



**HOUSING COMMISSION AGENDA**

**Regular Meeting: May 12, 2021**

**Time: 8:00 a.m.**

**COVID-19 UPDATE:** Based on guidance provided by the Centers for Disease Control Prevention, Alameda County Public Health officials and Governor Newsom’s Executive Orders, HACA’s office building is temporarily closed to the public and in-person meetings have been suspended until further notice. **The Housing Commission will conduct this meeting on Zoom and by phone.**

<b>How to attend this meeting using the Zoom Video Conference platform:</b>		
Members of the public may listen, view, and/or participate in this meeting using Zoom. You may have to download the Zoom app, however, using Zoom and downloading the Zoom app is free. You can access the Zoom meeting through one of the following ways:		
<b>Click on this link:</b>	<b>OR</b>	<b>OR</b>
<a href="https://us02web.zoom.us/j/88460095724">https://us02web.zoom.us/j/88460095724</a>	Use your computer or laptop and go to: <a href="https://zoom.us/join">https://zoom.us/join</a>	Use your mobile device, e.g. a cell phone, iPad and/or tablet, download the Zoom app to your device. In the app tap on “Join Meeting” then type in/enter Meeting ID: <u>884 6009 5724</u>
	Type in/enter Meeting ID: <u>884 6009 5724</u>	

<b>How to participate in this meeting by phone:</b>
Dial: 1-888-788-0099 then when prompted, enter Meeting ID: <u>884 6009 5724</u>

**PUBLIC COMMENT**

If you wish to comment on a matter NOT on the agenda please email your comment(s) to [melissat@haca.net](mailto:melissat@haca.net), no later than **5:00 p.m., on Tuesday, May 11, 2021**. Your comment(s) will be shared during the meeting when the Chairperson calls for Public Comment. If you are attending the meeting on Zoom or by phone please wait for the Chairperson to ask for comments from the public then upon recognition by the Chairperson, state your name, comments and/or questions. 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. Anyone wishing to address the Housing 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. **NOTE: Only matters within the Housing Commission’s jurisdiction may be addressed.** Thank you for your understanding and flexibility during the COVID-19 public health emergency. If you have any questions, please email [melissat@haca.net](mailto:melissat@haca.net) or call (510)727-8511.

**(CONTINUED ON NEXT PAGE)**



Housing Authority of the  
County of Alameda

22941 Atherton Street, Hayward, CA 94541

Tel. 510.538.8876 TDD 510.727.8551 Fax 510.537.8236 www.haca.net

---

## HOUSING COMMISSION AGENDA

Regular Meeting: May 12, 2021

Time: 8:00 a.m.

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

**2. CLOSED SESSION**

**CONFERENCE WITH LEGAL COUNSEL – EXISTING LITIGATION**

*Pursuant to Government Code §54956.9 (One Case)*

*Philadelphia Indemnity Insurance Company vs. Housing Authority of the County of Alameda, A157691*

*San Francisco County Superior Court No. CGC-16-555946*

		<u>PAGE</u>
<b>3. APPROVAL OF THE MINUTES OF THE MARCH 10, 2021 MEETING</b>	<b>ACTION</b>	3
<b>4. PUBLIC COMMENT</b> - On matters not on the Agenda		
<b>5. EXECUTIVE DIRECTOR'S REPORT</b>	<b>INFORMATION</b>	10
<b>6. NEW BUSINESS</b>		
<b>6-1.</b> Resolution No. 06-21 Recognizing Simon Rhee for his Work as HACA's Fraud Investigator	<b>ACTION</b>	13
<b>6-2.</b> Resolution No. 07-21 Recognizing Haller's Pharmacy for their Partnership in Coordinating a COVID-19 Vaccination Clinic at the Nidus and Dyer Senior Developments	<b>ACTION</b>	15
<b>6-3.</b> Program Activity Report	<b>INFORMATION</b>	17
<b>7. COMMISSIONER REPORTS</b>		
<b>8. ADJOURNMENT</b>		

# **MEETING MINUTES**

**March 10, 2021**



Housing Authority of the  
County of Alameda

22941 Atherton Street, Hayward, CA 94541

Tel. 510.538.8876 TDD 510.727.8551 Fax 510.537.8236 www.haca.net

**HOUSING COMMISSION  
SUMMARY ACTION MINUTES  
Regular Meeting: March 10, 2021  
Meeting Time: 8:00 a.m.**

*Based on guidance provided by the Centers for Disease Control Prevention, Governor Newsom's Executive Orders and Alameda County Public Health officials, HACA's office building is temporarily closed to the public and in-person meetings have been suspended until further notice. This Housing Commission meeting was conducted on the Zoom video conference platform and by phone.*

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

---

**CALL TO ORDER:**

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

**ROLL CALL:**

**Present:**

Chairperson Michael Hannon	Commissioner Shawn Kumagai
Vice Chairperson Christian Patz	Commissioner Sara Lamnin
Commissioner Pete Ballew	Commissioner Peggy McQuaid
Commissioner Pat Gacoscos	Commissioner Yang Shao
Commissioner Mark Gerry	

**Entered after Roll Call:**

Commissioner Angela Finley

**2. CLOSED SESSION: CONFERENCE WITH LEGAL COUNSEL – EXISTING LITIGATION**

---

*Pursuant to Government Code §54956.9 (One Case)  
Philadelphia Indemnity Insurance Company v.s. Housing Authority of the  
County of Alameda, A157691  
San Francisco County Superior Court No. CGD-16-555946*

The Housing Commission went into a Closed Session at 8:02 a.m. and returned to open session at 8:40 a.m. Chairperson Hannon reported that no reportable actions were taken during the closed session.

3. **ACTION: APPROVE THE MINUTES OF THE FEBRUARY 10, 2021 HOUSING COMMISSION MEETING**

---

Recommendation: Approve the minutes of the February 10, 2021 meeting as presented.

Motion/Second: Gacoscos/Ballew

Upon a roll call of the votes being taken the votes were:

Cmrs. Ballew, Finley, Gacoscos, Gerry, Hannon, Kumagai, Lamnin, McQuaid, Patz and Shao.

Motion passed. **APPROVED AS RECOMMENDED.**

4. **PUBLIC COMMENT:** *On items not on the agenda.*

---

None.

5. **INFORMATION: EXECUTIVE DIRECTOR'S REPORT**

---

Kurt Wiest, Executive Director, presented his report. He introduced Oscar Macias, Administrative Analyst II. Mr. Macias reported on HACA's efforts to reach *hard-to-count* populations during the 2020 U.S. Census count. Mr. Wiest shared some highlights from landlord outreach events that were hosted by the City of Fremont and on the U.S. Department of Housing and Urban Development (HUD). Mr. Wiest's then introduced Jennifer Cado, Senior Administrative Analyst. Ms. Cado reported on a study that staff conducted to determine the impact that the COVID-19 pandemic has had on program participants which focused on data related to the tenant- paid portion of the rents for the Section 8 Housing Choice Voucher (Section 8) program. She also updated the Commission on the HUD waivers for program regulations that HACA utilized to help program participants during the pandemic. Mr. Wiest reported on the upcoming COVID-19 "pop-up" vaccination clinic that staff organized in partnership with Haller's Pharmacy that are scheduled to take place at the Nidus and Dyer senior housing development sites. He also provided a brief update on operations relative to the COVID-19 pandemic. Mr. Wiest briefed the Commission on some upcoming federal legislation and reported on his participation in the 2021 National Association of Housing and Redevelopment Officials (NAHRO) Washington Virtual Conference. Lastly, Mr. Wiest announced that HACA staff has dedicated a conference room to Christine Gouig, HACA's former Executive Director, and he shared a photo of new signage that was installed for that conference room.

Commission Discussion: Cmr. Kumagai and Ms. Cado discussed the HUD waivers. Cmr. Kumagai commented on the emergency rental assistance programs that have been implemented throughout the county. He asked if tenants have to be in arrears in order to qualify for these programs. Mr. Wiest indicated that most of these programs have eligibility requirements which can include a tenant being late on their rent.

Chairperson Hannon and Mr. Wiest discussed the upcoming COVID-19 vaccine clinics at the Nidus and Dyer senior developments. Chairperson Hannon thanked staff for coordinating this clinic and holding it on-site at the developments so that the seniors can easily obtain their COVID-19 vaccine.

**6. NEW BUSINESS**

---

**6-1. PUBLIC HEARING: HACA'S ANNUAL PUBLIC HOUSING AGENCY PLAN FOR FISCAL YEAR 2021**

---

Oscar Macias presented the staff report. Mr. Macias reported that staff has prepared the draft of HACA's annual Public Housing Agency Plan (PHA Plan) for the fiscal year beginning July 1, 2021. He described the components of HACA's PHA Plan and summarized the goals and initiatives in the PHA Plan. Mr. Macias recommended that the Housing Commission conduct a public hearing to accept comments on the PHA Plan.

Recommendation: Conduct a public hearing to accept comments on HACA annual Public Housing Agency Plan, then approve the Public Housing Agency Plan and authorize staff to submit it to HUD.

Public Hearing: Chairperson Hannon opened the public hearing at 9:13 a.m. No public comments were submitted during the public hearing. Chairperson Hannon closed the public hearing at 9:14 a.m.

Commission Discussion: Cmr. McQuaid asked that staff add language to the PHA Plan to acknowledge the racial disparity among the homeless population. Mr. Macias explained that the goals are typically set at the adoption of the 5-Year PHA Plan. Chairperson Hannon asked that staff take a look at the data on the populations that are being served and report back with the findings at a future meeting. Chairperson Hannon and Cmr. McQuaid then discussed a plan to move forward with the PHA Plan, as presented, then revisit this topic in approximately 3 months once staff reports back to the Commission with their findings. Daniel Taylor, Special Programs Manager, commented that HACA's Veterans Assisted Supportive Housing (VASH) Program and Mainstream Program are examples of the initiatives that HACA has undertaken to address the racial disparity among the homeless population.

Motion/Second: Patz/Shao.

Upon a roll call of the votes being taken the votes were:

Cmrs. Ballew, Finley, Gacoscos, Gerry, Hannon, Kumagai, Lamnin, McQuaid, Patz and Shao.

Motion passed. **APPROVED AS RECOMMENDED.**

**6-2. RESOLUTION NO. 04-21: APPROVING AMENDMENTS TO THE PERSONNEL COMMITTEE BYLAWS**

---

Kurt Wiest presented the staff report. Mr. Wiest reported that staff has incorporated the amendments to the Personnel Committee bylaws that were recommended by the members of the Personnel Committee and the Housing He recommended that the Housing Commission adopt the resolution to amend the Personnel Committee's bylaws. Report received with no questions or comments from the Housing Commission.

Recommendation: Adopt Resolution No. 04-21 approving amendments to the Personnel Committee bylaws as presented.

Motion/Second: Gacoscos/Shao.

Upon a roll call of the votes being taken the votes were:

Cmrs. Ballew, Finley, Gacoscos, Gerry, Hannon, Kumagai, Lamnin, Patz and Shao.

Motion passed. **APPROVED AS RECOMMENDED.**

*Melissa Taesali, Executive Assistant, reported that Cmr. Finley was experiencing technical difficulties with her audio and that her votes were being recorded via the Zoom chat.*

**6-3. RESOLUTION NO. 05-21: APPROVING AMENDMENTS TO HACA'S PERSONNEL RULES**

Charla Freckmann, Human Resources Manager, presented the staff report. Ms. Freckmann reported that staff has been working on an ongoing project to update HACA's Personnel Rules. She reported that staff has received and incorporated the amendments recommended by the Personnel Committee and summarized the amendments that are being proposed by staff. Ms. Freckmann reported that HACA's Personnel Committee has reviewed and provided their input on the proposed amendments and recommended that the Housing Commission approve the revisions.

Recommendation: Adopt Resolution No. 05-21 approving amendments to HACA's Personnel Rules as presented.

Commission Discussion: Chairperson Hannon and Cmr. Lamnin thanked Ms. Freckmann for the work that she put into this project. Cmr. Lamnin suggested that staff generalize the language used to reference the Memorandum of Understanding (MOU) between HACA and SEIU Local 1021 so that revisions are not required each time the MOU is updated. Cmr. Lamnin and Ms. Freckmann discussed options for language that would address this. Cmr. Lamnin moved to approve the revisions to

the Personnel Rules with direction to staff to incorporate additional language that will connect the policies to the current MOU.

Moton/Second: Lamnin/Shao.

Upon a roll call of the votes being taken the votes were:

Cmrs. Ballew, Finley, Gacoscos, Gerry, Hannon, Kumagai, Lamnin, Patz and Shao.

Motion passed. **APPROVED AS RECOMMENDED.**

**6-4. INFORMATION: AMENDMENT TO CONTRACT WITH NAN MCKAY & ASSOCIATES FOR ANNUAL RECERTIFICATIONS**

---

Kurt Wiest introduced this item. Mr. Wiest reported that staff is proposing to renew the contract with Nan McKay and Associates (NMA) for annual recertification services. Laura Broussard Rosen, Programs Manager, presented the staff report. Ms. Broussard Rosen summarized the services that NMA is providing to HACA, described some of the challenges that have been identified in contracting this work out, and outlined some of the strategies that staff is exploring for long-term in-house solutions.

Melissa Taesali stated for the record that the meeting agenda incorrectly showed this as an action item and noted that this item is informational only.

Commission Discussion: Chairperson Hannon commented that he is pleased that staff is looking at ways to have this work done by HACA staff.

**6-5. ACTION: AMENDMENT TO CONTRACT WITH ISTERLING, INC. FOR HOUSING QUALITY STANDARDS INSPECTION SERVICES**

---

Kurt Wiest introduced this item. Mr. Wiest reported that the contract with ISterling, Inc. (Sterling) for Housing Quality Standards (HQS) inspection services was not renewed in a timely manner due to staff error. He indicated that measures are in place to prevent this type from happening again. Laura Broussard Rosen presented the staff report. Ms. Broussard Rosen reported that staff is proposing to amend and renew the contract with Sterling. She described the HQS inspections process and summarized the work that will be conducted by Sterling under this contract. Ms. Broussard Rosen recommended that the Housing Commission approve the amendment to the contract.

Recommendation: Authorize the Executive Director to execute an amendment to the contract with ISterling, Inc. for Housing Quality Standards inspection services.

Commission Discussion: Cmr. Ballew commented that he appreciates Mr. Wiest's proactive approach to addressing the staff oversight. Chairperson Hannon asked that staff report back at a future meeting and provide the Commission with a presentation on the HQS inspection process and services. Cmr. Lamnin asked if the costs for this contract were already included in the operating budget. Mansoorali Hudda, Finance Director, indicated that they were included.



Moton/Second: Shao/Lamnin.

Upon a roll call of the votes being taken the votes were:

Cmrs. Ballew, Finley, Gacoscos, Gerry, Hannon, Kumagai, Lamnin, Patz and Shao.

Motion passed. **APPROVED AS RECOMMENDED.**

**6-6. INFORMATION: PROGRAM ACTIVITY REPORT**

---

Daniel Taylor, Special Programs Manager, presented the staff report. Report received.

Commission Discussion: Chairperson thanked the Family Self-Sufficiency staff for supporting the program participants throughout the pandemic.

**7. COMMISSIONER REPORTS**

---

Cmr. Shao thanked HACA staff for participating in the City of Fremont landlord outreach event. He reported that the City of Fremont has received funds for emergency rental assistance and commented that he looks forward to partnering with HACA. Cmr. Gacoscos expressed her appreciation to staff for coordinating the vaccine clinic for the residents of the Nidus and Dyer senior developments.

Mr. Wiest expressed his appreciation to the Commissioners for their guidance and support of HACA’s staff and program participants. Chairperson Hannon expressed his appreciation to HACA staff for working hard to assist program participants during the pandemic.

**8. ADJOURNMENT**

---

There being no further business to discuss Chairperson Hannon adjourned the meeting at 9:52 a.m.

Respectfully submitted,

---

Melissa Taesali  
Executive Assistant/Housing Commission Clerk

---

Kurt Wiest  
Executive Director/Housing Commission Secretary

**Approved:**

---

Michael Hannon  
Housing Commission Chairperson

# **EXECUTIVE DIRECTOR'S REPORT**

**May 12, 2021**

**HOUSING AUTHORITY OF THE COUNTY OF ALAMEDA**

**EXECUTIVE DIRECTOR'S REPORT**

Meeting Date: May 12, 2021

---

1. **COVID-19 Vaccine Clinics**: We successfully completed two vaccine clinics in March and April for senior residents at Nidus and Dyer, their caregivers, and HACA staff. The clinics went smoothly and we had good participation. We are grateful to the Alameda County Long Term Care Partnership for making our site a priority and Haller's Pharmacy staff for their willingness to accommodate our needs. We continue to partner with the County on ways to increase access to COVID-19 vaccines for our HACA participants.
2. **Emergency Rental Assistance Program (ERAP) / PACH Residents**: Since the beginning of the pandemic there has been intense focus on eviction prevention for those who have been economically impacted by loss of income due to the COVID-19 crisis. The CARES Act, along with other subsequent federal actions, has provided funding to local communities to keep renters from being evicted for non-payment of rent. HACA's Property Management Administrator, Dina Munday, has been working with the local agency administering emergency rental assistance funds to reimburse HACA for back rent owed by a small number (15) of households who are behind in their rent due to COVID-19 related factors. We expect reimbursement in the amount of \$46,567 from ERAP funds.
3. **Federal Emergency Housing Vouchers**: The most recent federal stimulus package, the American Rescue Plan, allocated funding for 70,000 Emergency Housing Vouchers (EHVs) nationwide. The purpose of EHVs is to assist individuals and families who are at risk of experiencing homelessness, who were recently homeless, where rental assistance will prevent the family's homelessness, where there is a high risk of housing instability. Awards to local housing agencies, including HACA, will be made using a funding formula based on local homelessness data and PHA capacity. It is anticipated that awards will be announced on May 10. These special vouchers will have time limits and will not be reissued upon turnover after September 30, 2023. We estimate an award of approximately 100-150 vouchers to HACA.
4. **COVID-19 Agency Operations**: The recent widespread availability of vaccines has dramatically reduced transmission of the virus and resulted in significant modifications to health and safety restrictions, including those for businesses. An internal committee has been formed of HACA management staff to set timelines for bringing back staff currently working from home and evaluating measures to reopen the office to the general public.

# **NEW BUSINESS**

**May 12, 2021**

**HOUSING AUTHORITY OF THE COUNTY OF ALAMEDA**

**AGENDA STATEMENT**

Meeting Date: May 12, 2021

Subject: Resolution recognizing Simon Rhee

Exhibits Attached: Resolution No. 06-21

Recommendation: Adopt Resolution No. 06-21

---

**BACKGROUND**

In 2001, HACA entered into a Memorandum of Understanding (MOU) with the Alameda County District Attorney's Office (DA's Office) and through this MOU the DA's office provided HACA with a sworn peace officer to assist in the investigations of Section 8 program violations and fraud. Initially the MOU provided for a part-time investigator but has since been amended to allow for the assignment of one (1) full-time investigator. These assignments are not permanent in nature and are typically rotated every few years.

**DISCUSSION**

In 2017, investigator Simon Rhee was assigned to HACA. Simon worked very closely with HACA staff to understand the complex HUD regulations that govern HACA's housing programs. He has been instrumental in uncovering and investigating allegations of fraud, documenting program violations and providing valuable guidance to staff in matters related to program integrity. Simon received a new assignment in April and staff wishes to recognize him for efforts during his time with HACA. Once approved, staff will have the resolution framed and will present it as a gift to Simon.

**HOUSING AUTHORITY OF THE COUNTY OF ALAMEDA**

**RESOLUTION NO. 06-21**

**RECOGNIZING SIMON RHEE FOR HIS PARTNERSHIP AND COLLABORATION IN THE HOUSING AUTHORITY OF THE COUNTY OF ALAMEDA’S PROGRAM INTEGRITY EFFORTS**

**WHEREAS**, the Housing Authority of the County of Alameda (“HACA”) administers a number of programs that provide rental housing assistance and other related services to very low-income households including families, seniors, persons with disabilities and veterans; and

**WHEREAS**, in 2001 HACA entered into a Memorandum of Understanding (“MOU”) with Alameda County District Attorney’s Office (“DA’s Office”);

**WHEREAS**, through this MOU the DA’s office provided HACA with a sworn peace officer to assist in the investigation of Section 8 Housing Choice Voucher (“Section 8”) program violations and fraud;

**WHEREAS**, in 2017, investigator Simon Rhee was assigned to HACA where he worked very closely with staff to understand the complex regulations that govern HACA’s housing programs, investigate allegations of program violations, and identify program fraud; and

**WHEREAS**, in April 2021, Simon received a new assignment and his valuable guidance, expertise and support in matters related to program integrity will be missed by HACA staff.

**NOW, THEREFORE, BE IT RESOLVED**, that the Housing Commissioners and staff of the Housing Authority of the County of Alameda honor, express their appreciation and recognize Simon Rhee for his partnership and collaboration.

**PASSED, APPROVED, AND ADOPTED**, by the Housing Commissioners of the Housing Authority of the County of Alameda on this 12<sup>th</sup> day of May 2021 by the following vote:

**AYES:**

**NOES:**

**ABSTAIN:**

**EXCUSED:**

**Attest:**

\_\_\_\_\_  
Kurt Wiest

\_\_\_\_\_  
Michael Hannon  
Housing Commission Chairperson

**HOUSING AUTHORITY OF THE COUNTY OF ALAMEDA**

**AGENDA STATEMENT**

Meeting Date: May 12, 2021

Subject: Resolution recognizing Haller's Pharmacy

Exhibits Attached: Resolution No. 06-20

Recommendation: Adopt Resolution No. 06-20

---

**BACKGROUND**

In February staff began working with the Alameda County Health Care Services Agency (HCSA) to coordinate a COVID-19 vaccination "pop-up" clinic for HACA's elderly residents in our Nidus and Dyer senior developments in Union City. While these elderly residents met the criteria for one of the first priority groups to receive the COVID-19 vaccine, many did not have access and/or the ability to gain access to the COVID-19 vaccine. Alameda County HCSA connected staff with Haller's Pharmacy (Haller's), a local pharmacy that has been in operation in the city of Fremont since 1957 and coordinated successful COVID-19 clinics in March and April.

**DISCUSSION**

Haller's provided valuable guidance through each step of the process beginning with registration and clinic set-up all the way through to the dispensing the vaccine. The clinics, held on March 16 (1<sup>st</sup> dose) and April 13 (2<sup>nd</sup> dose), were conveniently set-up inside of the community rooms at the Nidus and Dyer sites. The opportunity to receive the vaccine was also extended to HACA staff who were designated as essential workers since the start of the pandemic.

Haller's commitment to serving their community was not only evident in the support that they provided to staff during the coordination of the clinics but also in the care and kindness that they showed during the clinics. Staff has prepared a resolution honoring Haller's Pharmacy for their partnership. Once approved staff will have the resolution framed for the staff at Haller's.

**HOUSING AUTHORITY OF THE COUNTY OF ALAMEDA**

**RESOLUTION NO. 07-21**

**RECOGNIZING HALLER’S PHARMACY FOR THEIR EFFORTS IN ENABLING ACCESSIBILITY TO COVID-19 FOR THE HOUSING AUTHORITY OF THE COUNTY OF ALAMEDA’S ELDERLY POPULATION**

**WHEREAS**, the Housing Authority of the County of Alameda (“HACA”) administers a number of programs that provide rental housing assistance and other related services to very low-income households including families, persons with disabilities, veterans and seniors; and

**WHEREAS**, HACA began working with, Alameda County Health Care Services Agency (“HCSA”) to establish a COVID-19 vaccination clinic that would provide easy access to HACA’s elderly residents, their caregivers and to HACA employees; and

**WHEREAS**, Haller’s Pharmacy, a fixture in the City of Fremont since 1957, partnered with HACA to set-up and operate a pop-up COVID-19 vaccination clinic at HACA’s Nidus and Dyer senior housing developments located in the City of Union City; and

**WHEREAS**, the staff at Haller’s pharmacy provided valuable guidance, expertise to HACA staff and with great care and compassion assisted in dispensing the COVID-19 vaccine to HACA’s vulnerable senior population, their caregivers and the essential workers who serve them.

**WHEREAS**, HACA would like to recognize Haller’s Pharmacy for their commitment to serve and helping those in need.

**NOW, THEREFORE, BE IT RESOLVED**, that the Housing Commissioners and staff of the Housing Authority of the County of Alameda honor, express their appreciation and recognize Haller’s Pharmacy for their partnership.

**PASSED, APPROVED, AND ADOPTED**, by the Housing Commissioners of the Housing Authority of the County of Alameda on this 12<sup>th</sup> day of May 2021 by the following vote:

**AYES:**

**NOES:**

**ABSTAIN:**

**EXCUSED:**

**Attest:**

\_\_\_\_\_  
Kurt Wiest  
Executive Director/Housing Commission Secretary

\_\_\_\_\_  
Michael Hannon  
Housing Commission Chairperson

**Adopted:** \_\_\_\_\_



**PROGRAM ACTIVITY**  
**REPORT**

**HOUSING AUTHORITY OF THE COUNTY OF ALAMEDA**

**AGENDA STATEMENT**

Meeting: May 12, 2021

Subject: Programs Activity Report

Exhibits Attached: Section 8 Contract and Housing Assistance Payments (HAP) Report; Section 8 Average Contract Rent Report; Landlord Rental Listing Report; FSS Program Monthly Report

Recommendation: Receive Report

---

**SECTION 8 HOUSING CHOICE VOUCHERS (HCV)**

- **Lease-Up:** As of May 1, 2021, the Section 8 HCV program had 6,274 units under contract. This number includes HACA vouchers and portability clients for which we are being billed by the receiving housing authority, but excludes portability clients for which we are billing the initial housing authority.
- **HCV Program Utilization:** As of May 1, 2021, the average HAP subsidy was \$1,736 and the average tenant-paid rent portion was \$550 for an average Contract Rent of \$2,286. These amounts include HACA vouchers, but do not include incoming and outgoing portability clients.
  - ❖ As of May 1, 2021, HACA had 172 outgoing billed portability contracts (i.e., HACA voucher holders who are housed in another housing authority’s jurisdiction).
  - ❖ As of May 1, 2021, HACA billed other housing authorities for 354 incoming portability contracts.
  - ❖ As of May 1, 2021, 224 of PACH’s 230 project-based voucher (PBV) units are leased with three of the vacant units anticipated to be occupied before month end. Due to COVID-19, we are leasing the two units at Nidus Court that were being held vacant to be used as temporary living units for tenants while we remodel their units at the property. We hope to resume our remodeling project soon.
- **Section 8 Contract Reports:** Copies of the Contract Reports are attached. The Section 8 Contract and HAP Report includes HACA certificates, HACA vouchers and portability clients for which we are billing the initial housing authority. The Section 8 Average Contract Rent Report includes HACA vouchers and portability clients for which we are billing the initial housing authority.
- **HCV Housing Quality Standards (HQS) Abatements:** During the first quarter of 2021 HACA scheduled 1,365 annual inspections. Of those, 984 (72%) passed inspection the day they were inspected, 98 (7%) failed inspection, 270 (20%) were “no Shows” or deferred due to COVID-19 that had to be rescheduled, and 13 (1%) moved out of their unit before the scheduled inspection. HACA abated seven HAP contracts in Q1 2021 for non-compliance with HQS.
- **Landlord Rental Listings:** As of May 1, 2021, there were 111 active properties listed.

	6/2/20	7/6/20	8/3/20	9/1/20	10/1/20	11/4/20	12/1/20	1/4/21	2/1/21	3/1/21	4/1/21	5/3/21
Units	79	105	99	109	103	118	100	92	97	95	111	97

**HOUSING AUTHORITY OF THE COUNTY OF ALAMEDA**  
**Section 8 Contract and HAP Report for the month of April 2021**

City	Certificates		Vouchers		MARCH 2021 TOTAL		MARCH 2020	MARCH 2019
	Number	HAP*	Number	HAP**	Number	HAP		
		based on avg		based on avg				
		\$ 1,991		\$ 1,758				
Albany	0	\$0	12	\$21,096	12	\$21,096	12	15
Castro Valley	3	\$5,973	223	\$392,034	226	\$398,007	216	226
Dublin	3	\$5,973	411	\$722,538	414	\$728,511	397	404
Emeryville	6	\$11,946	150	\$263,700	156	\$275,646	152	146
Fremont	21	\$41,811	1,127	\$1,981,266	1,148	\$2,023,077	1,101	1,046
Hayward	44	\$87,604	1,841	\$3,236,478	1,885	\$3,324,082	1,902	1,940
Newark	6	\$11,946	225	\$395,550	231	\$407,496	231	217
Pleasanton	3	\$5,973	271	\$476,418	274	\$482,391	225	218
San Leandro	14	\$27,874	1,303	\$2,290,674	1,317	\$2,318,548	1,334	1,310
San Lorenzo	3	\$5,973	173	\$304,134	176	\$310,107	183	192
Union City	7	\$13,937	694	\$1,220,052	701	\$1,233,989	691	706
<b>TOTALS</b>	<b>110</b>	<b>219,010</b>	<b>6,430</b>	<b>11,303,940</b>	<b>6,540</b>	<b>11,522,950</b>	<b>6,444</b>	<b>6,420</b>

\* Based on an average March Housing Assistance Payment (HAP) of \$1,983 per certificate contract.

\*\*Based on an average March Housing Assistance Payment (HAP) of \$1,760 per voucher contract.

## HOUSING AUTHORITY OF THE COUNTY OF ALAMEDA

Section 8 Average Contract Rent Report for the Month of April 2021

City	Number of HAP Contracts (HCV Only)	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	12	\$1,651	\$1,227	\$424	26%
Castro Valley	223	\$2,339	\$1,789	\$555	24%
Dublin	411	\$2,259	\$1,781	\$477	21%
Emeryville	150	\$1,903	\$1,397	\$506	27%
Fremont	1,127	\$2,441	\$1,910	\$560	23%
Hayward	1,841	\$2,213	\$1,683	\$530	24%
Newark	225	\$2,593	\$1,931	\$661	25%
Pleasanton	271	\$2,105	\$1,683	\$424	20%
San Leandro	1,303	\$2,223	\$1,689	\$534	24%
San Lorenzo	173	\$2,520	\$1,867	\$648	26%
Union City	694	\$2,468	\$1,849	\$619	25%

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

This report includes HACA vouchers and portability clients for which we are billing the initial housing authority.



**To:** Kurt Wiest, Executive Director  
**From:** Daniel Taylor, Special Programs Manager  
**Re:** **FSS Program Summary**  
**CC:** Linda Evans, Phyllis Harrison, Mary Sturges, Vanessa Kamerschen  
**Date:** April 29, 2021

---

<b>Program Summary</b>	<b>April 2021</b>
Total Clients Under Contract:	204
MDRC:	100
Graduates:	1
Escrow Disbursed:	\$3,809.08
Ports In:	0
Ports Out:	0
Terminations:	0
New Contracts:	6

## **FSS PROGRAM NEWS:**

### **Housing Choice Voucher (HCV) Homeownership Program**

On Wednesday, April 28, 2021, the FSS team held a Housing Choice Voucher (HCV) homeownership program information session for participants. Leah Fuller, Leasing Services Leadworker presented the workshop. Leah will work with participants that are prospective homeownership clients, that are referred by the FSS Team. The purpose of the session was to explain how to use a voucher to purchase a home and receive monthly assistance in meeting homeownership expenses. Approximately, sixty-two (62) participants attended.

### **Health and Resource Fair**

The FSS team is currently planning our first virtual Health and Resource Fair. The prospective date for the event is July 31, 2021. More details will be provided as the event approaches.

**Case Management Referrals = 21**  
**Job Referrals = 94**