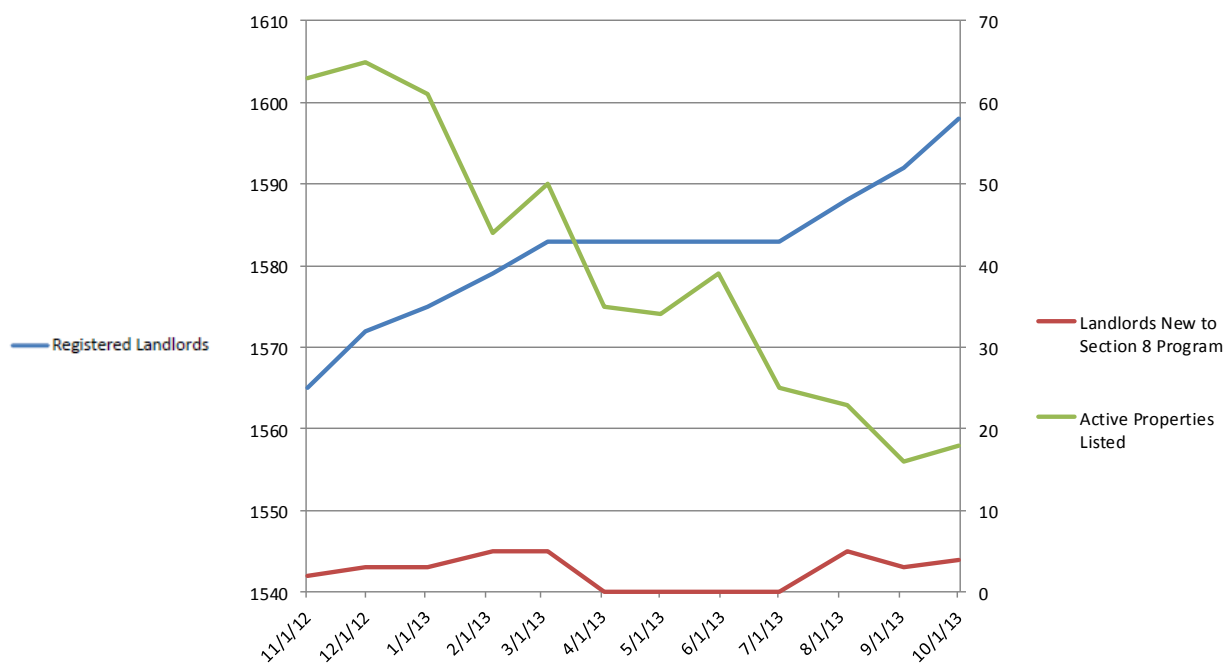
FYE 06/30/14

	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>	\$1,738.00	\$2,321.84	\$555.05										\$4,614.89
TOTALS	\$1,738.00	\$2,321.84	\$555.05	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$4,614.89

Landlord Rental Listing Report

Monthly

	11/1/2012	12/1/2012	1/2/2013	2/4/2013	3/4/2013	4/2/2013	5/1/2013	5/31/2013	7/1/2013	8/5/2013	9/3/2013	10/1/2013
Registered Landlords	1565	1572	1575	1579	1583	1583	1583	1583	1583	1588	1592	1598
Landlords New to Section 8 Program	2	3	3	5	5	0	0	0	0	5	3	4
Active Properties Listed	63	65	61	44	50	35	34	39	25	23	16	18





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 3, 2013

Program Summary	October 2013
Total Clients Under Contract:	130
Graduates:	1
Escrow Disbursed:	\$16,566.68
Ports In:	0
Ports Out:	1
Terminations:	4
New Contracts:	2

FSS PROGRAM NEWS:

FY2013 Family Self-Sufficiency Notice of Funding Availability

The FSS staff and Senior Management Analyst, Jennifer Cado, completed the FY 2013 FSS application. The application was submitted to HUD by the October 7 deadline. We should learn before the end of the year whether we are funded.

MDRC Family Self-Sufficiency Program Evaluation

HACA's FSS program is participating in a national study to determine the effectiveness of FSS nationwide. MDRC will be training HACA staff and the first orientation for potential new FSS participants will be held October 22.

It's Your Time to Shine Event

The FSS Department is finalizing the details of our annual *It's Your Time to Shine* celebration, scheduled for Thursday, November 7 at the San Leandro Main Library. Achievements of FSS families over the last year will be recognized. There will be dinner, raffles and plenty of socializing.

National Association of Housing and Redevelopment Officials (NAHRO)

The FSS Department has participated in NAHRO's "What Home Means to Me" poster contest for the last four consecutive years. Children of FSS participants submit poster drawings and a short narrative related to the theme. Each poster design is judged based on age categories at the local and state level. State winners are submitted to National NAHRO. This year, two of HACA's five local winners were selected as National NAHRO winners! Each will receive a \$100 savings bond and a framed certificate and be featured in the 2014 "What Home Means to Me" NAHRO calendar. All of the agency winners will receive a \$25 gift card, have their poster framed and be recognized at the *It's Your Time to Shine* celebration.

Workshops

Workshops were not scheduled for the month of September due to the pending move to the temporary office location.

Referrals= Case Management = 67