



**HOUSING COMMISSION AGENDA**  
**Regular Meeting: November 9, 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, November 3, 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**  
**October 12, 2011**



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## HOUSING COMMISSION MINUTES

### REGULAR MEETING: OCTOBER 12, 2011 HACA BOARD ROOM

#### SUMMARY ACTION MINUTES

1. **CALL TO ORDER/ROLL CALL**

**Call to Order**

Chairperson Steiner called the meeting to order at 8:01 a.m.

**Roll Call**

Present: Cmsrs. Atkin, Biddle, Cashmere, Gacoscos, Gerry, Natarajan, Peixoto, and Steiner.

Entered after roll call: Cmsrs. Haddock and Iosefa.

Excused: Cmsrs. Medina and Reed.

2. **ACTION: APPROVAL OF THE MINUTES OF THE SEPTEMBER 14, 2011 MEETING**

Recommendation: Approve the minutes of the September 14, 2011 meeting as presented.

Motion/Second: Atkin/Natarajan.

8 ayes; 2 not present for the vote: Cmsrs. Haddock and Iosefa. Motion passed.

**APPROVED AS RECOMMENDED.**

3. **PUBLIC COMMENT** – On matters not on the agenda

None.

4. **NEW BUSINESS**

*Agenda items 4-1. and 4-2. were heard out of order.*

4-2. **PRESENTATION: RECOGNIZE BARBARA ZIMMERMAN FOR 25 YEARS OF SERVICE AND AS THE EMPLOYEE OF THE QUARTER**

Tom Makin, Deputy Director for Programs, and Linda Evans, FSS Leadworker and HACA's new Communications Committee chairperson, presented the staff report. Mr. Makin described HACA's Years of Service recognition program and announced that Barbara Zimmerman, Administrative Services Secretary, has achieved 25 years of service with HACA. Following Mr. Makin's presentation, Ms. Evans described HACA's Employee of the Quarter (EOQ) recognition program and announced that Barbara was selected as the EOQ. The Commission, staff, and public applauded Barbara and Chairperson Steiner presented her with two certificates. Barbara addressed the Commission and shared some of her more

memorable moments at HACA. She thanked the Commission and staff for the recognition and commented that the awards are especially meaningful to her because she is retiring at the end of the October.

Public Comment: George Smith, Maintenance and Modernization Manager, commented that he has learned a great deal from working with Barbara and that she will be missed. Sandra Guy, Housing Specialist, spoke about a memorable moment that she had with Barbara when she was preparing to take the Housing Specialist exam and thanked Barbara for the support and encouragement that she gave to her at that time.

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

Sharon DeCray, HAFS Program Manager, presented the staff report. Present at the meeting were Nathaniel Armstrong, Battalion Chief, and several of the firemen from Hayward Fire Station No. 1. Ms. DeCray spoke about their participation in the annual Health and Resource Fair and support of the FSS holiday gift giving event. Chairperson Steiner presented Mr. Armstrong with a certificate of appreciation.

Commission Discussion: Cmr. Atkin observed that some of the firemen were wearing pink t-shirts and asked them to explain their significance. Mr. Armstrong explained that they are selling them to raise money for a program at St. Rose Hospital that provides free mammograms. Cmr. Peixoto praised the crew for continually demonstrating their commitment to the local community.

**4-3. ACTION: APPROVE SECTION 8 BENEFIT PAYMENT STANDARDS**

Ron Dion presented the staff report. Mr. Dion reported that HUD recently published new Fair Market Rents (FMR) and that staff has conducted an analysis to determine how the newly published FMRs, the average gross rents, and other factors have impacted the Section 8 Benefit Payment Standards (BPS). Mr. Dion discussed the findings and presented the proposed modifications to HACA's Section 8 BPS.

Recommendation: Approve the Section 8 benefit payment standards.

Commission Discussion: Cmr. Gerry reported that he had a discussion with Tim May at RHO about the proposed BPS and that Mr. May indicated that he felt they were low. Jennifer Cado, Senior Administrative Analyst, discussed the data that was used to determine the BPS and provided detailed data for certain cities that Cmr. Gerry questioned. Cmr. Peixoto asked why the BPS amounts are not based on the average income of the Section 8 participants and Mr. Dion explained that Section 8 participants pay 30% of their income for rent regardless of the BPS. Cmr. Biddle asked if there were any distinguishable trends in the rental market and Cmr. Gerry stated that landlords are noticing a slight drop in rents.

Motion/Second: Gerry/Atkin.

Ayes: All Motion passed.

**APPROVED AS RECOMMENDED**

#### **4-4. ACTION: FAMILY SELF-SUFFICIENCY PROGRAM FUNDING**

Christine Gouig, Executive Director, presented the staff report. Ms. Gouig reported that HUD denied HACA's application for 2012 funding for HACA's Family Self-Sufficiency (FSS) program coordinators. She described the actions taken by staff to appeal HUD's funding decision and indicated that while HUD found HACA's appeal compelling, they ultimately denied it. She stated that a decision must be made on the continuation of the FSS program and presented the Commission with 3 options: end the program, retain one FSS coordinator to operate a partial program, or retain the three existing FSS coordinators to operate a full program for one year. Ms. Gouig explained the financial implications of each option and stated that if HACA continues the program and applies for and is denied funding a second time she would recommend closing the program.

Recommendation: Use HACA's reserves to fund the salaries of HACA's three existing FSS coordinators for one year.

Commission Discussion: Cmr. Natarajan expressed concern that HUD may perceive HACA's use of reserves as an indication that HACA can operate the FSS program without HUD funding. Ms. Gouig commented that HACA will have to end the program if funding is not awarded again. Cmr. Atkin suggested that staff seek assistance from Congressman Stark for a possible remedy to this situation. Ms. Gouig stated that Congressman Stark's office was very involved in HACA's appeal to HUD and that staff will continue to request his assistance. Cmr. Gerry commented that while he agrees that the FSS program is an important and valuable program he does not think it is prudent to draw upon reserves at a time when HACA is trying to manage the drastic cuts to overall funding.

Cmr. Atkin made a motion to authorize the use of HACA's reserves to fund all three existing FSS coordinators for one year only.

Chairperson Steiner stated that the drawing upon reserves to fund the salaries of the FSS coordinators is a one-time action and if the one year time period passes and HACA is not awarded funding, the program will close. Cmr. Natarajan agreed and commented that approval of the motion is made under protest.

Motion/Second: Atkin/Gacoscos.

9 ayes; 1 abstain: Cmr. Gerry Motion passed.

**APPROVED AS RECOMMENDED.**

#### **4-5. ACTION: AWARD CONTRACT FOR DAVIS BACON WAGE RATE MONITORING**

Tom Makin, Deputy Director for Operations, presented the staff report. Mr. Makin explained that HACA is required to pay federal Davis Bacon Wage Rates to workers on projects costing more than \$2,000. He reported that staff issued a Request for Proposals for Davis Bacon wage monitoring services, received five proposals, and recommends the award of the contract to Eliza Grace Daniels. Mr. Makin stated that the contract is for a three-year period with options for two

one-year extensions.

Recommendation: Award a contract for Davis Bacon Wage Rate monitoring services to Eliza Grace Daniels.

Commission Discussion: None

Motion/Second: Natarajan/Gerry.

Ayes: All Motion passed.

**APPROVED AS RECOMMENDED.**

**4-6. ACTION: AWARD CONTRACT FOR FINANCIAL AUDIT SERVICES**

Tom Makin, Deputy Director for Operations, presented the staff report. Mr. Makin stated that HACA's contract for financial audit services has expired and a new contract must be procured. He reported that HACA issued a Request for Proposals for financial audit services, received and reviewed six proposals, and recommends the award of the contract to Patel & Associates. Mr. Makin stated that the contract is for one year with four additional one-year renewal options.

Recommendation: Award a contract for financial audit services to Patel & Associates and authorize the Executive Director or her designee to execute it.

Commission Discussion: None

Motion/Second: Haddock/Natarajan.

Ayes: All Motion passed.

**APPROVED AS RECOMMENDED.**

**4-7. ACTION: APPROVE THE DESIGNATION OF A PANEL TO HEAR APPEALS OF DETERMINATIONS OF CONTRACTORS BIDDING ON THE MAIN OFFICE RENOVATION PROJECT**

Tom Makin, Deputy Director for Operations, presented the staff report. Mr. Makin reported that HACA is preparing the bid specifications for its office renovation project. He explained that the Public Contract Code requires public agencies to award construction contracts to the lowest responsible bidder and that staff is concerned that the low bidder may not be truly responsive or responsible. Staff has designed a process whereby contractors present their qualifications and this process requires that an appeal panel be in place should a contractor wish to appeal staff's determination.

Recommendation: Designate a panel to hear appeals of determinations of non-responsiveness of contractors bidding on the main office renovation project.

Commission Discussion: Cmr. Atkin commented that this is good step to add to the process. Cmr. Natarajan asked if staff will be able to review and understand appeals that may involve technical aspects of the project. Mr. Makin indicated that staff will be able to consult with the architects and its outside construction manager if needed.

Motion/Second: Biddle/Haddock.

Ayes: All Motion passed.

**APPROVED AS RECOMMENDED.**

**4-6. INFORMATION: QUARTERLY INVESTMENT PORTFOLIO REPORT**

Report received with no questions or comments from the Commission.

**4-7. INFORMATION: BUDGET STATUS REPORT**

Report received with no questions or comments from the Commission.

**4-8. INFORMATION: PROGRAM ACTIVITY REPORT**

Report received with no questions or comments from the Commission.

**5. COMMITTEE REPORTS**

None.

**6. COMMISSIONER REPORTS**

Com. Natarajan announced that Com. Gacoscos was selected as one of the 100 most influential Filipino women in the United States. Com. Gacoscos stated that it is an honor to be recognized along with women such as California Chief Justice Tani Cantil-Sakauye, Cristeta Comerford, President Obama's chef, and celebrity Cheryl Burke. The Commission applauded and congratulated Com. Gacoscos.

**7. COMMUNICATIONS**

Ms. Gouig talked about NAHRO's *What Home Means to Me* poster contest and announced that three posters created by the children of HACA's participants were selected by the Northern California chapter of NAHRO to go forward to the national competition in Washington, D.C.

**8. ADJOURNMENT**

There being no further business, Chairperson Steiner adjourned the meeting at 9:18 a.m.

Respectfully submitted,

Melissa Taesali  
Executive Assistant

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Christine Gouig  
Executive Director/Commission Secretary

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Christine Steiner  
Housing Commission Chairperson

# **NEW BUSINESS**

**November 9, 2011**



## HOUSING AUTHORITY OF THE COUNTY OF ALAMEDA

### AGENDA STATEMENT

Meeting: November 9, 2011

Subject: Award Contract for Siding Replacement at 7<sup>th</sup>, 8<sup>th</sup> & Decoto, Union City

Exhibits Attached: Bid tabulation

Recommendation: Award Contract to Bayview Painting Construction

Financial Statement: \$237,200 from Public Housing Capital Funds

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### BACKGROUND

On September 6, 2011, staff issued an Invitation For Bids (IFB) to upgrade the exterior of five public housing duplexes located at the corners of 7<sup>th</sup>, 8<sup>th</sup> and Decoto in Union City with new siding, windows, doors and lights. These properties were built in 1978 and still have the original T-111 siding on the exterior, which has been painted multiple times over the years. The siding is now showing signs of severe dry rot and needs replacing.

The new siding will be a fiber/cement board product that is factory painted and carries a 50-year warranty. We will also replace all the original windows with double-paned, energy efficient windows, install new exterior doors and replace the exterior lighting.

### DISCUSSION AND ANALYSIS

Staff used the Housing Authority's Architect of Record, K2A Architects and Interiors, to assist with the bid documents. K2A will also monitor the construction.

Seventeen contractors attended the mandatory pre-bid walk-through and 10 submitted bids (tabulation attached) by the October 13 deadline. The lowest bidder, Bayview Painting Construction, has completed several jobs for the Contra Costa County Housing Authority and the San Francisco Housing Authority. The company is based in Burlingame has been in business since 1991. Staff checked their references which were very good.

Staff recommends your Commission award the contract for re-siding at 7<sup>th</sup>, 8<sup>th</sup> & Decoto in Union City to Bayview Painting Construction and authorize the Executive Director to sign the necessary contract and documents.



**SIDING REPLACEMENT BID OPEN**  
**7<sup>th</sup> 8<sup>th</sup> and Decoto in Union City**  
**Thursday, October 13, 2011 at 2:00 P.M.**

**Present:**

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

Mr. Makin announced that it was 2:00 p.m. and that the submittal for bids was closed. The following bids were opened and announced:

<u><b>Firm</b></u>	<u><b>Grand Total</b></u>
<b>Cal Pacific Construction</b> <i>Pacifica, CA</i>	<b>\$717,900.00</b>
<b>BAYVIEW PAINTING CONSTRUCTION</b> <i>Burlingame, CA</i>	<b>\$237,200.00</b>
<b>Cornerstone Select Builders, Inc.</b> <i>Fremont, CA</i>	<b>\$248,534.00</b>
<b>Sausal Corporation</b> <i>San Leandro, CA</i>	<b>\$296,700.00</b>
<b>Romkon, Inc.</b> <i>San Francisco, CA</i>	<b>\$349,160.00</b>
<b>Nick Stavrianopoulos Constructions</b> <i>Danville, CA</i>	<b>\$464,720.00</b>
<b>CF Contracting</b> <i>Fairfax, CA</i>	<b>\$282,000.00</b>
<b>Stronger Building Services</b> <i>Hayward, CA</i>	<b>\$349,000.00</b>
<b>TPA Construction</b> <i>Rocklin, CA</i>	<b>\$250,815.00</b>
<b>Richard Joseph &amp; Company</b> <i>Sparks, NV</i>	<b>\$249,900.00</b>

*: bz 10/2011*  
*Bid Opening for Siding Replacement 2011*

**HOUSING AUTHORITY OF THE COUNTY OF ALAMEDA**

**AGENDA STATEMENT**

Meeting: November 9, 2011

Subject: Presentation on Fair Market Rents and Benefit Payment Standards

Exhibits Attached: Powerpoint: Fair Market Rents

Recommendation: Receive presentation

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**BACKGROUND**

At your October meeting your Commission approved the Benefit Payment Standards (BPS) for our Section 8 Housing Choice Voucher program, effective October 1, 2011. Staff thought it would be useful to give a short presentation on how BPS are derived from the Fair Market Rents issued by HUD and on the considerations staff takes into account when establishing the BPS.

This is a presentation only; no Commission action is required.

## Fair Market Rents (FMR)

How they work within the  
Section 8 Housing Choice Voucher Program

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## What are FMRs?

- Issued by HUD annually (final in October)
- Reflect rents in the community trended forward to the following April
- Include utilities
- 40% of rental housing stock; modest housing
- Issued at the PMSA level (Alameda and Contra Costa Counties); no breakdown by city
- Issued by number of bedrooms

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## How do we use FMRs?

- Create Benefit Payment Standards (BPS)
- 90% to 110% of FMRs
- Need HUD approval to go outside this range
- Can be basic: e.g., 95% period
- Can be finely tuned: vary by unit size and city
- HACA prepares detailed analysis to set BPS

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## Current BPS

Area	% of FMR	PGR	1BR	2BR	3BR	4BR
Albany	66.33 - 104.28%	841	1,140	1,463	1,851	2,362
Calaveras Valley	90.03 - 102.34%	905	1,065	1,337	1,651	2,409
Dublin	108.97 - 130%	1,076	1,301	1,642	2,091	2,518
Emeryville	90 - 101.28%	882	1,105	1,420	1,832	2,268
Fremont	90 - 106.11%	1,032	1,177	1,448	2,021	2,432
Hayward	90.03 - 97.37%	925	1,065	1,323	1,651	2,198
Newark	101.20 - 107.31%	993	1,199	1,462	2,040	2,502
Pleasanton	90 - 107.31%	882	1,065	1,406	2,002	2,506
San Leandro	90 - 104.31%	882	1,065	1,351	1,832	2,362
San Lorenzo	85.37 - 104.31%	915	1,105	1,420	1,985	2,365
Union City	69.37 - 102.32%	915	1,105	1,420	1,926	2,362

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## HACA balancing act

- HUD provides a set amount of funding for HACA's Section 8 Program
- Insufficient funds to help all— nationally, 25% of eligibles
- Can't exceed baseline – 5,713
- Setting BPS too high means we help fewer people
- Setting BPS too low means tenants have a hard time finding units to rent

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## Who pays what?

- Essentially, tenant pays 30% of adjusted income toward rent (NOT 30% of the rent)
- HACA pays the difference between the tenant payment and the rent on the unit, up to the BPS
- Tenant can choose to pay amounts above the BPS itself (some HUD caveats)
- Rent Reasonableness Rules!

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## HOUSING AUTHORITY OF ALAMEDA COUNTY

### AGENDA STATEMENT

Meeting: November 9, 2011

Subject: Wait List Opening for 3- and 4-Bedroom Public Housing and Project-Based Units

Exhibits Attached: None

Recommendation: Information Only: Receive Report

Financial Statement: None

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#### BACKGROUND

HACA has exhausted its Wait List for 4-bedroom Public Housing (PH) and Project Based (PB) units and is about to do so for 3-bedroom units. HACA and Preserving Alameda County Housing, Inc. (PACH), HACA's non-profit instrumentality, as well as other project based sponsors, are experiencing vacancies for both bedroom sizes. For HACA and PACH, these include scattered-site PH units being converted to PB units owned by PACH. In order to provide an adequate number of applicants, for a limited time, HACA will soon accept applications for both 3- and 4-bedroom public housing and project based units (**not** Section 8 Housing Choice Vouchers).

#### DISCUSSION

While HACA has an adequate number of applications for other categories, it no longer has an adequate number for 3- and 4-bedroom PH and PB units. For HACA and PACH, those vacancies and the number of vacant days are now increasing as HACA converts 58 scattered-site PH units in Union City to PB units owned by PACH. Most of these units are 3- and 4-bedrooms.

HACA will accept on-line applications for 3- and 4-bedroom PH and PB units for approximately a week before the end of the calendar year. In a first for HACA, the application form will be accessible through HACA's web site but hosted by an on-line application services provider that will host both the form and the applications data itself. HACA plans to use a similar hosting arrangement when it permanently opens its Wait List for all programs in 2012.

A number of the components of the Wait List opening are still being developed, including enlisting Community-Based Organizations in publicizing the opening and in assisting applicants to apply who lack English language facility or are elderly or disabled.

**HOUSING AUTHORITY OF ALAMEDA COUNTY**

**AGENDA STATEMENT**

Meeting: November 9, 2011

Subject: Emery Glen Unit Repair

Exhibits Attached: None

Recommendation: Information only

Financial Statement: \$41,750

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**BACKGROUND**

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

**DISCUSSION AND ANALYSIS**

A family residing in a three-bedroom unit at our Emery Glen public housing project recently moved out. The tenant had resided there since 2006 and had caused a lot of damage. In addition to repairing the tenant damage, staff wants to take the opportunity to upgrade the residence, which still has the original features from the 1983 construction. Staff will make the residence more energy efficient and renovate the kitchen and bathrooms.

Staff solicited bids for the construction work. The low bidder was Bay Cities Construction Inc., Oakland, CA, at \$41,750. The funding for the renovation will come from our HUD Capital Fund.

Staff will pursue payment from the tenant for the tenant-caused damages.

# **BUDGET STATUS** **REPORT**



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

FY 2012 OPERATING BUDGET	Budgeted @ 9/30/2011	Actual @ 9/30/2011	OVER (UNDER)	PROJECTED TO 6/30/12	SCH. NO.	2011 BUDGET	2012 BUDGET	DIFFERENCE
<b>INCOME</b>								
Investment Income	900	911	11	3,644	A1	3,600	<b>3,600</b>	0
Misc. Income	86,260	99,561	13,301	398,245	A1	358,200	<b>345,040</b>	(13,160)
(Fees)	1,817,743	1,799,853	(17,891)	<b>7,199,411</b>	A	8,060,912	<b>7,270,973</b>	(789,939)
<b>TOTAL INCOME</b>	<b>1,904,903</b>	<b>1,900,325</b>	<b>(4,578)</b>	<b>7,601,300</b>		<b>8,422,712</b>	<b>7,619,613</b>	<b>(803,099)</b>
<b>EXPENSES</b>								
Administration								
Salaries	1,097,850	1,221,502	123,652	4,537,008	B-1& 2	4,749,188	<b>4,391,400</b>	(357,788)
Other Admin.	269,253	217,053	(52,200)	868,212	C-1&2	1,099,199	<b>1,077,012</b>	(22,187)
Total	1,367,103	1,438,555	71,452	5,405,220		5,848,386	<b>5,468,412</b>	(379,975)
General								
Insurance	51,007	32,029	(18,979)	128,115	E	194,547	<b>204,029</b>	9,482
Employee Benefits	548,925	590,616	41,691	2,362,462		2,374,594	<b>2,195,700</b>	(178,894)
Miscellaneous	0	0	0	0		0	<b>0</b>	0
Total	599,932	622,644	22,712	2,490,577		2,569,141	<b>2,399,729</b>	(169,412)
Total Routine Expenses	1,967,035	2,061,199	94,164	7,895,797		8,417,527	<b>7,868,141</b>	(549,386)
Capital Expenditures	0	0	0	0	D2	0	<b>0</b>	0
<b>TOTAL EXPENSES</b>	<b>1,967,035</b>	<b>2,061,199</b>	<b>94,164</b>	<b>7,895,797</b>		<b>8,417,527</b>	<b>7,868,141</b>	<b>(549,386)</b>
<b>NET INCOME (DEFICIT)</b>	<b>(62,132)</b>	<b>(160,874)</b>	<b>(98,743)</b>	<b>(294,497)</b>		5,185	<b>(248,527)</b>	(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  
AUGUST 2011**

FY 2012 OPERATING BUDGET	YTD BUDGET 8/31/2011	YTD ACTUALS 8/31/11	OVER/ (UNDER) BUDGET	SCH. NO.	2011 BUDGET	2012 BUDGET	Difference
<b>INCOME</b>							
Dwelling Rentals	134,158	172,356	38,198	A-1	1,030,260	804,948	(225,312)
Investment Income	338	156	(182)	A	900	2,025	1,125
Misc. Income	14,185	15,537	1,353	A-1	158,756	85,108	(73,648)
Operating Subsidy	82,771	66,607	(16,166)	A-1	398,218	496,628	98,410
Asset Reposition Fee	24,766	0	(24,766)	A-1	0	148,594	148,594
Capital Grant	28,213	0	(28,213)	A-1	231,178	169,275	(61,902)
<b>TOTAL INCOME</b>	<b>284,430</b>	<b>254,656</b>	<b>(29,775)</b>		<b>1,819,312</b>	<b>1,706,579</b>	<b>(112,732)</b>
<b>EXPENSES</b>							
<b>Administration</b>							
Salaries	63,908	53,022	(10,885)	B-1& 2	312,533	383,445	70,912
Other Admin.	27,894	18,236	(9,657)	C-1	64,902	167,363	102,461
<b>Total</b>	<b>91,801</b>	<b>71,259</b>	<b>(20,543)</b>		<b>377,435</b>	<b>550,808</b>	<b>173,373</b>
<b>Tenant Services</b>							
Resident Managers	917	450	(467)		5,500	5,500	0
Recreation	1,250	4,277	3,027		7,500	7,500	0
<b>Total</b>	<b>2,167</b>	<b>4,727</b>	<b>2,560</b>		<b>13,000</b>	<b>13,000</b>	<b>0</b>
<b>Utilities</b>							
Water	12,333	17,421	5,088		74,000	74,000	0
Electricity	3,167	3,405	238		19,000	19,000	0
Gas	433	347	(85)		2,600	2,600	0
Sewage	7,933	8,275	342		47,600	47,600	0
<b>Total</b>	<b>23,867</b>	<b>29,449</b>	<b>5,585</b>		<b>143,199</b>	<b>143,199</b>	<b>0</b>
<b>Maintenance</b>							
Salaries	23,303	23,170	(133)	B-2	189,144	139,820	(49,324)
Materials	10,660	13,500	2,840	D	80,600	63,960	(16,640)
Contract Costs	77,759	93,657	15,899	D	586,151	466,552	(119,599)
<b>Total</b>	<b>111,722</b>	<b>130,327</b>	<b>18,606</b>		<b>855,895</b>	<b>670,332</b>	<b>(185,564)</b>
<b>General</b>							
Insurance	13,452	14,656	1,205	E	87,800	80,712	(7,087)
Tax-In Lieu Of	11,029	14,784	3,755		88,706	66,175	(22,531)
Employee Benefits	43,605	38,483	(5,122)		250,839	261,633	10,794
Collection Loss	167	0	(167)		1,000	1,000	0
Miscellaneous	167	0	(167)		1,000	1,000	0
<b>Total</b>	<b>68,420</b>	<b>67,924</b>	<b>(495)</b>		<b>429,344</b>	<b>410,520</b>	<b>(18,824)</b>
<b>Total Routine Expenses</b>	<b>297,977</b>	<b>303,686</b>	<b>5,711</b>		<b>1,818,874</b>	<b>1,787,859</b>	<b>(31,015)</b>
Capital Expenditure					0	0	0
<b>TOTAL EXPENSES</b>	<b>297,977</b>	<b>303,686</b>	<b>5,711</b>		<b>1,818,874</b>	<b>1,787,859</b>	<b>(31,015)</b>
<b>NET INCOME (DEFICIT)</b>	<b>(13,547)</b>	<b>(49,030)</b>	<b>(35,487)</b>		<b>438</b>	<b>(81,280)</b>	<b>(81,718)</b>

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

# **PROGRAM ACTIVITY** **REPORT**

**HOUSING AUTHORITY OF THE COUNTY OF ALAMEDA**

**AGENDA STATEMENT**

Meeting: November 9, 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

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**SECTION 8 HOUSING CHOICE VOUCHERS**

- **Lease-Up:** As of November 1, 2011 the Section 8 Housing Choice Voucher program had 5,645 units under contract. The fiscal year-to-date lease-up average is 98.42% units. The budget authority use average through September 2011 is 95%.
- **Program Utilization:** As of November 1, 2011 the average HAP subsidy is \$1,047 and the average tenant-paid rent portion is \$394 for an average Contract Rent of \$1,441.
  - ❖ As of November 1, 2011 HACA had 68 outgoing billed portability contracts (i.e., HACA voucher holders who are housed in another housing authority's jurisdiction).
  - ❖ As of November 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 \$4,775.18 in fraud and debt recovery payments for the month of October 2011. A total of \$41,130.59 was retained over the last six months.

HACA retained \$200.00 in Housing Assistance Payment (HAP) overpayments for the month of October 2011. A total of \$2,301.00 was retained over the last six months.

- **Landlord Rental Listings:** As of November 1, 2011 there were 1,498 landlords with properties in HACA's jurisdiction utilizing the *GoSection8* rental listing service. There were no new landlords to the Section 8 program this month. There were 109 active properties listed.

### **FAMILY SELF SUFFICIENCY (FSS)**

On October 22<sup>nd</sup>, the FSS Department hosted a credit workshop presented by Money Management International. These workshops offer participants excellent training in how to establish good credit as well as how to repair past credit problems. The FSS Coordinators are preparing for the "It's Your Time to Shine" event on November 10<sup>th</sup> at the San Leandro Library from 5:30 to 8:00 p.m. This event recognizes donors, supporters, and participants for their involvement in FSS and their successes during the past year. The highlight of the evening will be the presentation of the awards to the local NAHRO Poster Contest winners. All members of the Housing Commission are invited to attend.

### **PUBLIC HOUSING**

- **Occupancy:** As of November 1, 2011 the Public Housing program had 201 of 206 units leased and has a 98.05% fiscal year-to-date lease up rate.

HOUSING AUTHORITY OF THE COUNTY OF ALAMEDA

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

City	Certificates		Vouchers		OCTOBER 2011 TOTAL		OCTOBER 2010	OCTOBER 2009
	Number	HAP*	Number	HAP**	Number	HAP		
Albany	-	\$ -	41	\$ 42,927	41	\$ 42,927	44	43
Castro Valley	13	\$ 11,453	237	\$ 248,139	250	\$ 259,592	253	246
Dublin	2	\$ 1,762	302	\$ 316,194	304	\$ 317,956	268	220
Emeryville	5	\$ 4,405	104	\$ 108,888	109	\$ 113,293	90	95
Fremont	31	\$ 27,311	1,359	\$ 1,422,873	1,390	\$ 1,450,184	1,406	1,413
Hayward	105	\$ 92,505	2,398	\$ 2,510,706	2,503	\$ 2,603,211	2,432	2,390
Newark	2	\$ 1,762	288	\$ 301,536	290	\$ 303,298	297	289
Pleasanton	4	\$ 3,524	163	\$ 170,661	167	\$ 174,185	269	142
San Leandro	15	\$ 13,215	1,385	\$ 1,450,095	1,400	\$ 1,463,310	1,338	1,332
San Lorenzo	2	\$ 1,762	204	\$ 213,588	206	\$ 215,350	198	193
Union City	4	\$ 3,524	744	\$ 778,968	748	\$ 782,492	712	697
<b>TOTALS</b>	<b>183</b>	<b>\$161,223.00</b>	<b>7,225</b>	<b>\$7,564,575.00</b>	<b>7,408</b>	<b>\$7,725,798.00</b>	<b>7,307</b>	<b>7,060</b>

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

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

11-12

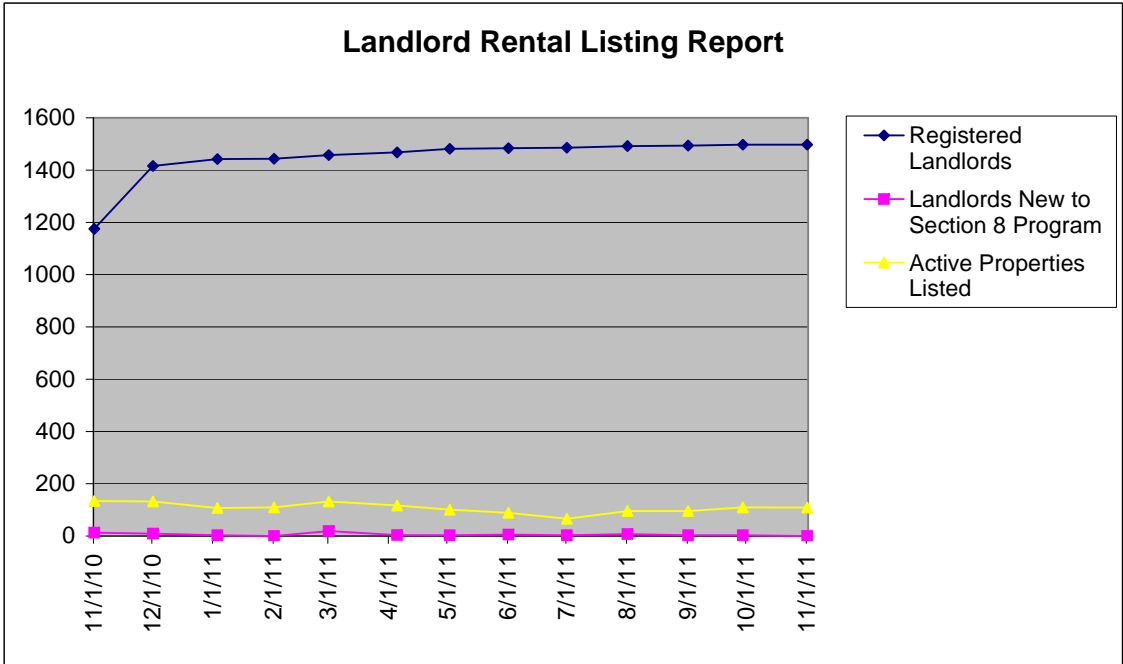
DEBT COLLECTIONS  
FYE 06/30/12

	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									\$0.00
<i>FRAUD REPAYMENTS</i>	\$6,603.63	\$13,226.48	\$3,941.52	\$4,775.18									\$28,546.81
<i>HAP OVERPAYMENTS</i>	\$200.00	\$350.00	\$343.00	\$200.00									\$1,093.00
<b>TOTALS</b>	<b>\$6,803.63</b>	<b>\$13,576.48</b>	<b>\$4,284.52</b>	<b>\$4,975.18</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$29,639.81</b>

# Landlord Rental Listing Report

## Monthly

	11/1/10	12/1/10	1/3/11	2/1/11	3/1/11	4/5/11	5/2/11	6/1/11	7/1/11	8/1/11	9/1/11	9/29/11	11/1/11
Registered Landlords	1175	1416	1442	1443	1458	1468	1481	1484	1486	1492	1494	1498	1498
Landlords New to Section 8 Program	13	9	3	0	19	4	3	5	3	7	3	3	0
Active Properties Listed	134	132	107	110	132	117	101	89	66	95	95	110	109







**To:** Christine Gouig, Executive Director  
**From:** Sharon DeCray, HAFS Manager  
**Re:** **FSS Program Summary**  
**CC:** Ron Dion, Linda Evans, Phyllis Harrison, Mary Sturges  
**Date:** November 1, 2011

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<b>Program Summary</b>	<b>October 2011</b>
Total Clients Under Contract:	198
Graduates:	0
Escrow Disbursed:	\$0
Ports In:	0
Ports Out:	0
Terminations:	1
New Contracts:	7

#### **FSS PROGRAM NEWS:**

##### **Workshops**

Saturday, October 22, 2011, Money Management International presented a *Credit Reports and Credit Scores* workshop. The presentation included:

- How to get a free copy of your credit report – see what's on it before a lender looks
- How to dispute items on your credit report for free
- What your rights are in dealing with collection agencies
- How long do items remain on your credit report
- Six steps to building an excellent credit history
- The inside scoop on credit scores – what you do that helps or hurts

##### **Celebration**

The FSS Department is putting the final touches on the annual "It's Your Time to Shine" event happening on Thursday, November 10, 5:30 - 8:00 p.m. at the San Leandro Library. This event highlights the accomplishments of our FSS participants and their household members within the past 12 months. We will honor new employment, promotions, and graduates from high school / GED and college. Our newest Section 8 homeowner, Najibullah Yusufi, will also be recognized. We will present certificates to our NAHRO poster contest agency winners and general participants. There will be food and entertainment.

**Referrals**- 39

**Case Management**-56