



HOUSING COMMISSION AGENDA
Regular Meeting: September 8, 2010

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 Housing Commission Secretary of the Housing Authority of the County of Alameda has, on Thursday, September 2, 2010, 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.*

	<u>PAGE</u>
1. CALL TO ORDER / ROLL CALL	
2. APPROVAL OF MINUTES OF THE JULY 28, 2010 MEETING	2
3. PUBLIC COMMENT On matters not on the Agenda	
4. NEW BUSINESS	
4-1. Resolution Approving the Public Housing Assessment System (PHAS): Management Assessment Subsystem (MASS)	ACTION 8
4-2. Public Housing Conversion Report	INFORMATION 11
4-3. Quarterly Investment Portfolio – Quarter Ending September 30, 2010	INFORMATION 13
4-4. Financial Status for the Fiscal Year Ending June 30, 2010	INFORMATION 15
4-5. Program Activity Reports	INFORMATION 18
5. COMMITTEE REPORTS	
6. COMMISSIONER REPORTS	
7. COMMUNICATIONS	
8. ADJOURNMENT	

MINUTES
July 28, 2010



**HOUSING COMMISSION SPECIAL MEETING
July 28, 2010, 8:00 A.M.
HACA BOARD ROOM**

SUMMARY ACTION MINUTES

1. CALL TO ORDER/ROLL CALL

Call to Order

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

Roll Call

Present: Cmr. Atkin, Cashmere, Dutra- Vernaci, Gerry, Haddock, Lockhart,

Excused: Cmr. Medina

Natarajan, Reed, and Steiner

Entered after Roll Call: Cmr. May

2. APPROVAL OF MINUTES OF THE June 16, 2010 REGULAR MEETING

Recommendation: Approve the minutes as presented.

Motion/Second: Atkin/Dutra-Vernaci.

8 Ayes; 1 Abstain: Gerry; 1 Excused: Medina; 1 Absent: May

APPROVED AS RECOMMENDED.

3. PUBLIC COMMENT

None.

4. NEW BUSINESS

4-1. ELECTION OF OFFICERS

Recommendation: The Nominating Committee recommends that Cmr. Steiner and Cmr. Dutra-Vernaci be elected as the Chairperson and Vice-Chairperson, respectively.

Motion/Second: Lockhart/Atkin.

10 Ayes; 1 Excused: Medina

APPROVED AS RECOMMENDED.

Commission Discussion:

After the vote, Cmr. Natarajan turned the meeting over to newly-elected Chairperson Steiner.

4-2. PRESENTATION: RECOGNITION OF BETH NGUYEN AS EMPLOYEE OF THE QUARTER

Chris Gouig, Executive Director, introduced Marsha Collier, the new chair of the Communications Committee, who presented the award.

Comments from the Public:

Ms. Nguyen expressed her appreciation for being selected as the Employee of the Quarter. Chris thanked Ms. Nguyen for her hard work. Mary Rizzo-Shuman, HAHM Manager and Beth's supervisor, described Ms. Nguyen's dedication to the Housing

Authority and her valuable work ethic.

4-3. PRESENTATION: RECOGNITION OF EMPLOYEES' YEARS OF SERVICE

Christine Gouig presented the awards.

Ms. Gouig introduced the three employees' that have worked for the Housing Authority for 25 years or more-- Eugenio Reyes for 25 years of service, Cecilia Ferguson for 30 years of service, and Carol Alves for 35 years of service. Ms. Gouig described the importance of each employee individually and presented them with signed certificates of appreciation. Mr. Reyes and Ms. Ferguson thanked the Commission and staff.

Commission Discussion:

Comr. Atkin stated that the service awards are a milestone and thanked Mr. Reyes and Ms. Ferguson for their many years of service with the Housing Authority.

4-4. PRESENTATION: 2010 SCHOLARSHIP AWARD RECIPIENTS

Sharon DeCray introduced the 2010 HACA Scholarship recipients who were present at the meeting. After receiving a certificate and scholarship check, each of the recipients spoke briefly about their educational goals and thanked the Commission and the Housing Authority staff, particularly the FSS staff. Comr. Gerry, a member of the scholarship committee, told the students to be thorough in their applications as that is all the committee has with which to make its recommendations.

4-5. ACTION: RESOLUTION AUTHORIZING APPLICATION FOR 58 REPLACEMENT VOUCHERS FOR SCATTERED-SITE UNITS IN UNION CITY

Recommendation: Adopt the resolution

Motion/Second: Dutra-Vernaci/Atkin.

9 Ayes; 2 Excused: May and Medina

APPROVED AS RECOMMENDED.

Commission Discussion:

Comr. Atkin asked about disposition and demolition. Ron Dion, Deputy Director for Programs, explained that we were not demolishing the units but simply changing the ownership from the Housing Authority to a non-profit organization controlled by the Housing Authority in order to obtain the better funding provided through vouchers. Comr. Atkin inquired if the vouchers would be project based and Mr. Dion said they would.

4-6 ACTION: RESOLUTION APPROVING SECTION 8 MANAGEMENT ASSESSMENT PROGRAM (SEMAP)

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

Motion/Second: Lockhart/Dutra-Vernaci.

9 Ayes; 2 Excused: May and Medina

APPROVED AS RECOMMENDED.

Commission Discussion:

Comr. Natarajan thanked staff for all of their hard work.

4-7 ACTION: APPROVE SALARY FOR THE NEWLY CREATED CLASS OF PROCUREMENT ANALYST

Recommendation: Approve salary for new classification

Motion/Second: Natarajan/Reed.

9 Ayes; 2 Excused: May and Medina

APPROVED AS RECOMMENDED.

Comments from the Public:

A member from the public inquired about the increased salary costs for the new positions of Procurement Analyst and Human Resources Analyst versus the one position that previously performed the duties. Tom Makin replied that two positions would obviously cost more than one but that there would be future savings when he retires.

Commission Discussion:

Comr. Atkin asked if we use the high end of the range as the control point. Tom Makin clarified that we use the median.

4-8 ACTION: APPROVE SALARY FOR THE NEWLY CREATED CLASS OF HUMAN RESOURCES ANALYST

Recommendation: Approve salary for new classification

Motion/Second: Lockhart/Dutra-Vernaci.

9 Ayes; 2 Excused: May and Medina

APPROVED AS RECOMMENDED.

4-9 INFORMATION: BUDGET STATUS REPORTS

Report received.

4-10 INFORMATION: PROGRAM ACTIVITY REPORTS

Report received.

Commission Discussion:

Chairperson Steiner asked if we were anticipating opening the Section 8 waiting list in the near future. Mr. Dion stated that staff was planning an opening for next year. Ms. Gouig commented that Mr. Dion has devised a very creative system that will allow people to apply not only for Section 8 but for public housing as well and to specify interest in project based voucher sites. Chairperson Atkin noted a large fraud recovery payment on the fraud report. Mary Rizzo-Shuman explained that there was a Section 8 landlord who moved in with his tenant and that the Housing Authority will recover about \$27,000.

5. COMMITTEE REPORTS

None.

6. COMMISSIONER REPORTS

Comr. Dutra-Vernaci commented that the Union City City Council discussed a report from the American Lung Association on air quality in cities and that Union City's score was a "C." In discussing what could be done to raise its score to "A" the Council brought up the possibility of a no-smoking ordinance in multi-family complexes. Comr. Lockhart mentioned that Dublin has such an ordinance, which phases in the no-smoking requirement. Dublin's plan calls for multi-family housing to be 50% smoke free after two years. Ms. Gouig stated that any city ordinances would apply to any public housing we own in that city.

Comr. Atkin asked if there were any other plans in the near future to use our non-profit. Ms. Gouig indicated that the non-profit was created when HACA was applying to HUD to be a contract administrator for some of HUD's other programs; HACA wasn't awarded the contract but the non-profit is still on the books. Ms. Gouig explained that our non-profit was the logical entity to use in our public housing disposition and conversion to project based vouchers. No other activities are planned for the non-profit at this point. Comr. Atkin asked for a report at the September meeting.

Comr. Lockhart inquired if the Housing Authority had received pressure from HUD or anyone else regarding the smoking issue. Ms. Gouig stated that we haven't received any pressure from HUD but that HUD does encourage housing authorities to adopt no-

smoking policies and that we could make such policies a preference in our next project based voucher NOFA.

Chairperson Steiner asked if we allow pets in our public housing and Ms. Gouig responded that we did, that it was a HUD requirement.

Chairperson Steiner inquired about the status of the office building remodel. Mr. Makin replied that we were close to having 100% design development drawings. Chairperson Steiner asked if there would be any changes for the Commission's approval. Mr. Makin didn't think any approvals were required but said he would bring the matter to the Commission before putting it out to bid.

7. COMMUNICATIONS

Ms. Gouig reminded everyone that there will be no August meeting and that the next meeting will be in September. She also reported on her trip to Boston for the National NAHRO Summer Conference.

8. OPEN SESSION

The Consideration of Continuance of the Affirmative Action Appeal of Keandra Rhone was commenced at 9:10 a.m.

Brian Washington, Alameda County Counsel, represented the Housing Commission, Cynthia O'Neill, attorney with Liebert Cassidy Whitmore, represented HACA Management and Sandra Guy, SEIU shop steward, represented Keandra Rhone.

The Commission proceeded with the continuance and heard Sandra Guy ask the Commission to consider additional information submitted by Pamela Holmes-Morton.

9. CLOSED SESSION

Pursuant to Public Employee Discipline/Dismissal/Release – Government Code section 54957, the Housing Commission adjourned into Closed Session with County Counsel at 9:15 a.m. to deliberate on the appeal.

10. REPORT ON CLOSED SESSION

The Housing Commission reconvened into Open Session at 9:29 a.m.

Chairperson Steiner asked Brian Washington to report on the actions that were taken during Closed Session. Mr. Washington reported that in Closed Session the Commission denied the appeal of Keandra Rhone. The written decision will be distributed by the Commission Clerk within the next day or so.

Cmrs. Mark Gerry and Ruth Cashmere abstained from the vote on the decision as they were not present for the hearing last month.

11. ADJOURNMENT

There being no further business, Chairperson Steiner adjourned the meeting at 9:31 a.m.

Respectfully submitted,

Morgan Saridakis
Executive Assistant

Christine Gouig
Executive Director/Secretary

Approved:

Christine Steiner
Commission Chairperson

NEW BUSINESS
September 8, 2010

HOUSING AUTHORITY OF ALAMEDA COUNTY

AGENDA STATEMENT

Meeting: September 8, 2010

Subject: Public Housing Assessment System (PHAS):
Management Assessment Subsystem (MASS)

Exhibits Attached: Management Assessment Certification and
Resolution 13-10

Recommendation: Adopt a resolution authorizing submission of the
MASS Certification

Financial Statement: None

BACKGROUND

The Public Housing Assessment System (PHAS) measures the performance of public housing agencies (PHA) that administer the Public Housing Program. Under PHAS, HUD evaluates a PHA based on the following four indicators:

1. Management operations of the Public Housing program, known as MASS
2. Physical condition of Public Housing units, known as PASS
3. Resident service and satisfaction, known as RASS
4. Financial condition of the Public Housing program, known as FASS

The MASS certification is before you today. The remaining three indicators do not require Commission certification; PASS and RASS are handled directly by HUD and our auditor and Finance Director submit the FASS information.

The MASS indicator has six sub-indicators. They are:

1. Vacant Unit Turnaround Time
2. Capital Fund
3. Work Orders
4. Annual Inspection of Units and Systems
5. Security
6. Economic Self-Sufficiency

MASS scores are based on a PHA's self-certification, HUD's national database of tenant information, and information from audits conducted annually by independent auditors. Each sub-indicator has points assigned to it with a total possible point score of 30. HUD assigns a PHA a rating on each of the six sub-indicators and generates an overall performance ratio of high (90-100%), standard (60-89%), or troubled (less than 60%).

DISCUSSION AND ANALYSIS

Traditionally, HACA is measured under PHAS every other year because we have fewer than 250 public housing units and were previously designated as a standard performer in our 2009 submission, with a score of 22 out of 30 for MASS. However, HUD is transitioning to an asset management business model and is measuring HACA again this year. We must submit our MASS Certification by September 16, 2010.

The attached MASS Certification is a product of data gathered internally by staff at the end of each quarter of the fiscal year July 1, 2009 to June 30, 2010 and data from HUD's national database of tenant information. HACA's overall rating is "standard," with 83% (24.78 points out of 30 possible points).

Staff had anticipated losing some points as described below:

Sub-Indicator #1, Vacant Unit Turnaround Time: HACA Score – 0.0 out of 5.22 points

HACA had 22 vacancies this year compared to 19 for our last PHAS required reporting period (2008-2009). Our average number of days vacant increased from 54.84 days to 67.45 days. This increase is due to HACA training a new maintenance person, the restrictions of the procurement process and the economic downturn.

Procurement

HUD's Procurement Handbook requires that work totaling \$2,000 or more obtain three bids, a written scope of work and an in-house estimate prior to bid solicitation. This process can take between three to 12 working days. Actual construction time can range from 12 to 15 days or more, depending on the complexity and amount of the work and the availability of materials. Construction delays also affect staff's ability to pre-rent units because it is difficult to keep an applicant interested and waiting through the delays.

Our jobs are small and only small contractors are interested in working with us. At times, the contractors do not have the workforce necessary to work on multiple vacancies simultaneously which contributes to the extended construction period.

Economic Downturn

Staff has observed that the downturn in the economy has caused more applicants to fail HACA's tenancy screening process. HACA screens for criminal background, credit history and eviction history. In the past, staff processed 15 to 20 applicants to fill a vacancy. Currently, we are processing double that number to fill a vacancy.

HACA has recently added a third maintenance position, which should enable us to decrease the turn around time.

HOUSING AUTHORITY OF THE COUNTY OF ALAMEDA

RESOLUTION NO. 13-10

**PUBLIC HOUSING ASSESSMENT SYSTEM (PHAS)
MANAGEMENT ASSESSMENT SUB-SYSTEM CERTIFICATION (MASS)**

WHEREAS, the U. S. Department of Housing and Urban Development (HUD) has established a Public Housing Assessment System (PHAS) which includes a Management Assessment Sub-System (MASS) to measure the performance of housing authorities that administer Public Housing programs; and

WHEREAS, MASS requires that housing authorities self-certify performance in connection with the six MASS sub-indicators; and

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

WHEREAS, the Housing Authority of the County of Alameda has completed its MASS analysis and is prepared to submit its certification to HUD;

NOW THEREFORE BE IT RESOLVED, that the Housing Commission does hereby approve and accept the MASS Certification as presented and authorizes the Executive Director to submit it and any other information HUD may require in connection with PHAS.

PASSED, APPROVED AND ADOPTED by the Commissioners of the Housing Authority of the County of Alameda on this 8th day of September 2010 by the following vote:

AYES:

NAYS:

ABSTAIN:

EXCUSED:

ABSENT:

Christine Steiner
Commission Chairperson

Attest:

Christine Gouig
Executive Director/Commission Secretary

Adopted: _____

HOUSING AUTHORITY OF THE COUNTY OF ALAMEDA

AGENDA STATEMENT

Meeting: September 8, 2010

Subject: Disposition of Public Housing; Conversion of Disposed Units to Section 8 Project-Based Program

Exhibits Attached: None

Recommendation: Receive Report

Financial Statement: None

The July meeting of your Commission included an agenda item requesting authorization for staff to submit an application to HUD for replacement vouchers for the 58 scattered-site Public Housing units in Union City for which HACA had submitted a disposition application. The item was approved. In the course of the discussion, Commissioner Atkin asked staff to report back to the Commission about the context of HACA's disposition strategy. This is that report.

The Public Housing Program Financial Challenge

On a number of occasions in recent fiscal years, staff has brought the challenging Public Housing Program structural income deficit to your Commission's attention. In a nutshell, the combination of tenant rents and income from HUD Operating Subsidy and the Capital Fund Program is inadequate to fund annual operations and maintenance, inadequate for the long-term preservation of HACA's Public Housing assets, and inadequate to establish a prudent operating reserve. As a result, HACA and other housing authorities across the nation have had great difficulty operating their Public Housing Programs in the black.

Starting in 2005, HUD decreased the Operating Subsidy funding to below 90% of the formula entitlement, generally funding about 85%. It is staff's assessment that there is little likelihood of increased rental revenue from Public Housing tenants or increased funding from HUD. The combination of these factors strongly constrains HACA's ability to responsibly operate and preserve its Public Housing Program without deficits.

The Section 8 Project-Based Voucher Program

Your Commission has concurred that the most responsible approach for insuring sound operation of the Public Housing units now and for the long-term is to convert them, in an orderly process, from the Public Housing Program to the more soundly structured and financed Section 8 Project-Based Voucher program. That process began last year with the submission to HUD of an application to dispose of all 58 of HACA's scattered-site units, all located in Union City. HACA is led to believe that HUD will soon approve the application.

The next phase of the conversion process is for HACA to submit a disposition application to HUD's Special Applications Center (SAC) in Chicago for the Nidus and Dyer developments in Union City. Each development consists of 50 units of housing for elderly and disabled tenants.

Mission View and Emery Glen Developments

After the 158 units discussed above are disposed of and converted to Section 8 Project-Based units, the 36-unit Mission View development in Union City and the 36-unit Emery Glen development in Emeryville will remain the only Public Housing units operated by HACA. Both consist of 2-bedroom and 3-bedroom family units, and, at Mission View, four 4-bedroom units. HACA does not plan to dispose of Mission View and Emery Glen at this time because HUD regulations only allow 25% of the units in each project to be converted to the Section 8 Project-Based program. (Evolving HUD program initiatives may allow the developments to be fully converted to project based assistance within the next five years.)

The Disposition and Conversion Process

Public Housing disposition and conversion is a 3-phase process requiring HACA to:

- Obtain HUD approval to convert the Public Housing units;
- Apply to HUD for Section 8 Vouchers to subsidize the units; and
- Dispose of (i.e., transfer) the units and their management to a HACA-controlled affiliate.

Northern California Community Housing Services (NCCHS)

The non-profit to which HACA will dispose of the units is Northern California Community Housing Services (NCCHS). Your Commission's chairperson and vice-chairperson and the Executive Director serve as directors of NCCHS. (In addition, there are two outside directors whose positions are vacant.)

HACA organized NCCHS in 2001 in order to participate in a HUD competition to take over certain HUD responsibilities for multifamily housing in Northern California. While HACA did not win that competition, NCCHS remains a viable non-profit entity available for HACA's use as necessary and appropriate. In anticipation of NCCHS's use as the owner of HACA's disposed of Public Housing units, HACA has had the NCCHS articles of incorporation and bylaws reviewed by the law firm of Goldfarb & Lipman LLP. Goldfarb & Lipman has recommended certain changes, and staff will prepare an agenda item for your Commission's October meeting to act on them.

Next Steps

As stated above, staff anticipates that HUD will soon notify HACA that its application to dispose of its 58 scattered-site units has been approved. Once HACA has received that notification, staff will apply to HUD for 58 Section 8 Vouchers to subsidize the units, as your Commission approved at its last meeting. Staff will then begin disposing of and converting the 58 units in phases. This process will take a year or more as existing tenants are given vouchers and each family decides whether to stay in its existing unit or move. Units from which tenants move will be renovated, as needed, and re-tenanted as Section 8 Project-Based units.

At your Commission's October meeting, staff anticipates submitting the agenda item for the disposition of the 100 units in the Nidus and Dyer developments. Once that application has been approved by HUD, the same process will unfold as described in the previous paragraph for the 58 scattered-site units, i.e., disposition to NCCHS, issuance of vouchers and conversion of the units to Section 8 Project-Based assistance in phases.

HOUSING AUTHORITY OF THE COUNTY OF ALAMEDA

AGENDA STATEMENT

Meeting: September 8, 2010

Subject: Quarterly Investment Portfolio Report

Exhibits Attached: Investment Portfolio Report for Quarter ended September 30, 2010

Recommendation: Receive Report

Financial Statement: \$15,736,327 Invested at an Average Monthly Yield ranging from 0.27% to 0.56% (excluding FSS Escrow Participant Accounts)

BACKGROUND

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

DISCUSSION AND ANALYSIS

The investment portfolio report that is attached reflects the investments at September 30, 2010 for each program that HACA administers.

The Housing Choice Voucher program has a total investment of \$4,500,000, which is 29% of the total investment portfolio.

The Housing Development Fund has a total investment of \$9,076,327, which is 58% of the total investment portfolio. Approximately 51% of its portfolio is invested in the State of California Local Agency Investment Fund (LAIF) and the other 49% is in certificate of deposits.

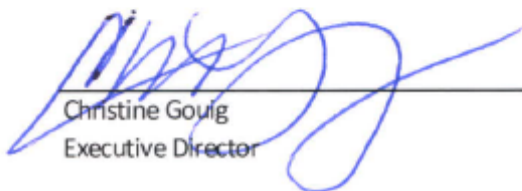
The Public Housing program, Ocean Avenue and Park Terrace investments are 4%, 4% and 6% of the total investment, respectively.

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 ending September 30, 2010**

PROGRAM NAME	TYPE OF ACCOUNT	AMOUNT	INTEREST RATE	MATURITY DATE
Housing Choice Voucher	UNION BANK CERTIFICATE OF DEPOSITS	\$ 4,500,000.00	0.270%	10/20/10
Ocean Avenue	UNION BANK CERTIFICATE OF DEPOSITS	\$ 670,000.00	0.300%	1/18/11
Park Terrace	UNION BANK CERTIFICATE OF DEPOSITS	\$ 890,000.00	0.300%	1/18/11
Housing Dev Fund	UNION BANK CERTIFICATE OF DEPOSITS	\$ 4,450,000.00	0.270%	10/20/10
	State of CA - Local Agency Investment Fund	\$ 4,626,327.35	0.560%	
Public Housing	UNION BANK CERTIFICATE OF DEPOSITS	\$ 600,000.00	0.270%	10/20/10
TOTAL		\$ 15,736,327.35		

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



 Christine Gouig
 Executive Director

8-26-10

 Date

HOUSING AUTHORITY OF THE COUNTY OF ALAMEDA

AGENDA STATEMENT

Meeting: September 8, 2010

Subject: Financial Status for the Quarter and Fiscal Year Ending June 30, 2010

Exhibits Attached: Budget Status Report for Quarter Ending June 30, 2010

Recommendation: Receive Report

Financial Statement: \$206,644 Total Income from All Programs

BACKGROUND

As the attached report indicates, HACA closed the fiscal year with a total net income of \$206,644 (unaudited) from all programs. This brief report summarizes the income or loss in each program.

Low Rent Public Housing- \$62, 970 Net Loss

The public housing budget anticipated a deficit of \$85,541 but closed with a deficit of \$62,970, \$22,571 less than anticipated. The shortfall in dwelling income due to vacancies and lower than budgeted average rent was offset by cost savings on the expense side. The net income from the Mission Blvd. office was \$52,286. The Unrestricted Net Asset balance at the end of fiscal year is \$117,061.

The Mission View siding replacement project funded by \$448,872 in special stimulus funding under the 2009 American Recovery and Reinvestment Act was completed in early April and all funds are spent.

Housing Choice Voucher Program - \$233,687 Net Income

The Housing Choice Voucher Program budget had an anticipated income of \$12,831. The actual income is \$220,856 more than budgeted. The Unrestricted Net Asset balance is \$2,918,420 and the Restricted Net Asset balance (Housing Assistance Payment (HAP) reserve) is \$4,293,008 at fiscal year ending June 30, 2010.

Investment income was less than budgeted due to continued low interest rates. Administrative fees earned were also less than the budgeted figure which was based on a higher pro-ration level. These were offset by the unanticipated dividend income (\$92,485) received from our worker's compensation pool.

Overall expense levels were below budget. While there were savings in salaries, the cost of temporary services offset this. The largest savings is primarily in the employee benefit expenses.

Housing Development Fund - \$4,585 Net Loss

The Housing Development Fund is the unrestricted non-HUD fund, which includes the general fund and the Atherton office fund. The general fund had net income of \$17,000, primarily from investment interest income but the Atherton office incurred a loss of \$21,000 due to higher building maintenance and repair expenses. The Unrestricted Net Asset balance at the end of the fiscal year is \$9,083,922.

Non-Public Housing Owned Properties

- Park Terrace - \$19,059 Net Income; \$878,810 Unrestricted Net Asset balance.
- Ocean Avenue - \$21,454 Net Income; \$666,755 Unrestricted Net Asset balance.

HOUSING AUTHORITY OF ALAMEDA COUNTY
Budget Status Report for the Quarter ending June 30, 2010

	Low Rent Public Housing	Housing Choice Vouchers	Housing Development Fund	Park Terrace	Ocean Avenue	Totals
<u>Operating revenues</u>						
Rental revenue - tenants	\$ 1,005,155	\$	\$ 218,757	\$ 107,680	\$ 57,667	\$ 1,389,259
Other revenue	23,764			209	1,419	25,392
Total operating revenues	<u>1,028,919</u>		<u>218,757</u>	<u>107,889</u>	<u>59,086</u>	<u>1,414,651</u>
<u>Operating expenses</u>						
Administration	621,973	5,231,666	67,942	32,032	21,101	5,974,714
Tenant service	9,743		0	0	0	9,743
Utilities	146,417		50,395	143	5,540	202,495
Ordinary maintenance and operations	720,825		128,512	58,983	13,281	921,601
General expenses	146,046	2,198,307	1,665	968	687	2,347,673
Capital Eqpt Purchase		0	0	0	0	0
Transfer of Equity to PH	(52,286)		52,286			0
Total operating expenses	<u>1,592,716</u>	<u>7,429,974</u>	<u>300,800</u>	<u>92,127</u>	<u>40,609</u>	<u>9,456,226</u>
Operating (loss)	<u>(563,797)</u>	<u>(7,429,974)</u>	<u>(82,043)</u>	<u>15,762</u>	<u>18,477</u>	<u>(8,041,575)</u>
<u>Non-operating revenues</u>						
HUD PHA grants	401,744	6,092,072		0	0	6,493,816
Capital grants	0			0	0	0
Other revenue	98,230	1,569,767	43,834	0	527	1,712,358
Investment income	854	1,821	33,624	3,297	2,450	42,045
Total non-operating revenues	<u>500,828</u>	<u>7,663,660</u>	<u>77,458</u>	<u>3,297</u>	<u>2,977</u>	<u>8,248,219</u>
Income/(loss)	\$ (62,970)	\$ 233,687	\$ (4,585)	\$ 19,059	\$ 21,454	\$ 206,644
Unrestricted Net Assets-Ending Bal. 6/30/10	\$ 117,061	\$ 2,918,420	\$ 9,083,922	\$ 878,810	\$ 666,755	\$ 13,664,968
Restricted Net Assets - HAP - @ 6/30/10		\$ 4,293,008				
Budgeted Net Income (Loss) @ 6/30/10	\$ (85,541)	\$ 12,831	\$ 57,033	\$ 24,802	\$ 11,675	\$ 20,800
Difference between Actual and Budgeted	\$ 22,571	\$ 220,856	\$ (61,618)	\$ (5,743)	\$ 9,779	\$ 185,844

HOUSING AUTHORITY OF THE COUNTY OF ALAMEDA

AGENDA STATEMENT

Meeting: September 8, 2010

Subject: Programs Activity Report

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

Recommendation: Receive Report

Financial Statement: None

SECTION 8 HOUSING CHOICE VOUCHERS

- **Lease-Up:** As of August 1, 2010 the Section 8 Housing Choice Voucher program had 5,515 units under contract. The 8-month lease-up average for the 2010 calendar year is 98.3%.
- **Program Utilization:** As of August 1, 2010 the average HAP subsidy is \$1,082 and the average tenant-paid rent portion is \$357 for an average Contract Rent of \$1,439.
 - ❖ As of August 1, 2010 HACA has 54 outgoing billed portability contracts (i.e., HACA voucher holders who are housed in another housing authority's jurisdiction).
 - ❖ As of August 1, 2010 HACA billed other housing authorities, primarily the Oakland Housing Authority, for 1,557 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 \$4,463.55 in fraud and debt recovery payments for the month of August 2010. A total of \$46,417.20 was retained over the last six months.

HACA retained \$383.00 in Housing Assistance Payment (HAP) overpayments for the month of August 2010. A total of \$2,745.50 was retained over the last six months.

- **Landlord Rental Listings:** As of September 1, 2010 there are 1,158 landlords with properties in HACA's jurisdiction utilizing the *GoSection8*

rental listing service. There was one new landlord to the Section 8 program this month. There were 136 active properties listed.

FAMILY SELF SUFFICIENCY (FSS)

The FSS department hosted another successful Family Health and Resource Fair on August 5th. Social services providers answered questions and provided information that supports a family's effort to become more self sufficient. Each year this event grows as more families learn of the fun and information available to them. We had many volunteers who helped to make this possible and FSS wishes to express special thanks to Ursula and Myles Reed for their help with the art project. Forty-five children created posters for the NAHRO poster contest. Each artist received a backpack with school supplies. We are submitting our six local winners for consideration by NAHRO and hope that one or more will be selected as a NAHRO calendar page winner.

PUBLIC HOUSING

- **Occupancy:** As of August 1, 2010 the Public Housing program had 225 of 230 units leased and has a 98% fiscal year-to-date lease up rate.

HOUSING AUTHORITY OF THE COUNTY OF ALAMEDA
**Section 8 Contract and HAP Report for the month of
 July 2010**

City	Certificates		Vouchers		JULY 2010 TOTAL		JULY 2009	JULY 2008
	Number	HAP*	Number	HAP**	Number	HAP		
Albany	-	\$ -	44	\$ 47,080	44	\$ 47,080	43	42
Castro Valley	13	\$ 11,453	245	\$ 262,150	258	\$ 273,603	251	253
Dublin	2	\$ 1,762	263	\$ 281,410	265	\$ 283,172	213	194
Emeryville	6	\$ 5,286	88	\$ 94,160	94	\$ 99,446	98	101
Fremont	30	\$ 26,430	1,384	\$ 1,480,880	1,414	\$ 1,507,310	1,385	1,400
Hayward	111	\$ 97,791	2,315	\$ 2,477,050	2,426	\$ 2,574,841	2,380	2,420
Newark	3	\$ 2,643	289	\$ 309,230	292	\$ 311,873	288	297
Pleasanton	4	\$ 3,524	152	\$ 162,640	156	\$ 166,164	139	149
San Leandro	19	\$ 16,739	1,311	\$ 1,402,770	1,330	\$ 1,419,509	1,315	1,285
San Lorenzo	3	\$ 2,643	196	\$ 209,720	199	\$ 212,363	187	184
Union City	3	\$ 2,643	717	\$ 767,190	720	\$ 769,833	688	722
TOTALS	194	\$170,914.00	7,004	\$7,494,280.00	7,198	\$7,665,194.00	6,987	7,047

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

**based on an average July Housing Assistance Payment (HAP) of \$1083 per voucher contract

10-11

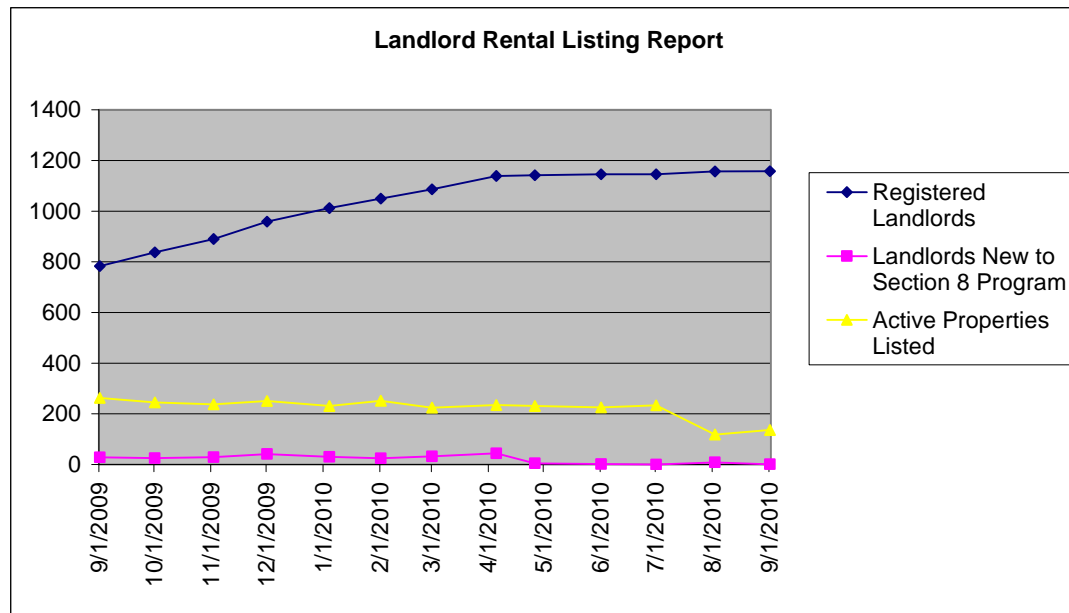
DEBT COLLECTIONS
FYE 06/30/11

	JULY	AUGUST	SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER	JANUARY	FEBRUARY	MARCH	APRIL	MAY	JUNE	GRAND TOTALS
<i>DAMAGE CLAIMS</i>	\$85.64	\$0.00											\$85.64
<i>FRAUD REPAYMENTS</i>	\$8,469.51	\$4,463.55											\$12,933.06
<i>HAP OVERPAYMENTS</i>	\$339.50	\$383.00											\$722.50
TOTALS	\$8,894.65	\$4,846.55	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$13,741.20

Landlord Rental Listing Report

Monthly

	9/1/2009	10/1/2009	11/2/2009	12/1/2009	1/4/2010	2/1/2010	3/1/2010	4/5/2010	4/26/2010	6/1/2010	7/1/2010	8/2/2010	9/1/2010
Registered Landlords	783	838	890	959	1012	1050	1086	1139	1142	1146	1146	1157	1158
Landlords New to Section 8 Program	28	25	29	41	30	24	32	44	5	2	0	8	1
Active Properties Listed	263	245	238	251	231	252	224	235	231	225	234	118	136





To: Christine Gouig, Executive Director
From: Sharon DeCray, HAFS Manager
Re: **FSS Program Summary**
CC: Ron Dion, Phyllis Harrison, Linda Evans, Mary Sturges
Date: August 2, 2010

Program Summary

July 2010

Total Clients under Contract:	208
Graduates:	1
Escrow Disbursed:	Will be disbursed the week of August 9th
Ports In:	0
Ports Out:	0
Terminations:	3
New Contracts:	1

FSS Program News:

On July 1, our new FSS Coordinator, Mary Sturges, joined our team. She brings her Eligibility Technician skills as well as her background in Social Services. We are delighted to have her in FSS and look forward to working as a team to make the FSS program even better.

July 19 through July 21 FSS had the pleasure of working with Girls Inc. intern, Tiara Jimmerson. Our goal was to provide mentoring and role modeling by fostering a relationship with caring adults who have high expectations of her. In addition to providing an environment that exposed her to the life of HACA, some of the tasks she completed were:

- Met with FSS staff to get a verbal explanation as to how FSS fits into the HACA Administrative Plan
- Researched community based organizations to which FSS frequently refers participants
- Alphabetized hard copy files
- Created and redesigned flyers for promoting FSS and upcoming events
- Stamped and stuffed envelopes for mailing to participants
- Completed an essay about her experience in FSS

In addition, she stated that she enjoyed greeting the participants that came into the FSS offices for their meetings as well as mingling with the FSS staff in general. We were happy to have her as a part of our team.

Workshops

On Saturday July 17, FSS, in collaboration with Meriwest Credit Union, held a Money Management workshop. The topics included:

- Creating a monthly budget
- Smart spending
- Taking charge of your checking account
- Online banking
- What is Chexsystems and how it can effect your banking

Twenty-three persons attended and 20 were new enrollees that signed new Contracts of Participation with FSS in June 2010.

Referrals = 68 Case Management Referrals

Two mass mailings that included:

- Our August 5th workshop with Life Coach Gloria Brown--*Creating a Successful Plan for Overcoming Fear, Failure and Disappointment*
- Free Computer Training Schedule--EastBay Works Career Center
- Job readiness workshop--SparkPoint Oakland Center in collaboration with the United Way
- Securitas--now hiring for flex officers
- FSS Health and Resource Fair--August 14, 2010

In an effort to cut back on postage costs, we sent 71 of our participants the above information via e-mail. We are currently working towards assisting and encouraging all of our participants to establish e-mail accounts.



To: Christine Gouig, Executive Director
From: Sharon DeCray, HAFS Manager
Re: **FSS Program Summary**
CC: Ron Dion, Phyllis Harrison, Linda Evans, Mary Sturges
Date: August 31, 2010

Program Summary	August 2010
Total Clients under Contract:	209
Graduates:	1
Escrow Disbursed:	\$14,511.95
Ports In:	0
Ports Out:	1
Terminations:	1
New Contracts:	6

Recent Workshops

On Thursday, August 5, Gloria Brown, Life Coach / Facilitator, presented *Creating a Successful Plan for Overcoming Fear, Failure and Disappointment*. The group discussed responding to difficult situations, and toxic people that may cause fear, a sense of failure, and disappointment in one's life. Seventeen participants enrolled and all 17 attended.

Saturday, August 14, was our annual Health and Resource Fair. The purpose of the Fair is to bring FSS participants and their families together for fun and socializing while providing them health and self sufficiency information. The service providers that participated included: Alameda County-Child Support, WIC, Food Bank and Social Services, Eden I & R for 2-1-1, Planned Parenthood, Child, Family & Community Services, ACAP / IDA Program, Nurse Jones, Hayward One Stop Center, and Gloria Brown, Life Coach. The courtyard was filled with participants and their families. Everyone enjoyed the face painting, music, food and drawings for "courtyard" prizes. The highlight of these activities was the Hayward Fire Department's participation-- they brought the fire truck and allowed the children to sit inside the cab. Their message that fire fighters are kind and helpful people is a key part of fire safety for children.

The Health and Resource Fair also gave us the opportunity to allow our clients to participate in the 2010 NAHRO Poster Contest. Last year, HACA had one of the 12 national winners. Like last year, the theme is "What Home Means to Me". There were three levels for participation: elementary, middle, and high school. HACA's poster contest committee selected two agency winners from each level for submission to the state's NAHRO chapter for judging, and each eligible poster participant received a

school backpack with school supplies. Forty-five children participated in the poster drawing.

We had ample volunteers from FSS as well as HACA staff that enabled us to host a successful event. HACA Commissioner, Ursula Reed, also assisted us for the 2nd year in a row and brought along her son Myles and a friend. They were of great help in the Art Room.

On Saturday, August 28, Gloria Brown facilitated *Creating a Successful Plan for Developing, Restoring, and Maintaining Self-Esteem*, a follow-up to her August 5th workshop. Interaction with the group focused on learning how to change inner dialogue from negative to positive. At each workshop Gloria provides the participants with a take-home workbook that allows them to continue to think about the topics and remind them of what they would like to personally accomplish in their lives. Fifteen participants signed up and 11 attended.

Upcoming Workshops

Saturday, September 25, we will have a credit repair workshop presented by Consumer Credit Counselors. Information will include credit repair, accessing free credit reports, understanding credit and monitoring and disputing credit reports.

Referrals: 63 Case Management Referrals
1 mass mailing to participants without an e-mail address:

- IRS Hiring
- BART Hiring
- One Stop Career Fair on August 25th
- Office Depot Hiring